

VILLAGE OF BARTLETT
BOARD AGENDA
DECEMBER 18, 2018
7:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. INVOCATION
4. PLEDGE OF ALLEGIANCE
5. *CONSENT AGENDA*

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*

*6. MINUTES: Committee Minutes–November 20, 2018, Board & Committee Minutes–December 4, 2018

*7. BILL LIST: December 18, 2018

8. TREASURER'S REPORT: October, 2018
Sales Tax Report – August, 2018
Motor Fuel Tax Report – September, 2018

9. PRESIDENT'S REPORT:

A. Commission Appointments

10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

11. TOWN HALL: (Note: Three (3) minute time limit per person)

12. STANDING COMMITTEE REPORTS:

A. BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS

1. None

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GABRENYA

1. None

C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE

*1. Ordinance Abating Certain 2018 Tax Levies of the Village of Bartlett for Special Service Area Number One (Bluff City)

*2. Resolution Approving of Disbursement Request for Payout No. 10 from the Subordinate Lien Tax Increment Revenue Note, Series 2016 for the Elmhurst Chicago Stone Bartlett Quarry Redevelopment Project

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CAMERER

*1. NSSEO Open Burn Request at Sunrise Lake

E. POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO

1. None

F. PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE

*1. Resolution Approving of the Second Amendment to Non-Exclusive License Agreement Between the Village of Bartlett and Chicago SMSA Limited Partnership D/B/A Verizon Wireless

*2. Ordinance Accepting the Public Improvements for Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard

*3. Resolution Approving of the Agreement Between the Village of Bartlett and the Morton Arboretum for the Urban and Community Forestry Grant

13. NEW BUSINESS

14. QUESTION/ANSWER: PRESIDENT & TRUSTEES

15. ADJOURNMENT



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

President Wallace called the Committee of the Whole meeting to order at 7:23 p.m.

PRESENT: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Management Analyst Sam Hughes, Finance Director Todd Dowden, Acting Community Development Director Roberta Grill, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Management Analyst Tyler Isham, Building Director Brian Goralski, Food and Beverage Manager Paul Petersen, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

COMMUNITY AND ECONOMIC DEVELOPMENT, CHAIRMAN GABREYNA

Siri Grocery Store BEDA Application

Chairman Gabreyna stated that the first item is the Siri Indian Grocery, which has been in business on Rt. 59 in Bartlett for the past six years. She asked Tony Fradin to review the item.

Economic Development Coordinator Tony Fradin stated that this business is located in the Apple Valley Center. They sell grocery items and dry goods of particular interest to the Indian community. They have had some thought over the past few years of expanding their services and providing hot food service that could be delivered or purchased on their premises. Staff has worked with the owner over a number of years and he has mentioned his desire to have hot food for years. When the BEDA program was created this past May, it was published in the June issue of the Bartletter. Sunder Nookala, the owner of Siri Indian Grocery, contacted staff about the program to expand. He has taken on a business partner with extensive experience in the restaurant industry. He has owned an Indian restaurant in Schaumburg for the past 18 years. This project will be somewhere in the \$75,000 range and they originally asked for a BEDA grant in the range of \$30,000-\$45,000, but staff recommends the amount of \$15,000 for this BEDA grant. They appeared before the Economic Development Commission at the August 13th meeting at which time they recommended in favor of the \$15,000. The slight delay between August 13th and now was that staff asked them to produce a business plan for your consideration. The owners of the Grocery store and their new partner, Jaikumar (Jay) Balasubramanian are in the audience to answer any questions you may have.

Chairman Camerer asked what the existing square footage was.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

Mr. Nookala stated, 1,400 sq.ft.

Chairman Reinke asked how the garbage was handled and if there were any complaints.

Mr. Nookala stated that there is a dumpster in the back and have not had a complaint in the six years they have been open.

Chairman Camerer asked how they plan to handle their grease traps.

Mr. Balasubramanian stated that the grease trap is inside and will be cleaned out about every 12 weeks. Additionally, they will not have a deep fryer so they won't have any oils to recycle.

Chairman Deyne asked Mr. Fradin to explain where the BEDA money comes from.

Mr. Fradin stated that it is a new line item of \$150,000 this year and staff has correlated it with the amount of revenues the Village collects from the video gaming tax.

President Wallace stated that he envisions it as similar to a Caputo's grocery store.

Assistant Village Administrator stated that the business is very similar to the Polish Deli on the other side of town.

President Wallace asked if it was only vegetarian and stated that he thought the number of meals per day seemed high.

Mr. Nookala stated that they project more on the weekends than the weekdays.

President Wallace stated that he appreciated the petitioner expanding his business in Bartlett.

The item was furthered on to the next Board Meeting for a final vote.

FINANCE AND GOLF, CHAIRMAN DEYNE

Proposed Capital Budget

Chairman Deyne asked Finance Director, Todd Dowden to review the item.

Mr. Dowden stated that this is the five year capital projects. The 2019-2020 year of the plan will roll into the regular budget as the capital budget. It accounts for \$20,951,176. He stated that he will be going over the new projects that the Board has not yet seen in previous years. This year there are four new projects that have been added. The first one



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

is the downtown crosswalks and he asked Public Works Director Dan Dinges to explain it.

Mr. Dinges that this project would take care of the downtown crosswalks to meet ADA requirements with the red truncated domes. The big expense that is included with that project is the PED gates at Oak St. for pedestrians. They are the major expense of this project. Staff applied for an RTA grant, however, we did not get the grant, so we are looking at applying for other grants. The project is contingent on grants and will not move forward without getting them.

Chairman Hopkins asked what type of grant staff anticipates on getting.

Mr. Dinges stated that the RTA grant was an 80/20 split and if it went through the RTA, they would have picked up 10% of the 20%, so staff was really hoping to get that, however, the project didn't meet all of their requirements they requested so it did not score high enough. The grants we are looking into might not be as good as the 80/20 or 90/10 split, but staff is hopeful that they will be close to that.

Mr. Dinges reviewed the Oak St. parking lot project next. He stated that it is a newly acquired lot, just south of Banbury Fair. The project would be somewhere near 40 parking stalls in the lot.

Chairman Camerer asked if these would be free spots.

Mr. Dinges stated that it is to be determined, but he believed that the current plan is free public parking.

Mr. Dinges stated that the next project is Lake St. frontage. The right of way is currently owned by IDOT, with the RT. 59 and Lake St. intersection improvements. IDOT approached us and asked if the Village wanted to take over the roadway after they were done with the project. Currently, the road doesn't have a curb or gutter. Since staff is looking at potential development in the area, we were thinking that it should be brought up to the Village standard.

President Wallace asked what the estimated completion date for the Lake St. and Rt. 59 improvements.

Mr. Dinges stated that they are trying to have the road improvements done by Christmas time. They will have cleanup work in addition to that, but the majority of the road improvements should be done this year.

Mr. Dinges stated that the Schick Road and West branch DuPage River Bridge is another project. Village bridges need to be inspected and that bridge will need to be redone in the



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

near future. This would be step one, getting the engineering study done to see what is needed and get it into the capital program since that will be a significant project.

Chairman Reinke stated that he thought that project was recently completed.

Mr. Dinges stated that the Schick Railroad Bridge was completed this year and the one on Struckman. This one has had a top coat redone, but this would be more of the guts of the support system. IDOT may ask the Village to post a weight limit for it at some point in the future. We are not at that point, but it should be put in the program shortly to get started.

Chairman Reinke asked how long a project like that takes.

Mr. Dinges stated that it will require lane closures, but he doesn't have an exact estimate of how long the total completion would take.

Mr. Dowden stated that staff will now give you an update on some of the ongoing projects.

Mr. Dinges stated that the first project is the water infrastructure project. Right now, the 30" water main is in place. Hopefully Bittersweet will be paved on Friday. JJ Henderson has been working on the receiving station and they have started digging the hole for the metering station. The first reservoir project is moving along and the 24" water main that will be heading west from Bittersweet is planned to start next week. We have been putting the word out that Stearns Road is going to be down to one lane with flaggers. They have to get all the way to South Bartlett Road, so that will take some time. During the first week of December, the contractor that is going to do the directional drilling down by Apple Orchard will also get started. West of South Bartlett, there will be some temporary lane closures, but it is wide enough that we should be able to keep two way traffic during construction. The construction installing the 12" at Villa Olivia has been moving along on that project as well, so we are full steam ahead at this point.

Chairman Camerer asked about the lad for the pump station storage tank.

Mr. Dinges stated that they have been in discussions with Brewster Creek Business Park for property there for an elevated tower.

Mr. Dinges stated that the next project is the Devon Excess Flow Project. The Board will see an engineering contract for that at the next meeting or the following. We are expecting the draft IGA with MWRD soon. We have agreed to rebuild their existing lift station at Devon and Berteau, building a four million dollar storage at our waste site and abandoning our Devon wastewater treatment plant. The permit the Village is in violation of with the IEPA will go away with this strategy. The plan is to get that project completed by the end of September 2020, which is when that permit would be renewed.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

President Wallace stated that he believed MWRD couldn't handle that amount of flow.

Mr. Dinges stated that they want the four million gallon storage tanks so they have a buffer to regulate how much they are getting at a time.

Mr. Dinges stated the Bittersweet wastewater treatment plant project needs to have the engineering portion started later this winter. The project could take about four years total with construction and engineering. The facility will pretty much be completely rehabbed and we will be able to meet the phosphorus limit when it gets added to the permit.

Mr. Dowden stated that at the next meeting staff will bring the resolution to approve the 20 million dollars that will roll into the operating budget for the 209-2020 fiscal year budget.

Chairman Camerer asked why the cost for painting the water towers are so varied.

Mr. Dinges stated that the big difference is that the Main St. tower is ground storage so the risk for workers is not as great as a regular water tower and it's not as big. The Oneida water tower is on the north side and has several legs, so more surface area. We bid this tower a few years ago and it came in higher than budgeted so it was not done. That tower also has lead paint, so it will need to be blasted and have a curtain hung around it.

Chairman Camerer asked if it will ever be less to paint them.

Mr. Dinges stated that staff homes that once they are blasted, we might just be able to do a top cost.

President Wallace asked if it is sand blasting or vapor blasting.

Mr. Dinges stated that it is sand blasting.

Chairman Wallace asked when the last time some of these have been blasted.

Mr. Dinges states the he did not know if some of them have ever been blasted because they still have lead paint. Once you have to put the curtain on and bring it all down to bare metal, it gets expensive.

President Wallace asked if all the structures were made out of the same material.

Mr. Dinges stated that they were all steel.

Chairman Camerer asked how many salt buildings we currently have.



VILLAGE OF BARTLETT COMMITTEE MINUTES

November 20, 2018

Mr. Dinges stated that currently there is one at public works and one on Devon. With the four million gallon storage tanks needed for MWRD, the Village has to remove the Devon salt storage. By moving the salt storage to public works, staff should only need one end loader instead of two.

Chairman Camerer asked about the cost of surveying the sewer lines.

Mr. Dinges stated that it was the water main leak survey that listens for leaks in the pipes. Half of the Village was done last year and the other half will be done in 2019. Staff has made the repairs that were found the first year and the Village's unaccounted for loss has decreased a large amount. It is necessary because part of joining up with Lake Michigan through our IDNR allocation, it is a requirement that your unaccounted for water is 10% or less, and we are at that point now.

Chairman Reinke stated that he would like to see the amount going towards bike paths to be increased.

Chairman Camerer stated that the Park District is only giving us about \$10,000.

Mr. Dinges stated that it used to be that the Park District would put in \$10,000 per year and the Village would put in \$10,000. This year, we asked that they increase to \$20,000 but they were unable to do it this year. With the Village crews doing the work, the \$40,000 will go a lot further, and a lot of it will come down to how much time our guys have available to be able to get a lot of that done. An additional thing we are considering is seal coating the paths so they last longer. The water main that is going in on Stearns Road will require a lot of the paths over there to be replaced, so a lot of those will be new next spring.

Chairman Reinke asked if the Park District will be giving \$20,000 this year.

Mr. Dinges stated that it is not for sure yet.

Chairman Reinke asked if the Village had an IGA with the Park District on this.

Mr. Dinges stated that we do not.

Chairman Camerer stated that the Bike and Run Committee has been wanting more funds for bike paths for years.

Chairman Hopkins asked how other committees handle bike paths.

Mr. Dinges stated that it is all different. Some have an agreement with the Park District, some do not. Most towns do not do their own paving though.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

Chairman Hopkins asked if most towns have an IGA with their Park Districts.

Mr. Dinges stated that staff would have to do a survey to know for sure, but he guessed that most of the paths were the town's responsibility unless it was on park District property.

Village Attorney Bryan Mraz stated that he concurred with Mr. Dinges.

Chairman Hopkins asked which roads we will be resurfacing.

Public Works Engineer Bob Allen stated that the Beaver Pond area will be done, a portion of Stearns Road and the Timberline neighborhood.

LICENSE AND ORDINANCE, CHAIRMAN CAMERER

2019 Annual Meetings Schedule

Chairman Camerer asked staff to explain the agenda item.

Village Administrator Paula Schumacher stated that staff is anticipating doing the budget reviews with our regular committee schedule, so we are not going to have the regular meeting in between that we usually do for the budget review. She asked for clarification on whether the Board wanted the meeting to start early to do a review, have the Board meeting and then have the committee meeting to continue the budget review like we have done in past years.

Chairman Camerer asked if the meeting would start around 5:30 p.m. and the review would start at 6:00 pm., with the Board meeting starting at 7:00 p.m.

President Wallace entertained a motion to adjourn to the end of the committee of the whole meeting.

Trustee Camerer moved to adjourn and Trustee Deyne seconded the motion.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 20, 2018**

ROLL CALL VOTE TO ADJOURN THE MEETING

AYES: Trustee Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke.

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting adjourned at 8:01 p.m.

Sam Hughes
Deputy Village Clerk



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

1. CALL TO ORDER

President Wallace called the regular meeting of December 4, 2018 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m. in the Council Chambers.

2. ROLL CALL

PRESENT: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke, and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Management Analyst Sam Hughes, Finance Director Todd Dowden, Acting Community Development Director Roberta Grill, Management Analyst Tyler Isham, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Building Director Brian Goralski, Grounds Superintendent Kevin DeRoo, Police Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

3. INVOCATION – Pastor Rob Ritacco from Jesus Journey Church gave the invocation.

4. PLEDGE OF ALLEGIANCE

5. CONSENT AGENDA

President Wallace stated that all items marked with an asterisk on the Agenda are considered to be routine and will be enacted by one motion. He further stated that there will be no separate discussion of these items unless a Board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the Agenda. He asked if there were any items a Board member wished to remove from the Consent Agenda, or any items a Board member wished to add to the Consent Agenda.

Trustee Gabrenya stated that she would like to add item 1 under Community & Economic Development, Siri Grocery Store BEDA Grant Approval to the Consent Agenda.

Trustee Deyne stated that he would like to add item 1 under Finance & Golf, Ordinance 2018-127, Ordinance Abating a Portion of Taxes Heretofore Levied for the Year 2018 to Pay Debt Service on: General Obligation Refunding Bonds Series 2017 of the Village of Bartlett, DuPage, Cook and Kane Counties, Illinois to the Consent Agenda.



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

Trustee Reinke stated that he would like to add items 1 and 2 under Public Works, Resolution 2018-129-R a Resolution Approving the Contract Between the Village of Bartlett and Midwest Water Group D/B/A RMS Utility Services for the Construction of the 2018 Sanitary Manhole Rehabilitation Project and Resolution 2018-130-R, a Resolution Approving of the Agreement for Professional Engineering Services Between the Village of Bartlett and Engineering Enterprises, Inc. to the Consent Agenda.

President Wallace then recited each item that was originally on the Consent Agenda and each item that was added to the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon on the Amended Consent Agenda. He then stated that he would entertain a motion to approve the Amended Consent Agenda, and the items designated to be approved by consent therein.

Trustee Camerer moved to amend the Consent Agenda to add item 1 under Community & Economic Development, Siri Grocery Store BEDA Grant Approval; item 1 under Finance & Golf, Ordinance 2018-127, Ordinance Abating a Portion of Taxes Heretofore Levied for the Year 2018 to Pay Debt Service on: General Obligation Refunding Bonds Series 2017 of the Village of Bartlett, DuPage, Cook and Kane Counties, Illinois; items 1 and 2 under Public Works, Resolution 2018-129-R a Resolution Approving the Contract Between the Village of Bartlett and Midwest Water Group D/B/A RMS Utility Services for the Construction of the 2018 Sanitary Manhole Rehabilitation Project and Resolution 2018-130-R, a Resolution Approving of the Agreement for Professional Engineering Services Between the Village of Bartlett and Engineering Enterprises, Inc. and that motion was seconded by Trustee Hopkins.

ROLL CALL VOTE TO AMEND THE CONSENT AGENDA

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

NAYS: None

ABSENT: None

MOTION CARRIED

Trustee Deyne moved to approve the Amended Consent Agenda, and all items designated to be approved by consent therein as amended, and that motion was seconded by Trustee Carbonaro.



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA AND
CONSENT ITEMS THEREIN

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke
NAYS: None
ABSENT: None
MOTION CARRIED

6. MINUTES – Covered and approved under the Consent Agenda.
7. BILL LIST – Covered and approved under the Consent Agenda.
8. TREASURER'S REPORT – None
9. PRESIDENT'S REPORT

President Wallace read a Proclamation for National Impaired Driving Prevention Month to promote safer and healthier behaviors regarding the use of alcohol and other drugs this December holiday season and throughout the year.

10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Deyne thanked the public works staff for the services they provided during the recent snowstorm where there were a lot of downed trees.

Trustee Reinke stated that he was recently at Route 59 and Stearns Road and thought there was not a lot of progress. There was still a lot of construction and activity this morning and southbound Route 59 was down to one lane.

President Wallace stated that he was also there late in the morning and the flaggers were absolutely terrible. They were not controlling anything and thought they should step up the game.

Public Works Director Dan Dinges stated that he would talk to IDOT. His staff was working with them at the southeast corner because they have a hydrant to move by the bank. They could not get the main to shut down and therefore had to do a lot of exploratory digging. IDOT is trying to button up some loose ends to get all lanes opened but the weather has not been cooperating.

Trustee Gabrenya commended Scott Skrycki for helping to encourage the buzz on social media about upcoming new businesses. It was nice to see positive things come to light and four to five new businesses coming into town. She commended administration for helping to push these businesses forward.



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

11. TOWN HALL

George Koziol, 654 Hazel Nut Court

Mr. Koziol stated that Thanksgiving was almost two weeks ago, but he and his wife would like to say that they have a lot to continue to be thankful for. This time it is to the men in Public Works that came to their house, after the snow storm, to cut and remove a large branch that broke off the parkway tree and was partially blocking the street. The crew returned in a day or so to remove and chip branches, some small and some rather large. This work took place on their street and in the subdivision of Walnut Hills and throughout Bartlett.

He personally saw how hard these fellas worked to load the branches into the chipper. They must have gone home with tired muscles that night. I can only imagine how much work they put in and probably will put in for a few days more to clean up our Village. So many streets to travel!

All this work and effort is very much appreciated because it is for us in many ways. As a result of their work, our town, Bartlett, will look a lot better after the brush, branches and tree limbs are cleaned up. We are lucky to have this done for us, especially at this time of year. Again, he reiterated that we have a lot to be thankful for.

He stated that Route 20, east of the bridge, it is now four lanes. The only thing left is the right turn into Walnut Hills.

12. STANDING COMMITTEE REPORTS

A. BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS

Trustee Hopkins stated that the 2019 Annual Meeting Schedule was covered and approved under the Consent Agenda.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GABRENYA

Trustee Gabrenya stated that Siri Grocery Store BEDA grant approval was covered and approved under the Consent Agenda.

C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne presented Ordinance 2018-128, an Ordinance for the Levy and Assessment of Taxes for the General Corporate and Other Purposes of the Village of



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

Bartlett, Cook, DuPage and Kane Counties, Illinois, for the Fiscal Year Beginning May 1, 2018 and ending April 30, 2019.

Finance Director Todd Dowden stated that this is the final step in the property tax levy. They set the levy in the budget, discussed it, and had a public hearing. It is set at \$11,150,020 and this is the final step to approve the ordinance and file it by December 25, 2018.

Trustee Deyne stated that it is a decrease in the tax levy of .06% from last year's extension. The levy has remained constant or was lowered over the last eight years and that is a reflection of the people on this board.

Trustee Deyne moved to approve Ordinance 2018-128, an Ordinance for the Levy and Assessment of Taxes for the General Corporate and Other Purposes of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, for the Fiscal Year Beginning May 1, 2018 and ending April 30, 2019 and that motion was seconded by Trustee Camerer.

Trustee Hopkins stated that no one showed up for the public hearing or had any comments and he wondered if anyone from the public contacted staff regarding this levy?

Administrator Schumacher stated "no".

ROLL CALL VOTE TO APPROVE ORDINANCE 2018-128, LEVY AND ASSESSMENT OF TAXES FOR GENERAL CORPORATE AND OTHER PURPOSES

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

NAYS: None

ABSENT: None

MOTION CARRIED

Trustee Deyne stated that Ordinance 2018-127, an Ordinance Abating a Portion of Taxes Heretofore Levied for the Year 2018 to Pay Debt Service on: General Obligation Refunding Bonds Series 2017 of the Village of Bartlett, DuPage, Cook and Kane Counties, Illinois and Resolution 2018-131-R, Adopting the 2019-2023 Capital Improvements Program were covered and approved under the Consent Agenda.

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CAMERER

Trustee Camerer stated that there was no report.

E. POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO

Trustee Carbonaro stated that there was no report.



VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018

F. PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE

Trustee Reinke stated that Resolution 2018-129-R a Resolution Approving the Contract Between the Village of Bartlett and Midwest Water Group D/B/A RMS Utility Services for the Construction of the 2018 Sanitary Manhole Rehabilitation Project; Resolution 2018-130-R, a Resolution Approving of the Agreement for Professional Engineering Services Between the Village of Bartlett and Engineering Enterprises, Inc.; Resolution 2018-132-R, a Resolution Approving of a Professional Services Agreement Between the Village of Bartlett and BLA Inc. for the Schick-Petersdorf Resurfacing Phase III Engineering were covered and approved under the Consent Agenda.

13. NEW BUSINESS

Trustee Deyne asked the Board to wear Christmas ties or an ugly sweater at the next Board meeting.

Trustee Camerer asked if there was any chance that they could do any lighting on the downtown trees this year. He felt that it draws people to the downtown and would like to see people drawn to the businesses.

Mr. Dinges stated that the biggest issue is electric. They do not have outlets at those trees so you would have to draw off of the lights. They are researching other possibilities but he doubted they would get to it this year.

President Wallace asked if they could wrap the street light poles with white or blue lights.

Mr. Dinges stated that it depends how much current the outlet could take. They will present the project costs to be included in the budget.

President Wallace stated that he had the opportunity to visit Matrix Design today and the Camcraft business and stated that it was a very impressive organization and he encouraged other Board members to take a tour. He stated that they are looking for ways to get involved in the community. He also stated that they mentor many children from Hanover Park schools.

14. QUESTION/ANSWER: PRESIDENT & TRUSTEES - None

15. ADJOURN TO COMMITTEE OF THE WHOLE MEETING

President Wallace stated that the Board will be going into the Committee of the Whole meeting immediately following the close of this meeting.



**VILLAGE OF BARTLETT
BOARD MINUTES
December 4, 2018**

There being no further business to discuss, Trustee Deyne moved to adjourn the regular Board meeting and that motion was seconded by Trustee Carbonaro.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:24 p.m.

Lorna Gilles
Village Clerk



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
December 4, 2018**

President Wallace called the Committee of the Whole meeting to order at 7:23 p.m.

PRESENT: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Management Analyst Sam Hughes, Finance Director Todd Dowden, Acting Community Development Director Roberta Grill, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Management Analyst Tyler Isham, Building Director Brian Goralski, Food and Beverage Manager Paul Petersen, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

POLICE AND HEALTH, CHAIRMAN CARBONARO

FRONTLINE Police Safety Solutions

Chairman Carbonaro stated the only item on the agenda is a review of FRONTLINE Solutions software database offered through DuComm. He asked the Deputy Chief to explain more.

Deputy Chief Chuck Snider stated that this software is used to track directed patrols, overnight parking, vacation watch, and condition reports. Part of the website is only accessible by the police department and part of it is accessible to the public. Mr. Snider explained that the system is accessible to residents on the Village website by going to "How to" then "Vacation watch and overnight parking." It will list the Frontline public safety solutions web link there which will take them to their website. They can either enter a request for overnight parking or for vacation watch. If they click on overnight parking, they enter a plate number, reason why, their make, model, vehicle color, state, street address and start/end date. Once they submit it, the police department receives it right away and the officers can access it from their vehicle in real time. The other area they can access is the vacation watch. They have to add a little bit more information including a phone number, is there a pet in the house, is there an alarm system or would anyone be visiting the house while they are away.

The other side of the system is the backend which only the officers can see. It has a secure login for each user. When an officer clicks on overnight parking, all the ones that pop up in green are active requests. They can also sort the material by plate number, street name, etc. They can also click on the view icon to get more information about a specific vehicle. The vacation watch looks very similar to the overnight parking, but the officers have the ability to check a box that says that they check out the house on a



VILLAGE OF BARTLETT COMMITTEE MINUTES December 4, 2018

particular date at a particular time. They can also note any problems they found or no problems. The resident has the option of receiving an email or a text message immediately upon the officer completing the check. One of the main things the police have used this for is the directed patrols. Sergeants and above can add any directed patrol they want for various reasons. The screen shows what action has been taken on a specific directed patrol, regarding warnings and tickets. If the officer clicks on the "eye glass," they can get some more specific information about that patrol and it goes through the time and date an officer was out there and any action they took. All the material can be pulled up in an excel spreadsheet or a PDF format as well.

Bartlett gets this service free through DuComm as part of our service contract. They have the system because they handle overnight parking for some towns and they were getting inundated with requests for overnight parking. Since this has started, in the first year, 33% of overnight parking requests came in through the online service and that percentage continues to increase. This frees up the phone for more important calls. Additionally, last year the police had 3,066 house checks and 5,116 directed patrols. The officers also have the ability to add condition reports for downed signs, branches, street lights, etc. and most of those then get directed to public works. He asked if there were any questions from the Board.

Chairman Carbonaro asked if this was officially being offered to us at no charge.

Mr. Snider stated that was correct. Police staff were looking at a few different products for these services and Frontline was one of them. Once the police found out that DuComm was going to offer this, staff jumped on it.

Chairman Carbonaro asked if we know if there will be any fees in the future for this product.

Mr. Snider stated that he does not know, but he doesn't expect it.

Chairman Carbonaro asked when a resident submits a request for overnight parking, do they get an email confirmation.

Mr. Snider stated that if it is denied it will let you know on the screen and you will receive a confirmation email if it goes through.

Chairman Carbonaro asked if there is something the officer is supposed to put in the message to residents on vacation if there is something wrong with the house.

Mr. Snider stated that if there is something wrong with the house, they can note it and contact the homeowner or their emergency contact.



VILLAGE OF BARTLETT COMMITTEE MINUTES December 4, 2018

Chairman Reinke stated that it was very informative and he receives a lot of complaints about parking so he is glad we have this and the data to look at.

Village Administrator Paula Schumacher stated that looking at the data is key because it helps us quantify whether we need to massage times or look at other changes that need to be made. It helps us identify if there are tweaks that need to be made on how we are assigning people or how the ordinances are written and it has been a good tool from a management standpoint.

Police Chief Patrick Ullrich stated that it helps the police because when a resident makes a complaint and it is input into the system, there is a whole record on what we have done to try and address that complaint. Sometimes officers have not found violations, but sometimes they do and as we are addressing these complaints, we can reach out to the resident and let them know these were the dates and times we were out there and these were the enforcement measures we have taken. At North and Western, you were able to see how many warnings and citations were written, so that is why we looked into some other options like putting up the flashing stop signs and a lot of that has helped. This system helps our staff know where the problems are and where they need to spend some time. It also helps us as a department to let the community know what actions we have taken to try and address their complaint.

Chairman Reinke asked if a resident uses the GO Request App to make a complaint about parking, how that flows into this system.

Mr. Ullrich stated that they would take that information from that complaint and enter it into the Frontline system.

Mr. Snider added that as a supervisor, he can pull a report to see what officers went to the homes on vacation, what they found or did not find and make sure they are doing what he asks of them.

President Wallace commended the police department during the power outages recently. There were about 110 houses that did not have power for about 40 hours and the police went and did wellness checks on all of those homes.

Ms. Schumacher stated that next week staff will be meeting with DuPage Mayors and Managers and ComEd to go over their storm response, how the municipal portal worked for us and the other communities. It will be a good opportunity to talk about some of the issues we had about some of the information we had internally from ComEd and on their site. They had some conflicts on what they were directing our police department to look at and what they were directing municipal staff to look at, so they had some communication problems.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
December 4, 2018**

President Wallace entertained a motion to adjourn the Committee of the Whole Meeting.

Trustee Camerer moved to adjourn and Trustee Deyne seconded the motion.

ROLL CALL VOTE TO ADJOURN THE MEETING

AYES: Trustee Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke.

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting adjourned at 8:42 p.m.

Sam Hughes
Deputy Village Clerk

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

100-GENERAL FUND REVENUES

420230-BUILDING PERMITS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE RESTORATION	BUILDING PERMIT REFUND	144.00
INVOICES TOTAL:		144.00

100000-GENERAL FUND

210002-GROUP INSURANCE PAYABLE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BLUE CROSS BLUE SHIELD OF ILLINOIS	MONTHLY INSURANCE - DEC 2018	323,205.92
** 1 DEARBORN NATIONAL	MONTHLY INSURANCE - DEC 2018	2,639.34
** 1 FIDELITY SECURITY LIFE	MONTHLY INSURANCE - DEC 2018	934.91
INVOICES TOTAL:		326,780.17

1100-VILLAGE BOARD/ADMINISTRATION

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	507.63
INVOICES TOTAL:		507.63

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	ARGIS ONLINE FEES/TRAVEL EXPENSES	184.97
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	32.50
INVOICES TOTAL:		217.47

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	I-PASS REPLENISHMENT	40.00
INVOICES TOTAL:		40.00

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	ILCMA CONFERENCE REGISTRATION	25.00
1 DUPAGE MAYORS & MANAGERS	MEETING FEES	160.00
INVOICES TOTAL:		185.00

543101-DUES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ILLINOIS MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES	2,500.00
INVOICES TOTAL:		2,500.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

543900-COMMUNITY RELATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MEETING REFRESHMENTS	20.89
1 CENTURY PRINT & GRAPHICS	CHRISTMAS CARDS	295.00
INVOICES TOTAL:		315.89

543910-HISTORY MUSEUM EXPENSES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MUSEUM SUPPLIES	113.22
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	73.78
** 1 SAM'S CLUB	FOOD PURCHASES/SUPPLIES	71.65
INVOICES TOTAL:		258.65

546900-CONTINGENCIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	LUNCH MEETING/SOCK CONTEST	113.40
1 COMCAST	VPN SERVICE	31.74
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	134.03
INVOICES TOTAL:		279.17

1200-PROFESSIONAL SERVICES

523400-LEGAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BRYAN E MRAZ & ASSOCIATES P.C.	PROFESSIONAL SERVICES	17,594.50
1 CULLEN INC	PROFESSIONAL SERVICES	2,000.00
1 LAW OFFICES OF ROBERT J KRUPP PC	PROFESSIONAL SERVICES	925.00
1 STORINO RAMELLO & DURKIN	PROFESSIONAL SERVICES	825.00
INVOICES TOTAL:		21,344.50

523401-ARCHITECTURAL/ENGINEERING SVC

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DEIGAN & ASSOCIATES LLC	PHASE 2 ESA/IL ROUTE 59 & LAKE ST	16,928.50
1 GEWALT HAMILTON ASSOCIATES INC	TRAFFIC ENGINEERING SERVICES	552.00
1 GEWALT HAMILTON ASSOCIATES INC	TRAFFIC PASS THRU	851.00
INVOICES TOTAL:		18,331.50

1400-FINANCE

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	70.57
INVOICES TOTAL:		70.57

522950-ORDINANCE CODIFICATION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 STERLING CODIFIERS INC	ANNUAL INTERNET HOSTING FEE	500.00
	<u>INVOICES TOTAL:</u>	<u>500.00</u>

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PADDOCK PUBLICATIONS INC	PUBLIC HEARING NOTICE	126.50
	<u>INVOICES TOTAL:</u>	<u>126.50</u>

523500-AUDIT SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 LAUTERBACH & AMEN LLP	AUDIT SERVICES	670.00
	<u>INVOICES TOTAL:</u>	<u>670.00</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	W-2/1099 FORMS	319.58
1 CENTURY PRINT & GRAPHICS	PAYROLL CHECK FORMS	149.97
1 WAREHOUSE DIRECT	TONER	114.56
1 WAREHOUSE DIRECT	DESK PAD/BINDER INDEXES	36.67
1 WAREHOUSE DIRECT	POST-IT NOTES	15.98
	<u>INVOICES TOTAL:</u>	<u>636.76</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	GFOA CONFERENCE REGISTRATION	135.00
	<u>INVOICES TOTAL:</u>	<u>135.00</u>

1500-COMMUNITY DEVELOPMENT

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	TAPE MEASURE	22.72
	<u>INVOICES TOTAL:</u>	<u>22.72</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 KANE COUNTY PLANNERS	HOLIDAY FORUM REGISTRATION	80.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	14.50
1 BRUCE SCHROER	IEHA CONFERENCE EXPENSES	414.90
	<u>INVOICES TOTAL:</u>	<u>509.40</u>

1600-BUILDING

526000-VEHICLE MAINTENANCE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BUNGE'S TIRE & AUTO BARTLETT	VEHICLE MAINTENANCE	193.60

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1	IVY LANE CORPORATION	VEHICLE MAINTENANCE	45.88	
**	1	PETTY CASH	PETTY CASH REIMBURSEMENT	25.94
			<u>INVOICES TOTAL:</u>	<u>265.42</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT		
** 2	PETTY CASH	PETTY CASH REIMBURSEMENT	14.00	
			<u>INVOICES TOTAL:</u>	<u>14.00</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT		
** 3	PETTY CASH	PETTY CASH REIMBURSEMENT	60.00	
			<u>INVOICES TOTAL:</u>	<u>60.00</u>

1700-POLICE

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT		
1	COUNTRYSIDE FUNERAL HOMES	TRANSPORTATION SERVICES	475.00	
1	PROSHRED NORTH	PAPER SHREDDING SERVICES	180.00	
1	ULTRA STROBE COMMUNICATIONS INC	MONTHLY SERVICE FEE	1,235.00	
			<u>INVOICES TOTAL:</u>	<u>1,890.00</u>

526000-VEHICLE MAINTENANCE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT		
1	HAWK FORD OF ST CHARLES	VEHICLE MAINTENANCE	582.09	
1	HAWK FORD OF ST CHARLES	VEHICLE MAINTENANCE	459.60	
1	MEINEKE CAR CARE CENTER	VEHICLE MAINTENANCE	124.99	
1	MEINEKE CAR CARE CENTER	VEHICLE MAINTENANCE	174.99	
1	MEINEKE CAR CARE CENTER	VEHICLE MAINTENANCE	54.98	
1	MEINEKE CAR CARE CENTER	VEHICLE MAINTENANCE	19.95	
1	ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT REPLACEMENT	49.95	
1	ULTRA STROBE COMMUNICATIONS INC	RADIO MICROPHONE REPLACEMENT	49.95	
1	ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	2.32	
			<u>INVOICES TOTAL:</u>	<u>1,518.82</u>

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT		
1	AMAZON CAPITAL SERVICES INC	PRINTER	436.99	
1	GLOBAL EQUIPMENT COMPANY INC	DOME CEILING MIRROR	52.75	
1	HOME DEPOT CREDIT SERVICES	SAFETY STRIPS/CLEANING SUPPLIES	27.86	
1	PORTER LEE CORPORATION	BARCODE LABELS	86.00	
1	WAREHOUSE DIRECT	TONER	128.43	
1	WAREHOUSE DIRECT	CATALOG CASE/COFFEE SUPPLIES	402.55	
1	ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	4.59	
			<u>INVOICES TOTAL:</u>	<u>1,139.17</u>

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

530110-UNIFORMS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 R & M SPECIALTIES LTD	POLO SHIRTS	108.00
1 RAY O'HERRON CO INC	PATCH FOR CSO BIKE SHIRTS	60.00
INVOICES TOTAL:		168.00

530125-SHOOTING RANGE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HOME DEPOT CREDIT SERVICES	SAFETY STRIPS/CLEANING SUPPLIES	20.96
INVOICES TOTAL:		20.96

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	STAMP/BATTERIES/SUPPLIES	83.41
1 WAREHOUSE DIRECT	FOLDERS/PENS/MARKERS	121.93
1 WAREHOUSE DIRECT	CATALOG CASE/COFFEE SUPPLIES	49.64
INVOICES TOTAL:		254.98

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MIREYA FLORES	TRAINING EXPENSES	45.60
1 GENERAL DYNAMICS OTS	MICHAEL TAVOLACCI & JASON AMORE TRAINING	1,240.00
1 INTERGOVERNMENTAL RISK	IRMA POLICE FORUM	63.75
1 NORTH EAST MULTI-REGIONAL	TRAINING FEES	250.00
1 NORTH EAST MULTI-REGIONAL	TRAINING FEES	100.00
1 ERIC SCHULTZ	TRAINING EXPENSES	45.60
INVOICES TOTAL:		1,744.95

542000-PLANNING & RESEARCH

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	SQUARESPACE RENEWAL	164.00
INVOICES TOTAL:		164.00

543101-DUES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CRISIS PREVENTION INSTITUTE INC	ANNUAL MEMBERSHIP FEE	150.00
INVOICES TOTAL:		150.00

543900-COMMUNITY RELATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ZOOS ARE US INC	DEPOSIT/PETTING ZOO FOR NNO	402.50
INVOICES TOTAL:		402.50

545200-POLICE/FIRE COMMISSION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONRAD POLYGRAPH INC	POLYGRAPH EXAM FEES	800.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 METRO-WESTERN COOK	BACKGROUND CHECK FEES	72.00
	<u>INVOICES TOTAL:</u>	<u>872.00</u>

570100-MACHINERY & EQUIPMENT

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 STALKER RADAR APPLIED CONCEPTS INC	HAND HELD LIDAR/RADAR	3,491.00
	<u>INVOICES TOTAL:</u>	<u>3,491.00</u>

1800-STREET MAINTENANCE

522500-EQUIPMENT RENTALS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 COMCAST	VPN SERVICE	2.11
1 VERIZON WIRELESS	WIRELESS SERVICES	194.71
1 VERIZON WIRELESS	WIRELESS SERVICES	40.30
	<u>INVOICES TOTAL:</u>	<u>237.12</u>

524120-UTILITIES

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	28.85
1 NICOR GAS	GAS BILL	170.36
1 NICOR GAS	GAS BILL	636.72
1 NICOR GAS	GAS BILL	521.32
1 NICOR GAS	GAS BILL	187.11
	<u>INVOICES TOTAL:</u>	<u>1,544.36</u>

524230-SNOW PLOWING CONTRACTS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 AJD CONCRETE CONSTRUCTION CORP	SNOW PLOWING SERVICES	3,510.00
1 VIRGILIO CARDENAS	SNOW PLOWING SERVICES	945.00
1 VIRGILIO CARDENAS	SNOW PLOWING SERVICES	2,835.00
1 CORNERSTONE LAND & LAWN INC	SNOW PLOWING SERVICES	11,115.00
1 KONCRETE CONSTRUCTION INC	SNOW PLOWING SERVICES	12,600.00
1 S & B PLOWING & SNOW	SNOW PLOWING SERVICES	2,970.00
	<u>INVOICES TOTAL:</u>	<u>33,975.00</u>

526000-VEHICLE MAINTENANCE

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	120.00
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	140.00
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	1,028.86
1 POMP'S TIRE SERVICE INC	TIRE REPLACEMENTS	1,586.84
	<u>INVOICES TOTAL:</u>	<u>2,875.70</u>

527100-SERVICES TO MAINTAIN STREETS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 DTN LLC	WEATHER INFORMATION SERVICE	402.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

INVOICES TOTAL: 402.00

527110-SVCS TO MAINTAIN TRAFFIC SIGS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DUPAGE COUNTY TRANSPORTATION	TRAFFIC SIGNAL MAINTENANCE	3,479.11
		<u>INVOICES TOTAL: 3,479.11</u>

527112-SERVICE TO MAINTAIN STR LIGHTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ELMUND & NELSON CO	STREET LIGHT REPAIRS	242.50
		<u>INVOICES TOTAL: 242.50</u>

527113-SERVICES TO MAINT. GROUNDS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES	280.00
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPE MAINTENANCE	783.75
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	25.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	25.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	25.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	25.00
		<u>INVOICES TOTAL: 1,163.75</u>

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS CORPORATION	FIRST AID SUPPLIES	35.82
** 1 DANIEL DINGES	STAFF LUNCH/SNOW STORM	75.71
1 GRAINGER	MATERIALS & SUPPLIES	196.16
1 GRAINGER	MATERIALS & SUPPLIES	848.00
1 SITEONE LANDSCAPE SUPPLY LLC	CHRISTMAS WREATHS	370.50
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	76.01
		<u>INVOICES TOTAL: 1,602.20</u>

530110-UNIFORMS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	2,562.60
		<u>INVOICES TOTAL: 2,562.60</u>

530150-SMALL TOOLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	24.98
		<u>INVOICES TOTAL: 24.98</u>

530160-SAFETY EQUIPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FIVE STAR SAFETY EQUIPMENT INC	SAFETY GLASSES	72.00
		<u>INVOICES TOTAL: 72.00</u>

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

534230-SNOW PLOWING SALT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DETROIT SALT COMPANY LLC	ROAD SALT	17,260.92
INVOICES TOTAL:		17,260.92

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DEKANE EQUIPMENT CORPORATION	EQUIPMENT MAINTENANCE SUPPLIES	235.00
1 DEKANE EQUIPMENT CORPORATION	EQUIPMENT MAINTENANCE SUPPLIES	2,225.00
1 DEKANE EQUIPMENT CORPORATION	SNOW PLOW	3,420.00
1 GRAINGER	CEILING FAN BLADE	158.00
1 MIDWEST SALT LLC	EQUIPMENT MAINTENANCE SUPPLIES	93.43
1 RANDALL PRESSURE SYSTEMS INC	EQUIPMENT MAINTENANCE SUPPLIES	480.36
1 WHOLESALE DIRECT INC	HYDRAULIC MOTOR	275.67
INVOICES TOTAL:		6,887.46

534400-STREET MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	385.00
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	174.42
1 ELMHURST CHICAGO STONE COMPANY	MAINTENANCE SUPPLIES	1,244.85
INVOICES TOTAL:		1,804.27

534500-GROUNDS MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOHN B REYNOLDS & SONS MEMORIALS INC	CEMETERY MONUMENT	1,517.00
INVOICES TOTAL:		1,517.00

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMPERAGE ELECTRICAL SUPPLY INC	MAINTENANCE SUPPLIES	14.20
1 GRAINGER	MAINTENANCE SUPPLIES	21.74
1 UNIFIRST CORPORATION	MATS	12.04
1 UNIFIRST CORPORATION	MATS	14.04
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	9.99
INVOICES TOTAL:		72.01

534800-STREET LIGHTS MAINT MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CRESCENT ELECTRIC SUPPLY CO	STREET LIGHTING SUPPLIES	63.39
INVOICES TOTAL:		63.39

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 INTERGOVERNMENTAL RISK	WORK ZONE SAFETY SEMINAR	90.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

INVOICES TOTAL: 90.00

546900-CONTINGENCIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DECAL STICKERS	33.62
<u>INVOICES TOTAL:</u>		<u>33.62</u>

2200-MFT EXPENDITURES

583059-SCHICK ROAD BRIDGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIANCE CONTRACTORS INC	BRIDGE MAINTENANCE PROJECT	73,357.15
<u>INVOICES TOTAL:</u>		<u>73,357.15</u>

4200-MUNICIPAL BLDG PROJECTS EXP

585058-2016 POLICE STATION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FREDERICK QUINN CORPORATION	POLICE STATION PAYOUT #17	551,275.00
1 WILLIAMS ARCHITECTS	POLICE STATION	14,780.15
<u>INVOICES TOTAL:</u>		<u>566,055.15</u>

5000-WATER OPERATING EXPENSES

520025-ELGIN WATER AGREEMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CITY OF ELGIN	ELGIN WATER BILL	327,150.08
<u>INVOICES TOTAL:</u>		<u>327,150.08</u>

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-4	10,836.83
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-7	2,293.33
<u>INVOICES TOTAL:</u>		<u>13,130.16</u>

522500-EQUIPMENT RENTALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VERIZON WIRELESS	WIRELESS SERVICES	194.71
<u>INVOICES TOTAL:</u>		<u>194.71</u>

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	1,106.84
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	2,797.73
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	581.13
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	8,269.86

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 NICOR GAS	GAS BILL	278.45
1 NICOR GAS	GAS BILL	68.87
1 NICOR GAS	GAS BILL	200.54
INVOICES TOTAL:		13,303.42

530100-MATERIALS & SUPPLIES

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 CINTAS CORPORATION	FIRST AID SUPPLIES	35.82
1 CORE & MAIN LP	MATERIALS & SUPPLIES	108.45
1 CORE & MAIN LP	MATERIALS & SUPPLIES	676.56
1 CORE & MAIN LP	MATERIALS & SUPPLIES	3,029.00
** 1 DANIEL DINGES	STAFF LUNCH/SNOW STORM	75.72
1 GRAINGER	MATERIALS & SUPPLIES	272.70
INVOICES TOTAL:		4,198.25

530110-UNIFORMS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 CUTLER WORKWEAR	UNIFORMS	1,346.92
INVOICES TOTAL:		1,346.92

534300-EQUIPMENT MAINTENANCE MATLS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 USA BLUE BOOK	EQUIPMENT MAINTENANCE SUPPLIES	707.97
INVOICES TOTAL:		707.97

534600-BUILDING MAINTENANCE MATERIALS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 UNIFIRST CORPORATION	MATS	12.04
1 UNIFIRST CORPORATION	MATS	14.04
INVOICES TOTAL:		26.08

541600-PROFESSIONAL DEVELOPMENT

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
** 1 CARDMEMBER SERVICE	APWA MEETING REGISTRATION FEES	40.00
INVOICES TOTAL:		40.00

546900-CONTINGENCIES

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 AMAZON CAPITAL SERVICES INC	IPAD CASE	71.21
** 1 CARDMEMBER SERVICE	DECAL STICKERS	33.62
INVOICES TOTAL:		104.83

500000-WATER FUND

121054-WATER/SEWER BILLING A/R

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 PANNA SHAH	REFUND/WATER BILL OVERPAYMENT	50.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 US BANK NA	REFUND/WATER BILL OVERPAYMENT	48.77
	INVOICES TOTAL:	98.77

5090-WATER CAPITAL PROJECTS EXP

581030-WATER TOWER PAINTING

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 SEVEN BROTHERS PAINTING INC	WATER TOWER PAINTING	551,680.00
	INVOICES TOTAL:	551,680.00

581037-DWC PUMP STA,STORAGE,LAND

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 JOSEPH J HENDERSON & SON INC	LAKE MICHIGAN WATER RECEIVING STATION	1,163,158.60
	INVOICES TOTAL:	1,163,158.60

581038-VILLAGE SYSTEM IMPROVMENTS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 REMPE-SHARPE & ASSOCIATES INC	VILLA OLIVIA TRANSMISSION MAIN	2,874.54
1 REMPE-SHARPE & ASSOCIATES INC	BARTLETT TRANSMISSION MAIN	6,140.58
	INVOICES TOTAL:	9,015.12

5100-SEWER OPERATING EXPENSES

522500-EQUIPMENT RENTALS

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 VERIZON WIRELESS	WIRELESS SERVICES	194.71
	INVOICES TOTAL:	194.71

522800-ANALYTICAL TESTING

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 SUBURBAN LABORATORIES INC	ANALYTICAL TESTING	262.00
1 SUBURBAN LABORATORIES INC	ANALYTICAL TESTING	676.00
	INVOICES TOTAL:	938.00

524120-UTILITIES

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	58.28
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	82.80
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	68.96
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	132.45
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	89.33
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	140.90
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	174.79
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	121.21
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	118.65
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	290.03
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	170.79
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	270.80

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	350.33
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	615.87
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	30,753.86
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	127.02
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	247.80
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	247.38
1	NICOR GAS	GAS BILL	284.38
1	NICOR GAS	GAS BILL	101.51
1	NICOR GAS	GAS BILL	30.90
1	NICOR GAS	GAS BILL	28.79
1	NICOR GAS	GAS BILL	29.34
1	NICOR GAS	GAS BILL	97.31
1	NICOR GAS	GAS BILL	30.34
1	NICOR GAS	GAS BILL	29.99
1	NICOR GAS	GAS BILL	97.30
1	NICOR GAS	GAS BILL	29.26
1	NICOR GAS	GAS BILL	31.18
1	NICOR GAS	GAS BILL	83.30
1	NICOR GAS	GAS BILL	66.80
INVOICES TOTAL:			35,001.65

526000-VEHICLE MAINTENANCE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHAMPION FRAME-ALIGN INC	VEHICLE MAINTENANCE	347.22
1 CHAMPION FRAME-ALIGN INC	VEHICLE MAINTENANCE	3,366.63
1 EJ EQUIPMENT INC	VEHICLE MAINTENANCE	498.50
INVOICES TOTAL:		4,212.35

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS CORPORATION	FIRST AID SUPPLIES	35.81
** 1 DANIEL DINGES	STAFF LUNCH/SNOW STORM	75.72
1 NORTH CENTRAL LABORATORIES	LAB SUPPLIES	809.38
INVOICES TOTAL:		920.91

530110-UNIFORMS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	2,829.89
INVOICES TOTAL:		2,829.89

530120-CHEMICAL SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRO CHEM INC	CHEMICAL SUPPLIES	133.34
1 STATE INDUSTRIAL PRODUCTS	CHEMICAL SUPPLIES	377.66
1 STATE INDUSTRIAL PRODUCTS	CHEMICAL SUPPLIES	1,309.00
INVOICES TOTAL:		1,820.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	JOURNAL BOOK	74.24
		<u>INVOICES TOTAL:</u> <u>74.24</u>

532300-POSTAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE UPS STORE	SHIPPING CHARGES	9.93
		<u>INVOICES TOTAL:</u> <u>9.93</u>

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EVOQUA WATER TECHNOLOGIES LLC	EQUIPMENT MAINTENANCE SUPPLIES	855.00
1 GASVODA & ASSOC INC	EQUIPMENT MAINTENANCE SUPPLIES	1,545.72
1 USA BLUE BOOK	EQUIPMENT MAINTENANCE SUPPLIES	217.20
		<u>INVOICES TOTAL:</u> <u>2,617.92</u>

534500-GROUNDS MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES	60.00
		<u>INVOICES TOTAL:</u> <u>60.00</u>

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIFIRST CORPORATION	MATS	12.04
1 UNIFIRST CORPORATION	MATS	14.04
		<u>INVOICES TOTAL:</u> <u>26.08</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	APWA MEETING REGISTRATION FEES	40.00
		<u>INVOICES TOTAL:</u> <u>40.00</u>

546900-CONTINGENCIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DECAL STICKERS	33.63
		<u>INVOICES TOTAL:</u> <u>33.63</u>

547047-IEPA LOAN INTEREST

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 IL ENVIRONMENTAL PROTECTION AGENCY	IEPA LOAN PYMT/PROJECT L17-4695	20,429.46
		<u>INVOICES TOTAL:</u> <u>20,429.46</u>

547048-IEPA LOAN PRINCIPAL

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
2 IL ENVIRONMENTAL PROTECTION AGENCY	IEPA LOAN PYMT/PROJECT L17-4695	48,145.56

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

INVOICES TOTAL: 48,145.56

510000-SEWER FUND

200504-FRWRD PAYABLE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FRWRD	KANE COUNTY SEWER TREATMENT	632.39
		<u>INVOICES TOTAL: 632.39</u>

5190-SEWER CAPITAL PROJECTS EXP

582026-COUNTRY CREEK LIFT STATION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CRAWFORD MURPHY & TILLY	LIFT STATION REHABILITATION PROJECT	16,106.35
		<u>INVOICES TOTAL: 16,106.35</u>

5200-PARKING OPERATING EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T2 SYSTEMS CANADA INC	MONTHLY EMS SERVICES	400.00
1 UNIFIRST CORPORATION	MATS	16.78
1 UNIFIRST CORPORATION	MATS	16.78
1 UNIFIRST CORPORATION	MATS	17.03
		<u>INVOICES TOTAL: 450.59</u>

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	VPN SERVICE	124.90
1 NICOR GAS	GAS BILL	221.37
1 NICOR GAS	GAS BILL	67.79
		<u>INVOICES TOTAL: 414.06</u>

529000-OTHER CONTRACTUAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DSL LINE FOR METRA PAY BOXES	40.23
		<u>INVOICES TOTAL: 40.23</u>

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	HANG TAG STICKERS	8.39
1 MIDWEST SALT LLC	ICE MELT	1,999.20
		<u>INVOICES TOTAL: 2,007.59</u>

570200-BLDG & GROUNDS IMPROVEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES	1,167.00
		<u>INVOICES TOTAL:</u>
		<u>1,167.00</u>

550-GOLF FUND REVENUES

470010-CLUBHOUSE BANQUET SALES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 SUSAN TRAINOR	REFUND/WEDDING OVERPAYMENT	685.06
		<u>INVOICES TOTAL:</u>
		<u>685.06</u>

5500-GOLF PROGRAM EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SUPPLIES	95.10
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - NOV 2018	275.62
		<u>INVOICES TOTAL:</u>
		<u>370.72</u>

524100-BUILDING MAINTENANCE SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS FIRE PROTECTION	FIRE SPRINKLER REPAIRS	548.00
1 CINTAS FIRE PROTECTION	EQUIPMENT REPAIRS	2,628.36
		<u>INVOICES TOTAL:</u>
		<u>3,176.36</u>

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	VPN SERVICE	179.08
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	1,719.33
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	38.47
1 NICOR GAS	GAS BILL	524.18
		<u>INVOICES TOTAL:</u>
		<u>2,461.06</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	PAPER/TIME CARDS/TAPE	6.83
		<u>INVOICES TOTAL:</u>
		<u>6.83</u>

532300-POSTAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	UPS SHIPPING CHARGES	125.24
		<u>INVOICES TOTAL:</u>
		<u>125.24</u>

5510-GOLF MAINTENANCE EXPENSES

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	573.12
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	12.83
1	NICOR GAS	GAS BILL	135.62
1	NICOR GAS	GAS BILL	174.72
INVOICES TOTAL:			896.29

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIVERSITY OF ILLINOIS	SEMINAR REGISTRATION FEE	191.50
INVOICES TOTAL:		191.50

5560-GOLF RESTAURANT EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMPLETE BAR SYSTEMS INC	CLEANED BEER LINES	50.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	70.00
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - NOV 2018	36.19
INVOICES TOTAL:		156.19

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	286.56
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	6.41
1 NICOR GAS	GAS BILL	87.36
INVOICES TOTAL:		380.33

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	17.87
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	36.13
INVOICES TOTAL:		54.00

534320-PURCHASES - FOOD & BEVERAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	100.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	75.00
INVOICES TOTAL:		175.00

5570-GOLF BANQUET EXPENSES

511200-TEMPORARY SALARIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL'S EVENT STAFFING INC	TEMPORARY STAFFING	692.00
INVOICES TOTAL:		692.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A MAESTRANZI SONS	KNIFE SERVICE	17.00
1 ALSCO	LINEN SERVICES	315.35
1 ALSCO	LINEN SERVICES	152.18
1 ALSCO	LINEN SERVICES	11.20
1 CLUBTEC	MONTHLY SOFTWARE SUPPORT	58.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	70.00
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - NOV 2018	36.19
INVOICES TOTAL:		659.92

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HOPSCOTCH PRESS INC	ADVERTISING	725.00
INVOICES TOTAL:		725.00

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	286.56
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	6.41
1 NICOR GAS	GAS BILL	87.36
INVOICES TOTAL:		380.33

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	PASTRY BAGS	12.99
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	100.00
1 MLA WHOLESALE INC	FLOWERS	348.45
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	108.39
INVOICES TOTAL:		569.83

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	TONER	77.94
1 WAREHOUSE DIRECT	PAPER/TIME CARDS/TAPE	50.82
INVOICES TOTAL:		128.76

534320-PURCHASES - FOOD & BEVERAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE BAKING INSTITUTE BAKERY CO	BAKERY PURCHASE	401.25
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	546.84
1 GRECO AND SONS INC	FOOD PURCHASE	771.41
1 GRECO AND SONS INC	FOOD PURCHASE	201.09
1 GRECO AND SONS INC	FOOD PURCHASE	103.60
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	728.34
1 GRECO AND SONS INC	FOOD PURCHASE	73.94

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

1 HIGHLAND BAKING COMPANY	FOOD PURCHASE	152.15
1 HIGHLAND BAKING COMPANY	FOOD PURCHASE	171.52
1 IL GIARDINO DEL DOLCE INC	BAKERY PURCHASE	42.75
1 PEPSI-COLA GENERAL BOTTLERS INC	SOFT DRINK PURCHASE	206.54
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	1,499.04
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	1,807.13
	INVOICES TOTAL:	6,705.60

6000-CENTRAL SERVICES EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLEGIANT FIRE PROTECTION LLC	ANNUAL FIRE ALARM INSPECTION	255.00
1 THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	2,190.47
	INVOICES TOTAL:	2,445.47

522700-COMPUTER SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	VPN SERVICE	84.90
1 SHI	EMAIL SECURITY MAINT RENEWAL	4,593.00
	INVOICES TOTAL:	4,677.90

524100-BUILDING MAINTENANCE SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - NOV 2018	3,380.00
1 UNIFIRST CORPORATION	MATS	52.20
1 UNIFIRST CORPORATION	MATS	53.28
1 UNIFIRST CORPORATION	MATS	53.28
	INVOICES TOTAL:	3,538.76

524110-TELEPHONE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DSL LINE FOR VILLAGE HALL	65.45
1 VERIZON WIRELESS	WIRELESS SERVICES	327.51
1 VERIZON WIRELESS	WIRELESS SERVICES	114.03
	INVOICES TOTAL:	506.99

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NICOR GAS	GAS BILL	1,949.32
1 NICOR GAS	GAS BILL	1,111.61
	INVOICES TOTAL:	3,060.93

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 SAM'S CLUB	FOOD PURCHASES/SUPPLIES	292.88
1 WAREHOUSE DIRECT	PAPER/HAND SANITIZER/SUPPLIES	743.74

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 12/18/2018**

INVOICES TOTAL: 1,036.62

546900-CONTINGENCIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 TOWN & COUNTRY GARDENS	FLOWERS	205.00
		<u>INVOICES TOTAL: 205.00</u>

570100-MACHINERY & EQUIPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	CLOUD SERVICES	14.06
1 STRICTLY TECHNOLOGY	REPLACEMENT LAPTOPS	5,475.96
		<u>INVOICES TOTAL: 5,490.02</u>

7000-POLICE PENSION EXPENDITURES

523400-LEGAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 REIMER & DOBROVOLNY PC	LEGAL SERVICES	359.89
		<u>INVOICES TOTAL: 359.89</u>

GRAND TOTAL: 3,363,242.07

GENERAL FUND	461,640.72
MOTOR FUEL TAX FUND	73,357.15
MUNICIPAL BUILDING FUND	566,055.15
WATER FUND	2,084,154.91
SEWER FUND	134,093.07
PARKING FUND	4,079.47
GOLF FUND	18,540.02
CENTRAL SERVICES FUND	20,961.69
POLICE PENSION FUND	359.89
GRAND TOTAL	3,363,242.07

** Indicates pre-issue check.

CASH & INVESTMENT REPORT
October 31, 2018

Fund	9/30/2018	Receipts	Disbursements	10/31/2018
General	14,865,471	1,547,985	1,607,766	14,805,690
MFT	2,755,154	80,529	24,275	2,811,407
Debt Service	2,483,737	39,413	0	2,523,149
Capital Projects	40,362	69	0	40,431
Municipal Building	2,519,727	11,062	763,080	1,767,708
Developer Deposits	3,676,037	4,826	0	3,680,863
59 & Lake TIF	0	0	0	0
BC Municipal TIF	862,331	10,074	57,340	815,065
Bluff City Tif Municipal	38,371	12,548	0	50,918
Water	7,296,691	1,838,175	1,313,617	7,821,249
Sewer	19,590,376	420,849	268,609	19,742,616
Parking	68,274	37,027	24,266	81,035
Golf	766,948	185,906	177,006	775,848
Central Services	500,678	97,185	92,091	505,772
Vehicle Replacement	3,626,037	57,754	61,412	3,622,380
TOTALS	59,090,193	4,343,402	4,389,463	59,044,131

Detail of Ending Balance				
	Cash	Investments	Net Assets/Liab.	10/31/2018
General	6,307,565	8,172,720	325,405	14,805,690
MFT	1,558,339	1,491,454	(238,385)	2,811,407
Debt Service	1,039,767	1,477,433	5,948	2,523,149
Capital Projects	16,665	23,679	87	40,431
Municipal Building	190,264	270,352	1,307,092	1,767,708
Developer Deposits	81,217	3,721,569	(121,923)	3,680,863
59 & Lake TIF	280,236	398,195	(678,430)	0
BC Municipal TIF	345,323	490,678	(20,936)	815,065
Bluff City Tif Municipal	20,988	29,822	108	50,918
Water	1,288,709	1,831,019	4,701,521	7,821,249
Sewer	531,821	755,536	18,455,259	19,742,616
Parking	30,796	43,758	6,483	81,035
Golf	0	0	775,848	775,848
Central Services	112,217	159,452	234,103	505,772
Vehicle Replacement	452,024	642,292	2,528,064	3,622,380
TOTALS	12,255,929	19,507,960	27,280,245	59,044,131

BC Project TIF	0	0	8,552,129	8,552,129
Bluff City Project TIF	191,054	271,474	997	463,525
Bluff City SSA Debt Srv.	0	0	1,047,445	1,047,445
Police Pension	1,417,221	39,346,005	99,895	40,863,122


Todd Dowden
Finance Director

VILLAGE OF BARTLETT TREASURER'S REPORT
 REVENUE & EXPENDITURE BUDGET COMPARISONS BY FUND
 FISCAL YEAR 2018/19 as of October 31, 2018

Fund	Revenues			Expenditures			
	Actual	Current Year Budget	Prior YTD %	Actual	Current Year Budget	Percent	Prior YTD %
General	13,212,821	22,259,999	59.36%	11,097,567	24,035,326	46.17%	46.65%
MFT	550,478	2,179,958	25.25%	1,297,955	3,548,225	36.58%	35.59%
Debt Service	2,511,317	3,206,718	78.31%	698,943	3,198,750	21.85%	25.62%
Capital Projects	353	400	88.22%	0	0	0.00%	0.00%
Municipal Building	50,266	2,489,650	2.02%	2,879,305	9,378,906	30.70%	22.05%
Developer Deposits	51,712	105,000	49.25%	0	1,528,000	0.00%	9.80%
Bluff City SSA	5,873,940	993,020	591.52%	5,666,887	1,155,000	490.64%	7.30%
59 & Lake TIF	0	78,000	0.00%	0	78,000	0.00%	0.00%
Bluff City Municipal TIF	29,735	28,500	104.33%	0	28,000	0.00%	0.00%
Bluff City Project TIF	6,681,133	1,881,000	1.58%	6,218,210	1,880,000	330.76%	0.00%
Brewster Creek Municipal TIF	680,948	668,000	101.94%	306,321	708,877	43.21%	36.00%
Brewster Creek Project TIF	6,573,949	8,360,000	78.64%	2,345,060	8,463,720	27.71%	20.49%
Water	6,295,989	39,932,200	15.77%	4,882,841	39,206,347	12.45%	10.02%
Sewer	2,642,948	5,075,000	52.08%	1,828,670	5,626,286	32.50%	32.71%
Parking	119,298	231,500	51.53%	108,669	217,042	50.07%	45.85%
Golf	1,585,744	2,397,150	66.15%	1,238,660	2,347,087	52.77%	53.57%
Central Services	584,616	1,162,763	50.28%	639,330	1,458,006	43.85%	52.15%
Vehicle Replacement	331,085	651,770	50.80%	161,550	356,500	45.32%	64.25%
Police Pension	1,735,468	4,747,655	36.55%	925,214	4,747,655	19.49%	17.98%
Subtotal	49,511,801	96,448,283	51.34%	40,295,182	107,961,727	37.32%	24.60%
Less Interfund Transfers	(2,183,349)	(3,474,938)	62.83%	(2,183,349)	(3,474,938)	62.83%	66.43%
Total	47,328,452	92,973,345	50.91%	38,111,833	104,486,789	36.48%	23.21%

VILLAGE OF BARTLETT TREASURER'S REPORT
 MAJOR REVENUE BUDGET COMPARISONS
 FISCAL YEAR 2018/19 as of October 31, 2018

Fund	Current Year		Prior YTD %
	Actual	Budget	
Property Taxes	8,713,917	10,943,187	79.63%
Sales Taxes (General Fund)	1,214,900	2,425,000	50.10%
Income Taxes	2,084,383	3,700,000	56.33%
Telecommunications Tax	411,566	765,000	53.80%
Home Rule Sales Tax	154,724	1,333,000	11.61%
Real Estate Transfer Tax	541,691	645,000	83.98%
Building Permits	315,109	690,000	45.67%
MFT	519,518	1,095,000	47.44%
Water Charges	5,128,772	9,900,000	51.81%
Sewer Charges	2,512,641	4,945,000	50.81%
Interest Income	289,022	248,900	116.12%
Gas Utility Tax	75,104	25,000	300.41%
Electric Utility Tax	20,077	10,000	200.77%

VILLAGE OF BARTLETT TREASURER'S REPORT
 GOLF FUND DETAIL (Excluding Capital Projects)
 FISCAL YEAR 2018/19 as of October 31, 2018

Fund	Current Year		Percent
	Actual	Budget	
Golf Program			
Revenues	982,445	1,428,150	68.79%
Expenses	674,578	1,335,621	50.51%
Net Income	307,866	92,529	332.72%
F&B - Restaurant			
Revenues	121,327	156,000	77.77%
Expenses	180,856	313,051	57.77%
Net Income	(59,530)	(157,051)	37.90%
F&B - Banquet			
Revenues	368,018	685,000	53.73%
Expenses	330,629	632,815	52.25%
Net Income	37,388	52,185	71.65%
F&B - Midway			
Revenues	113,955	128,000	89.03%
Expenses	52,596	65,600	80.18%
Net Income	61,360	62,400	98.33%
Golf Fund Total			
Revenues	1,585,744	2,397,150	66.15%
Expenses	1,238,660	2,347,087	52.77%
Net Income	347,084	50,063	693.30%

Sales Taxes

Month	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
May	126,506	175,701	173,657	178,983	170,734	186,214	201,320	200,041
June	164,604	195,692	193,303	201,968	200,031	224,385	219,629	227,783
July	165,519	190,898	186,097	188,547	194,738	211,186	224,268	218,236
August	177,919	180,797	184,425	190,872	206,213	209,930	215,328	211,089
September	187,893	182,163	189,650	183,399	198,880	206,205	208,760	
October	177,758	165,188	170,530	188,055	212,286	212,435	219,639	
November	161,152	181,865	174,037	179,846	204,437	207,123	221,599	
December	164,341	165,852	153,005	163,529	178,413	201,075	206,836	
January	167,926	168,154	210,506	187,865	194,219	190,934	196,530	
February	157,086	147,189	151,678	141,054	149,630	167,837	180,413	
March	177,777	147,039	128,886	141,609	161,850	159,411	167,379	
April	152,124	162,595	153,553	170,308	178,006	186,494	194,753	
Total	1,980,605	2,063,133	2,069,327	2,116,036	2,249,438	2,363,230	2,456,454	

% increase 1.06% 4.17% 0.30% 2.26% 6.30% 5.06% 3.94% -1.97%

Budget 1,950,000 1,975,000 2,010,000 2,075,000 2,115,000 2,205,000 2,400,000 2,425,000

VENDOR WARRANT DETAIL

BARTLETT VILLAGE TREASURER

[RETURN HOME](#)
 [VENDOR SUMMARY](#)
 [CONTRACT SEARCH](#)
 [PAYMENTS SEARCH](#)
 [PAYMENTS ISSUED](#)
 [PENDING PAYMENTS](#)

[PAYMENTS NOTIFICATIONS](#)

➔ [Return Back](#)

Warrant/EFT#: EF 0013982

Fiscal Year	2019	Issue Date	10/10/18
Warrant Total	\$211,088.59	Warrant Status	

Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A1361945	9A1361945	\$211,088.59

IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$211,088.59	DISTRIBUTE MUNI/CNTY SALES TAX

Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 10/06/2018
2	MUNICIPAL 1 % SHARE OF SALES TAX
3	LIAB MO: JUL. 2018 COLL MO: AUG. 2018 VCHR MO: OCT. 2018
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL 1 % SHARE OF SALES TAX

[Click here for assistance with this screen.](#)

MOTOR FUEL TAX

Month	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
May	85,450	89,115	104,788	106,665	89,988	93,139	91,478	86,848
June	83,830	75,066	71,924	80,212	58,408	58,737	72,645	79,592
July	78,002	87,721	84,361	89,915	103,948	94,278	95,252	93,416
August	90,041	87,924	99,063	61,056	100,154	89,533	89,970	90,079
September	88,420	76,347	70,076	83,006	67,441	79,032	79,527	75,247
October	79,216	83,510	90,026	89,337	87,626	91,489	91,053	
November	88,011	89,027	77,655	90,552	101,486	93,216	92,796	
December	92,981	85,014	103,117	103,771	93,002	97,757	91,055	
January	115,721	82,788	90,866	97,525	89,828	92,928	93,233	
February	83,346	70,348	83,687	74,031	90,531	88,602	80,765	
March	84,943	83,251	65,802	37,978	77,861	75,544	80,062	
April	82,622	70,866	75,969	95,841	93,782	90,224	94,336	
Subtotal	1,052,583	980,978	1,017,334	1,009,889	1,054,055	1,044,479	1,052,174	425,182
Plus:								
High Growth	29,046	29,031	37,678	37,682	37,743	37,801	37,266	36,909
Jobs Now	179,796	179,796	179,796	359,592				
Total	1,261,425	1,189,805	1,234,808	1,407,163	1,091,798	1,082,280	1,089,440	462,091
Budget	1,250,000	1,250,000	1,175,000	1,188,990	1,025,000	1,067,287	1,095,000	1,095,000
Annual Inc in \$ w/o High Growth	-0.07%	-6.80%	3.71%	-0.73%	4.37%	-0.91%	0.74%	-5.38%



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Bureau of Local Roads & Streets
217-782-1662

Municipality Report

October 2, 2018

Bartlett

MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR SEPTEMBER, 2018

Beginning Unobligated Balance		\$3,132,167.14
Motor Fuel Tax Allotment	\$75,247.22	
Minus Amount Paid to State	\$0.00	
Net Motor Fuel Tax Allotment		\$75,247.22
Plus Credits Processed		\$0.00
Minus Authorizations Processed		\$0.00
Current Unobligated Balance		\$3,207,414.36

PROCESSED TRANSACTIONS:

COMMISSION APPOINTMENTS

DECEMBER 18, 2018

Plan Commission

Reassign a member of the Economic Development Commission to the Plan Commission. This reassignment is a better fit for his background.

Dan Gunsteen

With the advice and consent of the Village Board I reassign Dan Gunsteen to a 4 year term on the Plan Commission beginning December 18, 2018 and ending on December 18, 2022.

Economic Development Commission

Michelle Hughes

With the advice and consent of the Village Board I appoint Michelle Hughes to a 3 year term on the Economic Development Commission beginning December 18, 2018 and ending on December 18, 2021.

Lorna Giles

From: Chris Hostetler
Sent: Tuesday, December 4, 2018 2:01 PM
To: Lorna Giles
Cc: Roberta Grill
Subject: FW: Village of Bartlett: Board & Commission Application

FYI

From: webmaster@village.bartlett.il.us [mailto:webmaster@village.bartlett.il.us]
Sent: Tuesday, December 4, 2018 1:03 PM
To: Chris Hostetler <CHostetler@vbartlett.org>; Paula Schumacher <PSchumacher@vbartlett.org>
Subject: Village of Bartlett: Board & Commission Application

A new entry to a form/survey has been submitted.

Form Name: Village of Bartlett Board & Commission Application
Date & Time: 12/04/2018 11:02 AM
Response #: 23
Submitter ID: 3780
IP address: 170.74.245.34
Time to complete: 34 min. , 41 sec.

Survey Details

Page 1

1. Please answer all of the questions below.

Name: Michelle Hughes
Address: 438 Timber Ridge Drive
Phone: (630) 674-2222
Email: feilengood10@hotmail.com
How long have you been a Bartlett resident? 21 years

2. Please check the box of the commission(s) you are interested in joining:

Plan Commission

3. Please explain your experience and qualifications as they relate to this position:

I grew up in Bartlett and returned to raise my family 8 years ago. I've watched the village grow from a small, developing quaint town to a busy village with over 40,000 residents. The opportunities for continued growth are immense but the delicate manner of doing so while retaining legacy, intimacy and the small town charm while creating strategic and tactical opportunities for the village and it's residents remains the challenge. I bring to the commission a unique skill set that will benefit the board in this respect. I have the perspective of having grown up in town and also that of raising a family. In between the two phases of my life, I lived in other cities and towns and bring that insight as well. My family and I are very

involved with a variety of different organizations in town so I understand the unique needs of a variety of different groups. I often times find myself advocating for these different groups in some capacity and believe that I can be a voice for many in the village. I also have a degree in finance with additional studies in economics and accounting. I am currently a vice president for a major fortune 500 company where I am responsible for the management of over \$500 million of a daily basis. Prior to this role, my prior work experience includes a variety of different jobs including employment by smaller firms and independently owned businesses. This work experiences provides an advanced understand of the varying complexities and the challenges of different business types. Given my diverse background and my desire to see great things happen in my community, I believe I can be a compliment and welcomed addition to others already on the commission.

Thank you,
Village of Bartlett

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Village of Bartlett
Finance Department Memo
2018 - 33

DATE: November 30, 2018
TO: Paula Schumacher, Village Administrator
FROM: Todd Dowden, Finance Director
SUBJECT: Bluff City SSA 2018 Tax Levy Abatement

Attached is an ordinance to abate a portion of the 2018 tax levy for the Bluff City Special Service Area. In July 2018, the Village Board Adopted an amended ordinance authorizing the issuance of Unlimited Ad Valorem Tax Refunding Bonds in the aggregate principal amount not to exceed \$5,550,000, for the purpose of refunding the Village's Special Service Area Number One (Bluff City) Unlimited Ad Valorem Tax Variable Rate Demand Bonds. This ordinance provides for the annual levy of taxes against property in the Special Service Area only to pay the debt service on the bonds.

The bonds are variable rate bonds with a maximum interest rate of 9%. The levy specified in the bond ordinance presumes the maximum rate. Each year, there is a formula to estimate how much will actually be required for interest payments for the coming year. If the amount of the estimated interest payments is less than 9%, an abatement ordinance will be presented to the Board to reduce that year's levy.

The 2018 levy requirement in the bond ordinance is \$1,305,900. The estimated interest rate is 6.25%. Principal to be paid totals \$900,000. In addition, there is approximately \$35,417 remaining in the unlimited ad valorem tax account that can be used for next year's debt service. The end result is that the levy requirement is \$1,146,458. The attached abatement ordinance will reduce the 2018 levy to the required \$1,146,458.

MOTION: I MOVE TO APPROVE ORDINANCE 2018-_____ AN ORDINANCE ABATING CERTAIN 2018 TAX LEVIES OF THE VILLAGE OF BARTLETT FOR SPECIAL SERVICE AREA NUMBER ONE (BLUFF CITY).

ORDINANCE 2018 - _____

**AN ORDINANCE ABATING CERTAIN 2018 TAX LEVIES
OF THE VILLAGE OF BARTLETT FOR SPECIAL SERVICE
AREA NUMBER ONE (BLUFF CITY)**

WHEREAS, on July 17, 2018, the President and Board of Trustees of the Village of Bartlett heretofore adopted Ordinance 2018-87:

An amended ordinance authorizing and providing for the issuance of Village of Bartlett, DuPage and Kane Counties, Illinois, Special Service Area Number One (Bluff City) Unlimited Ad Valorem Tax Refunding Bonds, Series 2018, in the aggregate principal amount not to exceed \$5,550,000, for the purpose of refunding the Village's Special Service Area Number One (Bluff City) Unlimited Ad Valorem Tax Variable Rate Demand Bonds, Series 2004, setting forth the terms under which bonds are to be issued, and providing for the rights of the owners thereof; and

WHEREAS, on August 23, 2018, a Bond Order, Notification of Sale and Direction for Levy of Taxes (the "Bond Order") was filed with the Tax Extension Division of the Office of the County Clerk of Cook County, which set forth on Exhibit A attached thereto, the specific terms of the bonds and the levy of taxes to pay principal and interest on the bonds issued pursuant to Ordinance 2018-87; and

WHEREAS Exhibit A to the Bond Order directed the County Clerk of Cook County to extend for the year 2018 a tax sufficient to produce the sum of \$1,305,900.00 for principal and interest to and including December 1, 2019 when the said payment comes due; and

WHEREAS, the President and Board of Trustees have determined that the maximum interest rate on the bonds for 2019 will be 6.25%, resulting in total debt service requirement of \$1,181,875.00 for principal and interest to and including December 1, 2019; and

WHEREAS, the President and Board of Trustees have determined that there will be on hand in the Unlimited Ad Valorem Tax Fund of the Bluff City Special Service Area funds to pay \$35,417.00 for such principal and interest when the said payment comes due;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: That \$159,442 of the tax levy for 2018 in the amount of \$1,305,900.00 for principal and interest to and including December 1, 2019, set forth in Exhibit A of the Bond Order of the Village of Bartlett, be and the same is hereby abated,

leaving \$1,146,458.00 of the tax levy for 2018 to be levied for principal and interest to and including December 1, 2019, as set forth in Exhibit A of the Bond Order.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: December 18, 2018

APPROVED: December 18, 2018

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2018 - _____ enacted on December 18, 2018, and approved on December 18, 2018, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk



Agenda Item Executive Summary

Item Name Brewster Creek TIF Developer Note #4, Payout #10 Committee or Board Board

BUDGET IMPACT

Amount:	\$772,500	Budgeted	\$772,500
---------	-----------	----------	-----------

List what fund	Brewster Creek TIF Project Fund
----------------	---------------------------------

EXECUTIVE SUMMARY

Brewster Creek Public Improvements - TIF Developer Note #4, Payout #10.

ATTACHMENTS (PLEASE LIST)

Finance Memo
Resolution
Memorandum of Payment
Schedule of Costs
Village Engineer Letter

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

MOTION: I move to approve Resolution 2018-_____, a resolution approving of the Disbursement Request for Payout No. 10 from the Subordinate Lien Tax Increment Revenue Note, Series 2016 for the Elmhurst Chicago Stone Bartlett Quarry Redevelopment Project.

Staff: Todd Dowden, Finance Director

Date: 12/10/18

Village of Bartlett
Finance Department Memo
2018 - 34

DATE: December 10, 2018
TO: Paula Schumacher, Village Administrator
FROM: Todd Dowden, Finance Director
SUBJECT: Brewster Creek TIF Developer Note #4 Payout Request #10

In September 2016, the Board authorized the Village to issue Developer Note #4, not to exceed \$11,500,000 to Elmhurst Chicago Stone for continuing the public improvements in the Brewster Creek TIF. Elmhurst Chicago Stone advances funds from their own sources and receives a note from the Village to get reimbursement if and when there is sufficient tax increment to do so and after all other TIF obligations are paid.

Attached is a resolution and several documents to approve the 10th developer note #4 payout request for the Brewster Creek TIF development. The total amount is \$772,500. The attachments are various documents required by the Village's redevelopment agreement. The attachments include:

1. Resolution Approving of Disbursement Request
2. Memorandum of Payment
3. Schedule of Costs
4. Village Engineer letter concurring with Disbursement Request

Upon approval of the resolution, the note will be executed and the amount tracked for payment as increment becomes available.

MOTION: I move to approve Resolution Number 2018-_____ A Resolution Approving of Disbursement Request for Payout No. 10 from the Subordinate Lien Tax Increment Revenue Note, Series 2016 for the Elmhurst Chicago Stone Bartlett Quarry Redevelopment Project

RESOLUTION 2018-

A RESOLUTION APPROVING OF DISBURSEMENT REQUEST FOR PAYOUT NO. 10 FROM THE SUBORDINATE LIEN TAX INCREMENT REVENUE NOTE, SERIES 2016 FOR THE ELMHURST CHICAGO STONE BARTLETT QUARRY REDEVELOPMENT PROJECT

WHEREAS, pursuant to the Redevelopment Agreement dated as of November 1, 1999 between the Village and Elmhurst Chicago Stone Company (“ECS”), the Village agreed to issue subordinate lien tax increment revenue notes from which certain TIF eligible expenses related to the Bartlett Quarry Redevelopment Project (the “Project Costs”) are to be reimbursed according to certain procedures for payment; and

WHEREAS, the Village passed an Ordinance providing for the issue of certain Subordinate Lien Tax Increment Revenue Notes, Series 2016, in an amount not to exceed \$11,500,000 (the “Series 2016 Subordinate Note”); and

WHEREAS, ECS has delivered to the Village its tenth Memorandum of Payment requesting that it be reimbursed the sum of \$772,500 in Project Costs for Payout No. 10 from the Subordinate Lien Tax Increment Revenue Note; and

WHEREAS, ECS has submitted an owner’s sworn statement, general contractor’s sworn statement, waivers of lien, invoices and other documentation (the “Supporting Documentation”) in support of its tenth Memorandum of Payment request in accordance with Section 12-1 of the Redevelopment Agreement to support eligible Project Costs which documentation has been reviewed and approved by the Village Engineer, and he has concurred with the Developer’s Engineer that the work has been completed and materials are in place as indicated by the tenth Memorandum of Payment request; and

WHEREAS, The Series 2016 Subordinate Note requires advances to be in even increments of \$100,

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois as follows:

SECTION ONE: The Memorandum of Payment No. 10 of Elmhurst Chicago Stone Company requesting reimbursement from the Series 2016 Subordinate Note in the sum of \$772,500 is hereby approved.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION THREE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED December 18, 2018

APPROVED December 18, 2018

Kevin Wallace, Village President

ATTEST:

Lorna Gilles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2018- , enacted on December 18, 2018 and approved on December 18, 2018, as the same appeared from the official records of the Village of Bartlett.

Lorna Gilles, Village Clerk

DEVELOPER NOTE #4

MEMORANDUM OF PAYMENT NO. 10

Pursuant to the **REDEVELOPMENT AND FINANCING AGREEMENT** (the "Agreement") between the **VILLAGE OF BARTLETT** (the "Village") and **ELMHURST-CHICAGO STONE COMPANY** (the "Developer"), dated November 4, 1999, the Developer hereby submits a signed Memorandum of Payment pursuant to Section 12-2 of said Agreement. Attached to this Memorandum of Payment is the following:

1. Documentation which authorizes and requests partial payment; and
2. Documentation which sets forth payments by the Developer of the invoices for which partial payments is being requested; and
3. Such other documentation as is required by Section 12-1.C of the Agreement.
4. Developer requests payment in the sum of \$ 772,500.00 bearing an interest rate at 7.0% per annum.

ELMHURST-CHICAGO STONE COMPANY

By: _____



Dated: _____

11-26-18

SCHEDULE 1

COST OF THE IMPROVEMENTS

V3	Misc. Surveying and Engineering Services	\$	2,557.50
V3	Spitzer Road CM	\$	7,500.00
Martam	Spitzer Road Construction	\$	135,173.62
V3	Project Oak Mass Grading CM	\$	25,000.00
Martam	Project Oak Mass Grading	\$	564,996.61
Terracon	Project Oak Geo Tech Site Inspections	\$	22,729.40
V3	Minador Wetland Maintenance	\$	7,500.00
V3	Lot 9 Wetland Basin	\$	7,000.00
	Total	\$	<u>772,457.13</u>

December 18, 2018

Mr. Todd Dowden, Director of Finance

RE: **DEVELOPER NOTE # 4 MEMORANDUM
OF PAYMENT # 10 – RELATIVE TO THE
REDEVELOPMENT AND FINANCING
AGREEMENT BETWEEN THE VILLAGE
OF BARTLETT AND ELMHURST CHICAGO
STONE COMPANY**

Dear Todd:

We are herein submitting information relative to the above referenced payment request for the redevelopment of the Elmhurst Chicago Stone Company property in Bartlett. Included as part of the documentation is:

- The **Developer Note # 4 Memorandum of Payment # 10** from Elmhurst Chicago Stone Company requesting payment in the amount of **\$772,500.00** to reimburse itself for monies spent on the project for the period of **October 1, 2018** through **November 5, 2018**.
- An Owner's Sworn Statement listing the contractors and material suppliers with the total contract price, amounts previously paid, amount to be paid this request and the balance due on each respective contract.

We have also reviewed:

- Executed contracts, agreements for services and purchase orders;
- Contractor invoices, work completion and amounts paid or retained;
- Partial or final waivers of lien and sworn statements for each contractor or vendor receiving payment on this draw.

All documentation provided and reviewed meets the requirements of Section 12-1 of the Redevelopment and Financing Agreement between the Village of Bartlett and Elmhurst Chicago Stone Company.

We have reviewed the certification for V3 Companies, Terracon and Martam, stating that the work has been completed and materials are in place as indicated on the **Developer Note # 4 Memorandum of Payment # 10**. We have also included invoices from firms noted above for professional services. Based on periodic field observations and review of supporting documents submitted, including the invoices for professional services, we concur with the opinion of V3 Companies, Terracon and Martam that the work has been completed and materials are in place as indicated in the **Developer Note # 4 Memorandum of Payment # 10**, covered by the dates October 1, 2018 through November 5, 2018.

Please contact our office if there are any questions.

Bartlett Village Engineer

A handwritten signature in black ink, appearing to read "Robert Allen". The signature is written in a cursive, flowing style.

Robert Allen, P.E.

cc: Dan Dinges, P.E., Director of Public Works
Bryan Mraz, Village Attorney

Memorandum

To: Scott Skrycki, Assistant to the Administrator
From: Sam Hughes, Management Analyst
Date: 12/5/2018
Re: NSSEO Open Burn Permit Request

The Northwest Suburban Special Education Organization (NSSEO) is requesting approval to conduct a burn at the Sunrise Lake Outdoor Education Center at 7N 749 Route 59. The burn will occur on a 300' x 60' prairie plot, which has been burned annually as an educational opportunity for the special education students they serve, as well as for ecological management purposes. Weather permitting, the open burn is scheduled to take place on a single day between March 8, 2019 and April 5, 2019. In addition, the petitioner is requesting to burn selected sections from their four acres of wooded property over the course of 20 days prior to September 19, 2019.

The NSSEO has already secured a permit from the IEPA which covers open burning through September 14, 2019. In addition, they have secured a permit from the Bartlett Fire Protection District and their Certificate of Liability Insurance has been reviewed and approved by the Village attorney and is attached for your review. A site map is also attached which identify the Sunrise Lake Outdoor Education Center and the prairie plot subject to the burning.

Motion

I move to approve the open burn permit request from the NSSEO to conduct an open burn at the Sunrise Lake Outdoor Education Center.

November 28, 2017

Sam Hughes
RE: Village of Bartlett Burn Permit

Dear Mr.Hughes:

I am writing in regards to plans for controlled burns to take place Sunrise Lake. Sunrise Lake Outdoor Education Center located at 7N 749 Route 59. Sunrise Lake has a 300'x60' prairie plot which has been burned annually as an educational opportunity for the special education students we serve and for ecological management of the plot. The prairie plot is adjacent to a gravel driveway, and is located seventy feet from the nearest building. The prairie includes bluestem, goldenrod, black-eyed Susan, Indian grass and heath aster.

In addition to managing our prairie plot, Sunrise Lake has begun controlled burns taking place in smaller sections of our wooded area as a means of eliminating invasive species and promoting healthier soil for native plants. In the past we have kept two separate permits on file; presently Sunrise Lake has a single permit from the Illinois Environmental Protection Agency granting approval of all controlled burns taking place through September 19th 2019. Assuming our paperwork is in order, and if the weather permits, we plan on taking one day between March 8th and April 5th to burn the prairie plot, and burning selected sections from four acres of wooded property over the course of twenty days prior to September 19th.

As part of our procedure we notify and receive an additional permit from the Bartlett Fire Department. The following includes a copy of the EPA permit, three maps of our grounds indicating the location of the prairie plot and wooded areas to be burned, an insurance form from our school district, and the permit from the Bartlett Fire Department. Please feel free to contact me with any questions, comments or concerns at the phone number or e-mail address listed below.

Thank you for your consideration in this matter.



David Jefferson
Outdoor Education Teacher 630-830-0146
djeffers@nsseo.org



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

BRUCE RAUNER, GOVERNOR

ALEC MESSINA, DIRECTOR

217/782-2113

OPEN BURNING PERMIT

PERMITTEE

Sunrise Lake Outdoor Education Center
Attn: David Jefferson
7N749 Illinois Route 59
Bartlett Illinois, 60103

Application Number: B1809060 I.D. Number: 031412
Date Issued: September 14, 2018 Date Received: September 13, 2018
Date Open Burning May Begin: One Day from Date Issued
Date Open Burning Must Cease: One Year from Date Issued
Open Burning of: Prairie/Woodland for Ecological Management
Location: 7N749 Illinois Route 59, Bartlett
County: Cook

Permit is hereby granted to open burn the above-referenced material, subject to the standard conditions attached hereto and the following special conditions:

1. Issuance of this permit shall not exempt this open burning from applicable local restrictions.
2. Section 9(a) of the Environmental Protection Act is applicable to open burning, i.e., persons affected by such open burning may lodge complaints with the Environmental Protection Agency if the burning is injurious to human, plant, or animal life, to health, or to property, or unreasonably interferes with the enjoyment of life or property.
3. Burning shall take place only when wind is blowing away from roadways, residences, railroad tracks and populated areas.
4. Prior to each scheduled burn the Permittee shall notify residences and businesses that may be affected, of the intended open burning activity.
5. The Permittee shall notify and receive prior approval from the local fire protection district at least 24 hours prior to the actual burn.
6. Open burning is prohibited on "Orange AQI or Worse" or "Air Pollution" alert days. Information regarding alert status may be obtained by calling:

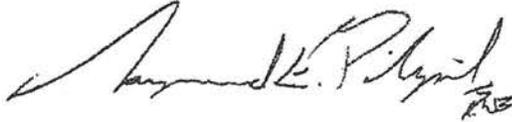
Page 2

For Cook County - 312-744-4368
For Lake, McHenry, Kane, DuPage and Will Counties - 708-865-6320
For Monroe, St. Clair, and Madison Counties - 314-645-5505
between May - September

Or

Check <http://www.epa.state.il.us/air/aqi/index.html> for the AQI website.

If you have any questions on this permit, please call Floyd McKinney at the above number.

A handwritten signature in cursive script, appearing to read "Raymond E. Pilapil". The signature is written in dark ink and includes a small mark at the bottom right that looks like "R.E.P."

Raymond E. Pilapil
Manager, Permit Section
Bureau of Air

REP:FEM:jlp



BARTLETT FIRE PROTECTION DISTRICT

234 N. Oak Avenue • Bartlett, Illinois 60103 • Phone: 630-837-3701 • Fax: 630-837-4052

October 5, 2018

Mr. David Jefferson
NSSEO
7N749 IL 59
Bartlett, Illinois 60103

RE: 7N749 IL 59 Controlled Burn Permit – 18-111

Dear Mr. Jefferson:

The documents for the proposed controlled burns at **Sunrise Lake Outdoor Education Center**, located at **7N749 IL 59, Bartlett, IL** have been reviewed by the Bartlett Fire Protection District.

The proposed controlled burns have been **approved** by the Bartlett Fire Protection District. The permit is enclosed. Please refer to the following guidelines which are also listed on the permit itself:

1. Notification of controlled burns shall be done on the day of the activity to the Fire District at 630-837-3701 and also DuComm (our dispatch center) at 630-690-8245.
2. The location for open burning shall not be less than 50 feet from any structure and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.
3. The fire shall be constantly attended until the fire is extinguished.
4. A means of fire extinguishment shall be available for immediate utilization—Dirt, Hoses, Extinguishers, etc.

Review and approval by the Bartlett Fire Prevention Bureau shall not relieve the applicant of the responsibility of compliance with all applicable codes and standards. Should you have any questions, please do not hesitate to contact my office at (630) 837-3701 x 112.

Respectfully,

Michael Heimbecker
Fire Marshal

James R. McCarthy
President

Frank Giovannelli
Secretary

Jay P. Langfelder
Treasurer

Larry Robbins
Trustee

Donald A. Wisniewski
Trustee

OFFICIAL PERMIT COPY



Bartlett Fire Protection District
Fire Prevention Bureau
234 N. Oak Avenue
Bartlett, IL 60103
(630)837-3701 Fax (630)837-4052

Fire Prevention Permit #: 18-111

Date Issued: October 5, 2018 Expires: September 14, 2019

Installation of: Fire Alarm System [] Sprinkler System [] Ansul System []
Above Ground Tank [] Other []

Activity: Fireworks Display [] Bon Fire [] Other [**X**] **Controlled Burn**

Owner: Northwest Suburban Special Education Organization (NSSEO)
Address: 799 W. Kensington Rd.
City: Mt. Prospect, Illinois 60056

Applicant: Northwest Suburban Special Education Organization (NSSEO)
Address: 7N749 Route 59
City: Bartlett, Illinois 60103

The applicant hereby certifies to the correctness of all submitted information and agrees to perform the above activity in strict compliance of the Bartlett Fire Protection District Fire Prevention Code and Local Ordinances.

Notification of controlled burns shall be done on the day of the activity to the Fire District at 630-837-3701 and also DuComm (our dispatch center) at 630-690-8245. The following requirements shall be adhered to when conducting a controlled burn:

- The location for open burning shall not be less than 50 feet from any structure and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.*
- The fire shall be constantly attended until the fire is extinguished.*
- A means of fire extinguishment shall be available for immediate utilization— Dirt, Hoses, Extinguishers, etc.*

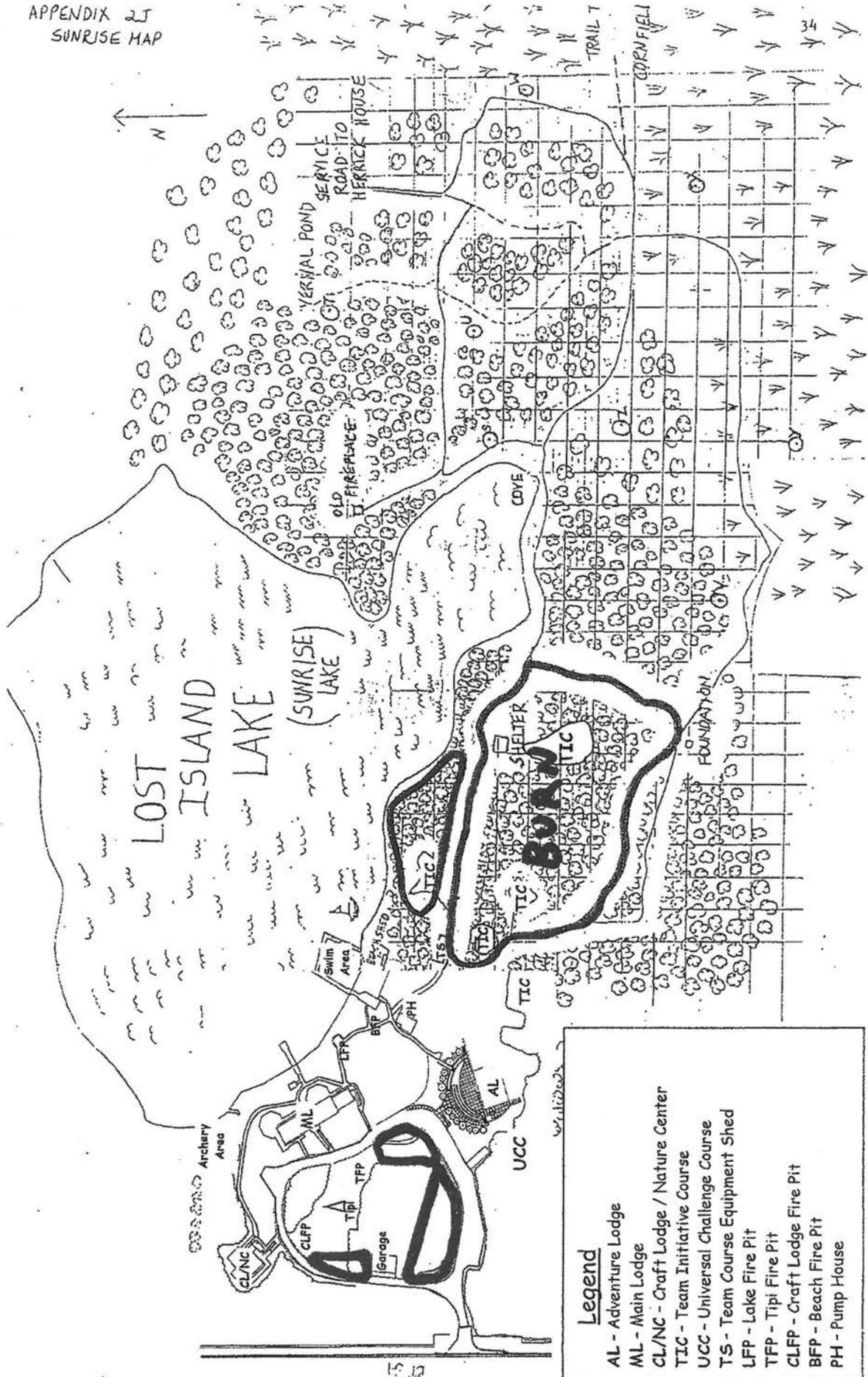
Approved By:

A handwritten signature in black ink, appearing to read "M. Heimbecker".

Michael Heimbecker
Fire Marshal

Applicant Copy

APPENDIX 2J
SUNRISE MAP



- Legend**
- AL - Adventure Lodge
 - ML - Main Lodge
 - CL/NC - Craft Lodge / Nature Center
 - TIC - Team Initiative Course
 - UCC - Universal Challenge Course
 - TS - Team Course Equipment Shed
 - LFP - Lake Fire Pit
 - TFP - Tipi Fire Pit
 - CLFP - Craft Lodge Fire Pit
 - BFP - Beach Fire Pit
 - PH - Pump House

BUAN AREA w/ BOLD OUTLINE



Agenda Item Executive Summary

Item Name Verizon License Agreement Amendment No. 2 at Committee
 Kent Circle Water Tower or Board Board

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	Water Fund		

EXECUTIVE SUMMARY

Verizon has approached the Village to amend their license agreement with the Village for the second time. The amendment includes an additional 5 ft utility easement that they needed to connect to an existing AT&T pedestal.

The Village Attorney and I have reviewed this amendment with Verizon and believe this agreement is consistent with the existing agreements we currently have.

ATTACHMENTS (PLEASE LIST)

- Memo
- Resolution
- Amendment #2
- Exhibits

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

MOTION: I MOVE TO APPROVE RESOLUTION 2018-____, A RESOLUTION APPROVING AMENDMENT NO. 2 OF THE NON-EXCLUSIVE LICENSE AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND CHICAGO SMSA LIMITED PARTNERSHIP D/B/A VERIZON WIRELESS.

Staff: Dan Dinges, Director of Public Works Date: 12/3/18

PUBLIC WORKS MEMO



DATE: December 3, 2018

TO: Paula Schumacher
Village Administrator

FROM: Dan Dinges, PE
Director of Public Works

SUBJECT: Verizon License Agreement Amendment No. 2 at Kent Circle Water Tower

Verizon has approached the Village to amend their license agreement with the Village for the second time. The amendment includes an additional 5 ft utility easement that they needed to connect to an existing AT&T pedestal.

The Village Attorney and I have reviewed this amendment with Verizon and believe this agreement is consistent with the existing agreements we currently have.

MOTION: I MOVE TO APPROVE RESOLUTION 2018-____, A RESOLUTION APPROVING AMENDMENT NO. 2 OF THE NON-EXCLUSIVE LICENSE AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND CHICAGO SMSA LIMITED PARTNERSHIP D/B/A VERIZON WIRELESS.

RESOLUTION 2018 - _____

**A RESOLUTION APPROVING OF THE SECOND AMENDMENT
TO NON-EXCLUSIVE LICENSE AGREEMENT BETWEEN THE
VILLAGE OF BARTLETT AND CHICAGO SMSA LIMITED
PARTNERSHIP D/B/A VERIZON WIRELESS**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: The Second Amendment to Non-Exclusive License Agreement dated December 18, 2018, between the Village of Bartlett and Chicago SMSA Limited Partnership d/b/a Verizon Wireless (the "Second Amendment"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Second Amendment on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: December 18, 2018

APPROVED: December 18, 2018

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2018 - _____ enacted on December 18, 2018, and approved on December 18, 2018, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

SECOND AMENDMENT TO NON-EXCLUSIVE LICENSE AGREEMENT

This **SECOND AMENDMENT TO NON-EXCLUSIVE LICENSE AGREEMENT** ("Amendment") is made this ___ day of _____, 20__ (the "Effective Date"), by and between, the Village of Bartlett, an Illinois home rule municipal corporation (the "Village" or "Licensor") and Chicago SMSA Limited Partnership d/b/a Verizon Wireless, an Illinois limited partnership ("Verizon Wireless" or "Licensee") (collectively, the "Parties").

WHEREAS, the Parties entered into a Non-Exclusive License Agreement dated December 6, 2017, as amended by that certain First Amendment to Non-Exclusive License Agreement dated March 26, 2018 (collectively, the "License Agreement"), whereby Licensor granted Licensee a license to use a portion of Licensor's Water Tower Property, as defined by the License Agreement and legally described on Exhibit A to the License Agreement, for the purpose of constructing, operating and maintaining a radio communications facility, including for the installation and operation of antennas attached to Licensor's Tower and for the use of non-exclusive license areas for ingress, egress, construction, and the installation, operation and maintenance of utilities; and

WHEREAS, the Parties desire to amend the License Agreement to grant Licensee an additional five (5) foot wide non-exclusive utility license area upon the Water Tower Property.

NOW THEREFORE, for good and valuable consideration including the mutual covenants and conditions hereinafter set forth, the Parties agree as follows:

1. **Recitals**. The recitals set forth above are incorporated herein by reference.
2. **Additional 5' Utility License**. Licensor hereby grants Licensee an additional five (5) foot wide non-exclusive utility license area (the "Additional 5' Wide Utility License") for the installation and maintenance of underground utility wires, cables, conduits, and pipes, subject to the terms and conditions of the License Agreement, which license area is legally described and depicted on the attached Revised Exhibit B-1 and further depicted on the attached Revised Exhibit C-1. The Parties acknowledge and agree that any and all references to the Utility License, Utility License Areas and/or Licensed Premises in the License Agreement shall hereafter include the Additional 5' Wide Utility License. The Parties further acknowledge and agree that upon receipt of all necessary permits and approvals from the appropriate governing bodies, Licensee may commence installation of the equipment within the Additional 5' Wide Utility License as depicted and listed on Revised Exhibit C-1. Installation of the equipment shall be conducted by authorized and licensed personnel and shall be performed in compliance with local, state, and federal requirements for construction activities upon public property in strict accordance with the terms of the License Agreement, except as expressly modified by this Amendment.
3. **Replacement of Exhibits**. The Parties hereby acknowledge and agree that in order to document the location of the Additional 5' Wide Utility License, Revised Exhibit B to the License Agreement is hereby replaced with the attached Revised Exhibit B-1, and that Revised Exhibit C to the License Agreement is hereby replaced with the attached Revised Exhibit C-1. The Parties further acknowledge and agree that any and all references to the Final Engineering Plans in the License Agreement shall hereafter refer to the attached Revised Exhibit C-1.

3. No Other Modifications. Other than as specifically amended herein, all other terms and conditions of the License Agreement shall remain in full force and effect. In the event that the terms of this Amendment are inconsistent with the terms of the License Agreement, the express terms of this Amendment shall control, but only to the extent of said inconsistency. All references to the License Agreement or any related document shall mean the License Agreement as amended by this Amendment.

[Remainder of this Page Intentionally Left Blank]

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have executed in duplicate this Amendment on the day and year first above written.

CHICAGO SMSA LIMITED PARTNERSHIP
d/b/a Verizon Wireless

VILLAGE OF BARTLETT

By: Cellco Partnership
Its: General Partner

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Attest:

Attest:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Revised Exhibit B-1

Land Survey

[See Attached]

Revised Exhibit C-1
Final Engineering Plans
[See Attached]

NO.	DATE	BY	DESCRIPTION	REVISION FOR REVIEW

LOC. # 420223
RT 27 & RT 6
KENT CIRCLE
WATER TANK
818 KENT CIRCLE
BARTLETT, IL 60103

DRAWN BY:	RA
CHECKED BY:	DS
DATE:	10/23/18
PROJECT #:	33-2411

SHEET TITLE
SITE DETAILS

SHEET NUMBER
C-2

NOTES:

- LEAN CONCRETE, RED-COLORED TOP, MAY BE USED IN PLACE OF COMPACTED SAND.
- BURY CONDUITS 4" BELOW GRADE OR 6" BELOW FROST LINE, WHICHEVER IS GREATER.
- CONDUIT USE, TYPE, QUANTITY AND SEPARATION DIMENSION TO BE VERIFIED WITH LOCAL UTILITY COMPANY REQUIREMENTS.

RESTORE SURFACE COARSE MATERIAL AND BASE COARSE TO ORIGINAL CONDITION AFTER INSTALLATION OF UTILITIES. GRADE SURFACE TO LEVEL.

PROVIDE PANDUIT UNDERGROUND HAZARD TAPE (FOIL TYPE) CAUTION-ELECTRICAL LINE BURIED BELOW AT 1'-0" ABOVE SAND RUN THE ENTIRE LENGTH OF THE CONDUIT RUN.

CA-17 COARSE AGGREGATE COMPACTED TO 98% STANDARD PROCTOR.

COMPACTED SAND (SEE NOTE 1).

COMPACTED SAND BED (SEE NOTE 1).

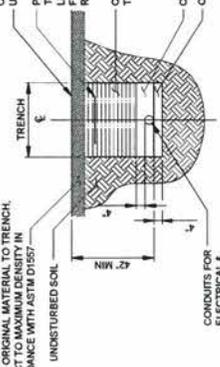
RETURN ORIGINAL MATERIAL TO TRENCH, COMPACT TO MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D1557.

UNDISTURBED SOIL.

TRENCH.

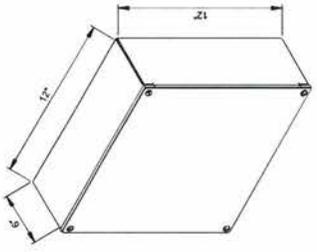
CONDUITS FOR ELECTRICAL & TELECOMMUNICATIONS WHERE APPLICABLE.

42" MIN.



1 UTILITY TRENCH DETAIL
SCALE: N.T.S.

HOFFMAN - TYPE 4A BOX/ENCLOSURE	HOFFMAN
MANUFACTURER:	SCREEN-COVER, TYPE 4
TYPE:	17W x 12W x 6"D
DIMENSIONS:	AS12X12X6S8NK
CATALOG #:	AG654
BULLETIN #:	30558
MODEL CODE:	STAINLESS STEEL
MATERIAL:	



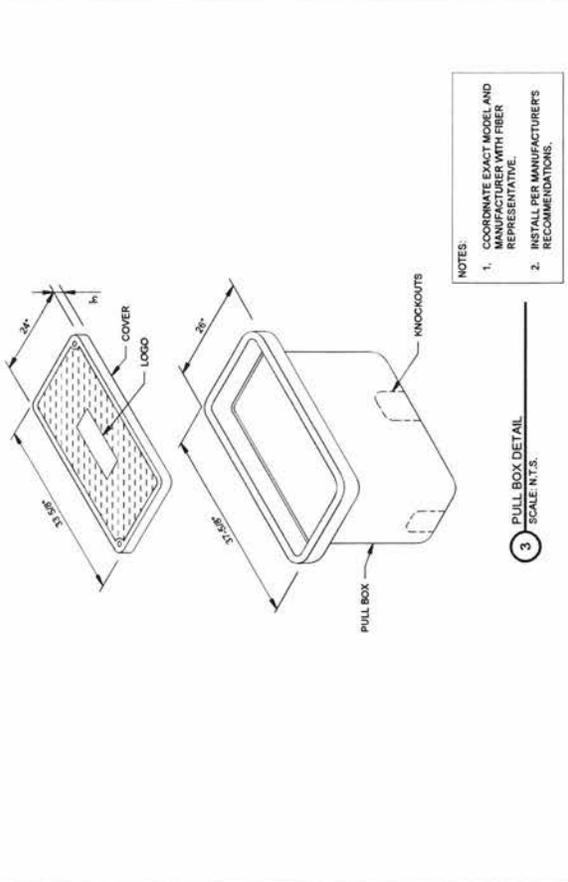
NOTES:

- COORDINATE EXACT MODEL AND MANUFACTURER WITH FRER REPRESENTATIVE.
- INSTALL PER MANUFACTURERS RECOMMENDATIONS.

2 PULL BOX DETAIL
SCALE: N.T.S.

NOTES:

- COORDINATE EXACT MODEL AND MANUFACTURER WITH FRER REPRESENTATIVE.
- INSTALL PER MANUFACTURERS RECOMMENDATIONS.



3 PULL BOX DETAIL
SCALE: N.T.S.

CHICAGO SMSA
limited partnership
 db/a VERIZON WIRELESS

TERRA
 609 BUSSE HIGHWAY
 PARK RIDGE, IL 60068
 TEL: 847-397-8200
 FAX: 847-397-8401

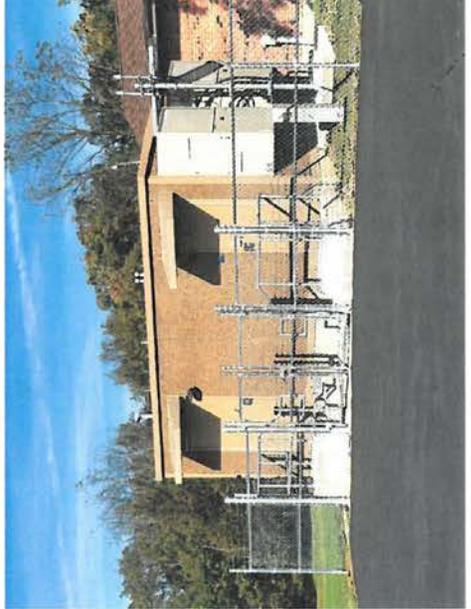
NO.	DESCRIPTION	DATE	BY	REASON FOR REVIEW

LOC. # 420223
RT 27 & RT 6
KENT CIRCLE
WATER TANK
 818 KENT CIRCLE
 BARTLETT, IL 60103

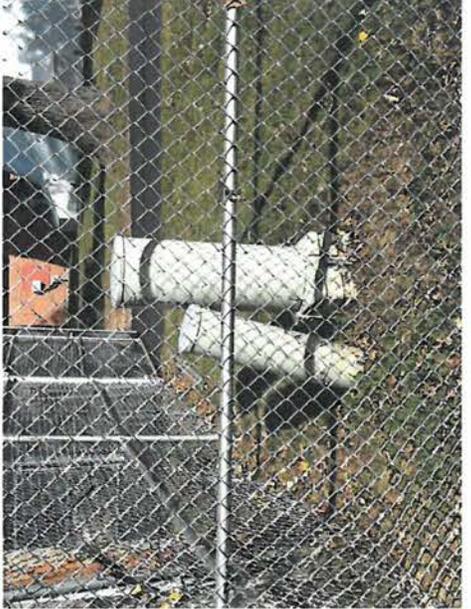
DRAWN BY: RA
 CHECKED BY: DS
 DATE: 10/23/19
 PROJECT #: 33-2441

SHEET TITLE:
EXISTING SITE PHOTOS

SHEET NUMBER:
EX-1



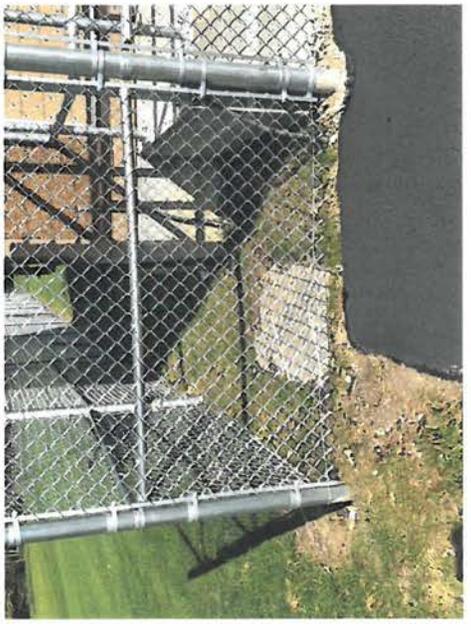
2 EXISTING VERIZON WIRELESS EQUIPMENT SHELTER
 SCALE: NTS



4 EXISTING AT&T CHARLES PEDESTAL MEET POINT
 SCALE: NTS



1 OVERALL SITE
 SCALE: NTS



3 EXISTING FIBER HANDHOLE AT COMPOUND
 SCALE: NTS



Agenda Item Executive Summary

Item Name Acceptance of Public Improvements for
1415 Brewster Creek Boulevard the Brewster Creek 9B Building at 1411-
Committee Board
or Board Board

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

Attached is an ordinance to accept the public improvements for the Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard in the Brewster Creek Business Park. The developer, Brewster Creek 9B LLC, has submitted all required final documents to the Village. A set of Record Drawings has been received and is on file.

Because this water main has been operational and functioning successfully for more than 12 months, Village staff recommends waiving the maintenance period.

ATTACHMENTS (PLEASE LIST)

Memo, PW Letter, Ordinance, Bill of Sale

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

MOTION: I MOVE TO APPROVE ORDINANCE _____ ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE BREWSTER CREEK 9B BUILDING AT 1411-1415 BREWSTER CREEK BOULEVARD IN THE BREWSTER CREEK BUSINESS PARK

Staff: Bob Allen, Village Engineer

Date: December 18, 2018

MEMORANDUM

To: Paula Schumacher, Village Administrator
From: Bob Allen, Village Engineer
Subject: Acceptance of Public Improvements for the Brewster Creek 9B Building,
1411-1415 Brewster Creek Boulevard, Brewster Creek Business Park
Date: December 18, 2018

Attached is an ordinance to accept the public improvements for the Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard in the Brewster Creek Business Park. The developer, Brewster Creek 9B LLC, has submitted all required final documents to the Village. A set of Record Drawings has been received and is on file.

Because this water main has been operational and functioning successfully for more than 12 months, Village staff recommends waiving the maintenance period.

Please place this ordinance on the next available agenda.

MOTION: I MOVE TO APPROVE ORDINANCE _____ ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE BREWSTER CREEK 9B BUILDING AT 1411-1415 BREWSTER CREEK BOULEVARD IN THE BREWSTER CREEK BUSINESS PARK

December 18, 2018

Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

Attn: Dan Dinges, Director of Public Works

**RE: VILLAGE ACCEPTANCE OF PUBLIC IMPROVEMENTS
BREWSTER CREEK 9B BUILDING, LOT 9B1
1411-1415 BREWSTER CREEK BOULEVARD
BREWSTER CREEK BUSINESS PARK**

Please be advised that the public improvements have been completed for the Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard in the Brewster Creek Business Park.

All punch list work, for items covered by the Site Plan Completion Letter of Credit, have been successfully completed. The Public Works Department has conducted final reviews and inspections of the utilities and other public improvements. As a result, it has been determined that the public improvements have been constructed in substantial conformance with the approved Final Engineering Plans and Specifications for the Brewster Creek 9B Building.

The developer, Brewster Creek 9B, LLC, has submitted all required final documents to the Village. A set of reproducible Record Drawings, showing the completed public improvements has been received. The public improvements consist of an extension of the Village's water main system. Because this water main has been operational and functioning successfully for more than 12 months, Village staff recommends waiving the maintenance period.

I recommend that the Village Board adopt an Ordinance accepting the public improvements at the Brewster Creek 9B Building, 1411-1415 Brewster Creek Boulevard in the Brewster Creek Business Park.

Sincerely,

A handwritten signature in cursive script, appearing to read "R. Allen".

Robert Allen, P.E.
Village Engineer

Attachment

cc: Lorna Gilles, Village Clerk
Beth Urgo, Public Works
Brian Goralski, Building Director
Todd Dowden, Director of Finance
Bryan Mraz, Village Attorney
Roberta Grill, Acting Community Development Director
Ron DeRosa, G4 Construction Group

ORDINANCE 2018-

**AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS FOR
BREWSTER CREEK 9B BUILDING AT 1411-1415 BREWSTER CREEK
BOULEVARD**

WHEREAS, the Village Engineer has reported to the corporate authorities that the water distribution system, (“the Public Improvements”) for the site known as the Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard (“the Development”) were completed substantially in accordance with the plans and specifications therefore and the requirements of the Village Subdivision Ordinance on September 1, 2017 (“the Completion Date”) and that Brewster Creek 9B LLC, the developer of the site, (“the Developer”) has presented evidence that all of the Public Improvements have been fully paid for; and

WHEREAS, the Developer has submitted all required documents and drawings to the Village of Bartlett; and

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, as follows:

SECTION ONE: That the Village of Bartlett hereby accepts the Public Improvements for the Brewster Creek 9B Building at 1411-1415 Brewster Creek Boulevard.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

PASSED

APPROVED

ATTEST:

Kevin Wallace, Village President

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2018-_____ enacted on December 18, 2018 and approved on December 18, 2018, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

BILL OF SALE

FOR THE WATER MAIN INSTALLED
AT THE

Brewster Creek 9B INDUSTRIAL SITE
LOT NO. 9B1, _____ SUBDIVISION
ADDRESS 1411-1415 Brewster Creek Blvd, Bartlett, IL 60103

In consideration of the payment of Ten Dollars (\$10.00) and other good and valuable considerations, the receipt and sufficiency of which is hereby expressly acknowledged, Brewster Creek 9B, LLC ("the Seller") do hereby sell, assign, transfer and set over unto the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, the following described property:

The water distribution system, including, but not limited to, water mains and services, valves, valve vaults, fire hydrants, and all structures appurtenant thereto;

("the Property") being the Public Improvements for the 1411-1415 Brewster Creek Industrial Site developed by the Seller in the Village of Bartlett. Bartlett, IL 60103

The Seller hereby represents and warrants to the Village of Bartlett that the Seller is the absolute owner of the Property; that the Property is free and clear of all liens, charges and encumbrances, including, without limitation, mechanic's liens, mortgages, and chattel mortgage security instruments; and that the Seller has full right, power and authority to transfer title to the Property to the Village of Bartlett, and to execute and deliver this Bill of Sale.

IN WITNESS WHEREOF the Seller has signed and sealed, or caused this Bill of Sale to be signed and sealed, at Bartlett, Illinois on 11.8th, 182008.

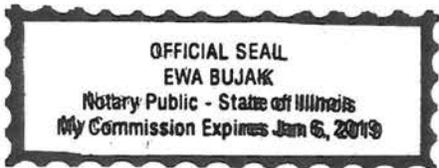
Signed: [Signature]
President

Attest: _____
Secretary

STATE OF ILLINOIS)
)
COUNTY OF DuPage) SS:

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Eduardo Greco and _____, personally known to me to be the President and Secretary, respectively of Brewster Greco 9B, ("the Corporation"), and personally known to me to be the same persons whose names are subscribed to the foregoing Bill of Sale, appeared before this day in person and severally acknowledged that they signed the foregoing Bill of Sale as such President and Secretary of the Corporation and caused the seal of the Corporation to be affixed thereto, as their free and voluntary act, and as the free and voluntary act of the Corporation for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this 8th day of November, 2008.



[Signature]
Notary Public

My Commission Expires: 1.6.19



Agenda Item Executive Summary

Item Name Urban and Community Forestry Grant Agreement Committee or Board Board

BUDGET IMPACT

Amount:	\$40,000 (\$15,000 Grant Award)	Budgeted	N/A
List what fund	Grant & General Funds		

EXECUTIVE SUMMARY

The Urban and Community Forestry Grant is provided through the Morton Arboretum to assist communities in different types of tree projects. The grant was announced in September 2018 with a due date of October 31st. The Village applied for assistance in funding a **Complete Public Tree Inventory**.

This project was selected by Staff because the Village has not had a full, up to date inventory in several years. This was especially apparent during the Emerald Ash Borer epidemic, where tree sizes were inaccurate by anywhere from 4-12". Also, all the trees planted through the Village Parkway Tree Replacement Program have yet to be included in the inventory. A complete tree inventory would compile GPS locations of all publically-owned trees as well as the species, size and condition of all trees. The Village will utilize a contractor to complete the inventory in the time allotted per the contract. A tree inventory will allow Village Staff to have a better idea of the current state of the urban canopy, and will allow Staff to better care for the public trees.

The Village was notified of the award in early December. The estimated total cost of the Tree Inventory is \$40,000, with the Grant providing \$15,000 of this amount. The attached Agreement will be sent to the Arboretum for final execution after it is approved by the Village Board. Once executed, the Village will receive a copy of the agreement and will begin the process of soliciting bids for the project.

Staff recommends approving the Urban and Community Forestry Grant Agreement.

ATTACHMENTS (PLEASE LIST)

Memo
Resolution
Agreement

ACTION REQUESTED

- For Discussion Only
- ✓ Resolution
- Ordinance
- ✓ Motion: **MOVE TO APPROVE RESOLUTION#2018- _____-R A RESOLUTION APPROVING OF THE AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND THE MORTON ARBORETUM FOR THE URBAN AND COMMUNITY FORESTRY GRANT**

Staff: Dan Dinges, Director of Public Works

Date: 12/10/2018

Memo

To: Paula Schumacher, Village Administrator
From: Dan Dinges, Director of Public Works
Subject: **Urban and Community Forestry Grant Agreement**
Date: December 10, 2018

The Urban and Community Forestry Grant is provided through the Morton Arboretum to assist communities in different types of tree projects. The grant was announced in September 2018 with a due date of October 31st. The Village applied for assistance in funding a **Complete Public Tree Inventory**.

This project was selected by Staff because the Village has not had a full, up to date inventory in several years. This was especially apparent during the Emerald Ash Borer epidemic, where tree sizes were inaccurate by anywhere from 4-12". Also, all the trees planted through the Village Parkway Tree Replacement Program have yet to be included in the inventory. A complete tree inventory would compile GPS locations of all publically-owned trees as well as the species, size and condition of all trees. The Village will utilize a contractor to complete the inventory in the time allotted per the contract. A tree inventory will allow Village Staff to have a better idea of the current state of the urban canopy, and will allow Staff to better care for the public trees.

The Village was notified of the award in early December. The estimated total cost of the Tree Inventory is \$40,000, with the Grant providing \$15,000 of this amount. The attached Agreement will be sent to the Arboretum for final execution after it is approved by the Village Board. Once executed, the Village will receive a copy of the agreement and will begin the process of soliciting bids for the project.

Staff recommends approving the Urban and Community Forestry Grant Agreement.

MOTION

**I MOVE TO APPROVE RESOLUTION # 2018-___ - R A RESOLUTION
APPROVING OF THE AGREEMENT BETWEEN THE VILLAGE OF BARTLETT
AND THE MORTON ARBORETUM FOR THE URBAN AND COMMUNITY
FORESTRY GRANT**

RESOLUTION 2018 - _____

**A RESOLUTION APPROVING OF THE
AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND THE
MORTON ARBORETUM FOR THE URBAN AND COMMUNITY FORESTRY GRANT**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: The Agreement dated December 5, 2018 between the Village of Bartlett and the Morton Arboretum for the Urban and Community Forestry grant award for the Complete Public Tree Inventory project (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: **December 18, 2018**

APPROVED: **December 18, 2018**

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2018 - _____ enacted on December 18, 2018, and approved on December 18, 2018, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk



December 5, 2018

Tyler Ishman, CD & PW Management Analyst
Village of Bartlett
228 South Main Street
Bartlett, IL 60103

Re: Urban and Community Forestry Grant – Project #0788-17
Project Funded: Tree Inventory

Dear Tyler,

The Morton Arboretum is pleased to announce that the Village of Bartlett has been approved in the amount of \$15,000 for the 2018 round of the Urban and Community Forestry Funding. Please read all the terms and conditions of the contract agreement, including all attachments, carefully. Sign and return two copies of the entire application packet along with this award letter as soon as possible. This letter and the following attachments outline the terms and conditions of accepting this funding.

- Award Letter
- Grant Agreement documents and assurances
- Original Application and Proposal Packet

Once your two signed contract agreement packets are received, we will review, sign and return one of the completed agreements to you. Upon receipt of the fully executed agreement, you may begin to implement your proposed project. Please note that any tree work started after July 1, 2018 may be counted as match – even though some of this work occurred prior to the date of the executed agreement.

The grant project must be completed and reimbursement request received by October 30, 2019. There are no exceptions to this as that is the date we are required to have all work completed by the U.S. Forest Service.

Upon signing the attached contract, your organization states that you agree to all terms and conditions and that you will notify The Morton Arboretum, if there is any change in your organization which would affect the completion of this grant. Notification must be received by The Morton Arboretum in writing, within two weeks of when any deficiency becomes apparent.

You are required to provide quarterly progress reports on the expenditures and activities related to your grant at the designated times outline in the attached agreement.

All finance documents and documentation of completed match must be submitted at time of request for reimbursement – including copies of canceled checks. If using indirect costs for match, you must attach your organization's federal negotiated rate sheet.

This signed agreement gives The Morton Arboretum your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press released and/or publications.

Please note: your tree ordinance must meet all of the requirements listed in the award packet and be approved before reimbursement can occur.

Finally and importantly - congratulations on this recognition of your important efforts in urban and community forestry. We look forward to working with you during the coming year.

Sincerely,

Beth Corrigan
bcorrigan@mortonarb.org

Enclosures



4100 Illinois Route 53 • Lisle, IL 60532
630-968-0074 • mortonarb.org

**2018 Urban and Community Forestry Grant Program
Grant Recipient Assurances and Requirements 2018-2019**

Project #0788-17

1. Cooperating Agencies

Grant Program Administrator – The Morton Arboretum (TMA)

Funder – US Forest Service through the Northeastern Area, State and Private Forestry

Community Recipient: Village of Bartlett
(City, Town, Park District or Other Local Unit of Government)

Community Contact: Tyler Isham

Email: tisham@vbartlett.org Phone: 630-837-0800

Non-Liability

The Morton Arboretum and Forest Service do not assume liability for any third party claims for damages arising out of this instrument.

Budget Revisions

Budget revisions are not allowed unless approval is provided by The Morton Arboretum in advance. Revisions will require written notice and will require a minimum 14 days prior notice for a written response from The Morton Arboretum. Invoices for unapproved budget changes will not be paid.

Prior Approval

Prior approval is required for any change to the scope of objectives of the approved projects, key personnel, or transfer of substantive programmatic work to another party. A written request must be submitted and will require a minimum of 14 days prior notice for a written response from The Morton Arboretum. Until written approval is granted for a modification, the terms and conditions of the original award remain in effect. Prior approval requests should include:

- change in the scope or the objective of the project or program (even if there is no associated budget revision);
- change in a key person specified in the application or award document;
- changing local match from the approved of work plan;
- extension period of availability of funds;

Use of Funds

1. Development and approval of a tree protection/preservation ordinance.
2. Completion of a tree inventory.

3. Development of an urban forest management plan.
4. Planting of trees
5. Proposed trees may not include trees that are part of capital projects or will be impacted by a roadway project within the next three years.
6. No part of the grant can be used to pay for land or equipment. Tree removal costs are ineligible for grant support; however, removal expenses may be used to meet the match requirements.

Notification

The Recipient shall immediately notify The Morton Arboretum of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a written statement of the action taken or contemplated, and any assistance needed to resolve the situation.

Award and Execution of Agreement

Two agreements must be signed by the successful grant Recipient. Signature must be by someone who has the authority to represent the governmental institution and returned to The Morton Arboretum for final execution by **December 3, 2018**.

One copy of the fully executed agreement will be returned to the grant Recipient and will serve as official notification for the community to begin their project. Any costs matching or otherwise incurred prior to July 1, 2018 will be ineligible for reimbursement.

Matching Costs

Recipients must document and provide proof of local match with the minimum required ratio of 1:1.

Eligible Local Matching Costs

The following examples of costs that are allowable as a community's local match of the project cost:

1. Tree removal and stump grinding (occurring between July 1, 2018 and October 30, 2019).
2. Utilization of salvageable lumber and disposal of ash trees by community employees, volunteer or contractors.
3. Additional tree purchases for the specified project.
4. Site modifications and materials (soil, mulch) directly related to the project.
5. Labor costs or in-kind volunteer labor to plant for trees.
6. Administrative costs directly related to the project.

7. Labor and material costs for tree maintenance up to October 30, 2019. All additional costs related to the maintenance and care of the trees for three years are **not** eligible as match.

Supporting documentation for the Applicant's match must be included with the completed reimbursement forms. Approved forms of documentation include: receipts, paid invoices, daily activity reports, volunteer sign-in sheets, or other paperwork documenting work completed.

Reporting Requirements

You are required to submit progress reports to The Morton Arboretum until the work plan is completed. Recipients will receive an email notification accompanied by the progress report form two weeks prior to when the progress report is due. Recipients are responsible for ensuring the proper email address on file is active and regularly checked. Report forms are due:

- January 15, 2019
- April 15, 2019
- July 15, 2019

A final report is due at project completion (October 30, 2019).

The Morton Arboretum will complete a community site inspection of the trees planted prior to disbursement of grant funds to Recipient. The Recipient will contact the grant administrator to schedule visit a minimum of one month prior to end of grant period.

The final report will include a budget form and match documentation worksheets. The Inspector's report is available for the Recipient's review in the completed agreement packet. Work for this Grant **must be completed by October 30, 2019.**

A locally approved Tree Protection/Preservation Ordinance is required before grant funds are disbursed. No grant expenses will be reimbursed until a Tree Protection/Preservation Ordinance is on file. If the Recipient requires assistance in completion of a Tree Protection/Preservation Ordinance they must submit a request, in writing, to The Morton Arboretum at least 90 days prior to the October 30, 2019 deadline.

Upon completion of the project(s), the grant Recipient may be required to participate in surveys every six months and/or site inspections on survivability of trees planted through this program. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants.

Funding Categories

Tree Ordinance Category

A tree preservation ordinance must include the following:

1. Statement of purpose for the tree preservation/protection ordinance.
2. Clear definitions of terms.
3. Clear scope of preservation, protection, management, removals, pruning, selection, and planting requirements.
4. Clear statement of the value and service of the urban forest as infrastructure.

5. Clear specifications referencing the American National Safety Institute, National Association of Arborists, International Society of Arboriculture, National Association of Nurserymen and/or other nationally recognized organizations for the following:
 - a. tree production (nursery source)
 - b. tree planting
 - c. tree care
 - d. tree pruning including frequency
 - e. species restrictions, e.g. under utilities, use of invasive or potentially invasive species
 - f. tree removals.
6. Defined skill requirements for professionals who manage trees for the organization.
7. Identified tree protection, preservation, fee, and penalty requirements for construction impacts.
8. Defined replacement requirements, fees, and penalties for trees damaged or killed.
9. Invasive species identified and management protocol if applicable.
10. Prohibition of tree topping, including fees and penalties.
11. Defined tree permit requirements, fees, penalties, enforcement, variance and civil remedies.
12. Qualifications, responsibilities, and terms of the Tree Board or other advisory group responsible for trees.
13. Identified individual and/or group responsible for making decisions about trees.
14. A preferred species list.
15. Restricted or illegal species list, e.g. invasive species list.
16. Insurance requirements.

On a quarterly basis, Applicants will be asked to report on project progress. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants. In addition, Applicants will be required to submit a final report and will include a budget form and match documentation worksheets.

It is recommended but not required that the tree preservation/protection ordinance include:

1. Tree risk inspection protocols
2. Tree inventory and maintenance
3. Inclusion of education, outreach, and/or assistance to private property owners on tree planting, management and assessment.
4. Incentives or regulations for trees located on private property.
5. Integration of the community urban forest management plan as the basis for the tree preservation/protection ordinance (See Silver Level Ordinance Template in the Application Folder).

Tree Inventory Category

Following are requirements for this project:

1. The inventory shall be on governmental property other than state or federal land. The inventory of trees on private property is not allowed through this proposal. However, inventory of trees on private property may be used as match.

2. The inventory shall be conducted by an arborist certified by the International Society of Arboriculture or other professional, nationally recognized certification program or entity.
3. At a minimum, the following inventory information shall be collected:
 - a. Individual location of each tree inventoried. This can be by address or by geographic information system. Enough information shall be collected to be able to locate the tree again at a future date.
 - b. Species and genera of each tree inventoried – including invasive species.
 - c. Size of the tree. Size shall be taken at diameter at breast height (4.5 feet above ground).
 - d. Condition of the tree. This may be as simple as classifying whether the tree is in excellent, good, fair, poor, or dead condition. This can also be completed by a score such as 1, 2, 3, 4, or 5.
4. The final inventory data must be in a format that allows for ongoing updates and inputs. This may be an Excel or other computer program, paper or even an electronic inventory format provide by a professional outside entity. If there are questions about what type of format might be used please contact Beth Corrigan at bcorrigan@mortonab.org. The objective of this requirement is that the inventory be a living system for inputting and updating tree information for the organization.
5. The Applicant shall commit to maintain the inventory for a period of not less than five years post completion of the project. This may be done by the utilization of volunteers or others who record work orders, tree planting and/or removals.
6. Existence or completion (including approval) of a tree preservation/protection ordinance is required for all selected Applicants. The ordinance does not have to be in place to apply but must be completed and approved by the organization prior to reimbursement of grant funds no later than October 30, 2019.
7. On a quarterly basis, Applicants will be asked to report on project progress. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants. In addition, Applicants will be required to submit a final report and will include a budget form and match documentation worksheets.

Urban Forest Management Plan Category

The urban forest management plan shall meet the following requirements:

1. Review and approval by an International Society of Arboriculture (ISA) Certified Arborist.
2. Acceptance by the Applicant's governmental organization prior to request for reimbursement.
3. Identified short and long-term urban forest goals 2018 – 2028.
4. A description of the organization's urban forest canopy cover and composition (if this information exists). (Canopy cover can be provided to the organizations in Will, Lake,

Kane, Kendall, Cook and McHenry by the Chicago Region Trees Initiative and can be found at Chicagorti.org/UTC.)

5. Identification of priority planting locations and a strategy for improving forest age and species structure. Include specifications for tree production and planting as outlined in ANSI, ISA and/or other nationally recognized standards.
6. How the urban forest inventory will be used to inform decisions and how it will be updated.
7. Criteria for species selection.
8. Specifications from ANSI, ISA and/or other nationally recognized standards for planting, pruning, removals, and care.
9. Identification of urban forest risk including a strategy for management of issues such as pruning frequency, climate impacts, and invasive species with clear ANSI, ISA and/or other nationally recognized standards identified.
10. Identification of a clear program for education and engagement of private landowners and managers within the organization's boundaries.
11. Required and recommended qualifications and training of staff.
12. Qualifications and specifications required of contracted labor and consulting.
13. A plan for acquisition and replacement of equipment and resources.
14. Short and long term budget projections and needs.
15. Existence or completion (including approval) of a tree preservation/protection ordinance is required for all selected Applicants. The ordinance does not have to be in place to apply, but must be completed and approved by the organization prior to reimbursement of grant funds no later than June 30, 2018.
16. On a quarterly basis, Applicants will be asked to report on project progress. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants. In addition, Applicants will be required to submit a final report and will include a budget form and match documentation worksheets.

It is recommended but not required the plan include the following:

1. A plan for protection and preservation of legacy/heritage trees.
2. A plan for obtaining and maintaining a tree inventory.
3. Consideration for care and management of natural areas.
4. Consideration of development and retention of the organizations volunteer program.
5. Consideration of utilization for urban wood

6. Preferred Species List
7. Non-Preferred Species List
8. A strategy for contract growing
9. Sidewalk vs. tree conflict resolution and protection
10. Sewer line vs. tree conflict resolution and protection
11. Tree City USA Application or renewal
12. Tree Board or other advisory group responsibilities

Tree Planting Category

Following are requirements for this project:

1. Tree planting projects must be planned and executed for long-term survival of trees.
2. Tree species selected must be a diverse selection of not more than 5% of any one species and/or 10% of any one genus.
3. An International Society of Arboriculture certified arborist must approve the accompanying tree planting plan for all trees planted through this proposal either funded by this proposal or with match. (See below.)
4. The Applicant must attest to properly caring for trees purchased through this program by including a maintenance plan. The maintenance plan must identify who will water and mulch trees over the **required three years post planting period**. (A copy of the proposed maintenance plan must accompany the proposal.)
5. Trees must be planted according to the ANSI, ISA and/or other nationally recognized planting specification.
6. All trees purchased through this proposal shall meet the ANSI American Standard for Nursery Stock.
7. All trees must have the **burlap and rope removed at planting and the wire basket must be removed or be a low profile basket**.
8. Tree planting shall take place in the fall of 2018, spring of 2019, or fall of 2019.
9. Tree species to be planted must be specified in the grant proposal. Species selected and site conditions must be identified.
10. Trees purchased must come from Department of Agriculture Certified Nurseries.

11. Upon completion of the tree planting, data on survivability will be collected semiannually via electronic survey. Periodic site visits by The Morton Arboretum may be conducted.
12. Existence or completion (including approval) of a tree preservation/protection ordinance is required for all selected Applicants. The ordinance does not have to be in place to apply, but must be completed and approved by the organization prior to reimbursement of grant funds no later than October 30, 2019.
13. On a quarterly basis, Applicants will be asked to report on project progress. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants. In addition, Applicants will be required to submit a final report and will include a budget form and match documentation worksheets.
14. A Tree Planting List is required and is attached to the Application packet.
15. A Tree Maintenance Agreement is required and is attached to the Application packet.

Tree Planting Work Plan

A Work Plan Chart is required to be submitted with the Agreement. This Work Plan Chart shall identify and detail the following:

1. Time line,
2. Administrative actions,
3. Removal, removal location, (only ash removals may be counted),
4. Planting, include planting location, site description, size of planting site, replant date, species and genus,
5. Maintenance,
6. Invoicing,
7. Ongoing management.

Inspections

All project work and work reported as Matching Local Share completed as part of the Grant project is subject to inspection by the Morton Arboretum or their representatives. Recipients will be expected to meet with an Inspector; show the Inspector work completed with grant funds; and demonstrate that work was done according to Assurances listed herein; and concur with Inspector's report. Inspections need to be scheduled with grant administrator no less than October 1, 2019. The Reimbursement Packet should be available at the inspection and may be submitted to the Inspector for processing.

Payment Procedures

Reimbursement payment shall be made only to the contracted entity for invoices paid by the grant recipients. Communities can expect payment between 45-60 days after The Morton Arboretum has received completed reimbursement request forms containing valid invoices and canceled checks. **Only one reimbursement payment will be made to the contracted community upon completion of all phases of the grant project.** Once payment is made the grant project is considered completed, however, maintenance and care of the trees is required for three years. Maintenance and care of the trees cannot be used as match.

To receive payment, the administering agency must receive and approve your (new or existing) Tree Preservation/Protection Ordinance and verify that it meets all requirements

listed on pages 3 and 4. It is recommended that your organization work with The Morton Arboretum to ensure that your proposed ordinance meets the requirements outlined in the Request for Proposals and the Agreement prior to requesting reimbursement.

Payments for grants are awarded by The Morton Arboretum. You may only receive one payment. To receive that payment you must invoice The Morton Arboretum, attach relevant invoices, copies of cancelled checks, and documentation of your local match. Invoice requests must be submitted for review to The Morton Arboretum no later than **October 30, 2019** using the Reimbursement Packet. You may request a copy of the reimbursement packet by emailing Beth Corrigan at bcorrigan@mortonarb.org. Invoices must be sent in a packet addressed to:

Beth Corrigan
Community Trees Program
The Morton Arboretum
4100 Illinois Route 53
Lisle, IL 60532

Project Implementation Technical Assurances

The grant Recipient agrees to the following Assurances:

1. Tree planting projects must be planned and executed for long-term survival of trees. Tree species must be selected to match site and cultural conditions.
2. Trees should be selected for compatibility with overhead utilities. Tall-growing trees should not be planted under power lines. For assistance in planting for long-term success and compatibility, see <https://www.comed.com/customer-service/service-request/trees-powerlines/pages/maintenance.aspx> Or contact your regional Commonwealth Edison vegetation manager at 1-800-334-7661
3. The applicant must attest to properly caring for trees purchased through this program by including a maintenance plan. **A completed maintenance plan must accompany this agreement.** Trees must be planted according to the *International Society of Arboriculture Tree Planting Best Management Practice* <http://secure.isa-arbor.com/webstore/BMPs-C59.aspx> , mulched and watered appropriately for three years to enable trees to become fully established and thrive. Planting is based on *ANSI A300-2005 (Part 6) Transplanting*. Alternatively, the Suburban Tree Consortium specifications will be accepted.
IMPORTANT: Trees planted with rope ties intact and wire baskets which have not been reduced by 1/3 from the top of the root ball will not be accepted.
4. When contracting for services related to this project(s) firms must have appropriate Workers Compensation insurance.
5. Anyone removing trees must adhere to *ANSI A133.1: Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*.
6. Nursery stock must be a minimum of 1 ¼” and no greater than 3” inches in caliper and must adhere to the ANSI Z60.1-2004 American Standard for Nursery Stock. The standard is available here <http://agri.nv.gov/Brochures/ANLStandard2004.pdf>. Trees purchased using Suburban Tree Consortium specifications will also be accepted.

7. Diversification of the community forest is a goal. Grantees may not purchase more than 10% of any one genus or 5% of any one species. If an applicant can document that tree diversification is being achieved through a long range plan and that the past 4 years of tree purchases have been diverse The Morton Arboretum may consider waiving the requirement.
8. Trees purchases must be made with Department of Agriculture Certified Nurseries.
9. Individuals conducting tree inventory work must have previous experience conducting inventories and provide proof of successful completion of tree inventory work to the awarded entity. It is highly recommended that tree care companies or other arboriculture related organizations be utilized.

2. Federal Grant Terms and Conditions

Federal Requirements

Program funds are available through the U.S. Forest Service State and Private Forestry and disbursed through the US Forest Service Forest. The Community shall be responsible for reporting funds received on their annual Schedule of Expenditure of Federal Awards. The Community shall also be responsible for compliance with all federal laws and regulations specifically those pertaining to federal funding.

Recipient Audits

Recipients expending \$500,000 or more in Federal awards during the Recipient's fiscal year for fiscal years ending after December 31, 2003 as provided in OMB Circular A-133 are required to meet the audit requirements of OMB Circular A-133 (the circular is available at <http://whitehouse.gov/omb/circulars/a133/a133.html>). The required audits must be completed within 9 months of the end of the Recipient's audit period and a copy forwarded to The Morton Arboretum along with management's response to audit findings. Within 6 months after receipt of the Recipient's audit report The Morton Arboretum will contact the Recipient to ensure that the Recipient takes timely and appropriate corrective actions on all findings. For questions regarding the above please contact Carol Walter, The Morton Arboretum Finance Department at cwalter@mortonarb.org or 630-719-2404.

Debarment and Suspension

The Recipient shall immediately inform The Morton Arboretum if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the Recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, and then they shall notify the Morton Arboretum without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

Legal Authority

The Recipient shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

Notices

Any notice given by the U.S. Forest Service or The Morton Arboretum will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

- To The Morton Arboretum.
- To Recipient, at the Recipient's address shown in the grant/agreement or such other address designated within the grant/agreement.
- Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

Drug-Free Workplace

- a. The Recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must:
 1. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 2. Specify the actions the Recipient will take against employees for violating that prohibition; and
 3. Let each employee know that, as a condition of employment under any award, he or she
 - i. Must abide by the terms of the statement, and
 - ii. Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
- b. The Recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. Your policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation and employee assistance programs; and
 - iv. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
- c. Without The Morton Arboretum's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this instrument, whichever occurs first.
- d. The Recipient agrees to immediately notify The Morton Arboretum if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the award/agreement number of each instrument on which the employee worked. The notification must be sent to The Morton Arboretum within ten calendar days after the Recipient learns of the conviction.
- e. Within 30 calendar days of learning about an employee's conviction, the Recipient must either:
 - i. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or

- ii. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Eligible Workers

The Recipient shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental agreement awarded under this instrument.

Title VI Compliance

The Recipient shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685 and 1686), which prohibits discrimination on the basis of sex in educational programs and activities; (c) the Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age (42 USC 6101); and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of disabilities.

Please refer to the US Forest Service Washington Office Civil Rights Office for additional information at: <http://www.fs.fed.us/cr/>

Trafficking Victims Protection Act (TVPA)

- a. Provisions applicable to a Recipient that is a private entity.
 1. You as the Recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or sub-awards under the award.
 2. The U.S. Forest Service as the Federal awarding agency and/or The Morton Arboretum, may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 7 CFR 3017.

- b. Provision applicable to a Recipient other than a private entity. We as the U.S. Forest Service a Federal awarding agency and/or The Morton Arboretum may unilaterally terminate this award, without penalty, if a Recipient or sub-recipient that is a private entity—
 - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the Recipient or sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 7 CFR 3017.
- c. Provisions applicable to any Recipient.
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.
- d. Definitions. For purposes of this award term:
 - 1. “Employee” means either:
 - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
 - 4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Freedom of Information Act

It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. The Recipient is encouraged to give public notice of the receipt of this instrument and, from time to time, to announce progress and accomplishments. Please contact Lydia Scott at 630-719-2425 to review announcements as far in advance as possible because she may need to communicate directly with the Forest Service regarding the press release.

Public Information

The Recipient shall include the following statement, in full, in any agreements, printed, audiovisual material, or electronic media for public distribution developed or printed with any federal funding.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material shall, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

Circle the funding categories applied for through this grant:

Tree Planting

Tree Preservation/Protection Ordinance

Urban Forest Management Plan

Tree Inventory

The undersigned agree to comply with the requirements of this grant agreement.

Authorized Community Signature: _____ Date: _____

Print Name: _____ Title: _____

The Morton Arboretum Signature: _____ Date: _____

Print Name: _____ Title: _____

The Morton Arboretum

Village of Bartlett Sub Award Agreement

Prime Recipient	Subrecipient
Name: <u>The Morton Arboretum</u>	Name: Village of Bartlett Duns: <u>033591207</u> CAGE: <u>4SZ27</u> If awaiting application approval, initial _____
Prime Award No: <u>18-DG-11420004-166</u>	Federal Award Date: 7/1/2018
Awarding Agency: <u>The Morton Arboretum</u> Agency Contact: Lydia Scott Contact Email: lscott@mortonarb.org Agency Contact Phone: 630-719-2425	
This is an award of federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Sub-award must follow the regulations found in 2CFR 200.330 through .332. CFDA: 10.675, Urban and Community Forestry	
Project Title and Description: Tree Inventory, Project #0788-17	
Award Term: July 1, 2018 to November 30, 2019	Village of Barlett term of performance: <u>7/1/18 to 10/30/19</u>
Total Award Amount: \$225,875; cost share \$228,375	Subaward Federal Award Amount: <u>\$15,000; cost share \$15,000</u>
Indirect Cost Rate applicable to this Award: (if applicable) _____	Village of Bartlett federally recognized Indirect Cost Rate: _____% (if applicable)
Grant Manager: <u>Lydia Scott</u>	

Sub-recipient is required to meet all provisions of the prime federal award as attached.

Sub-recipient expending \$750,000 or more in Federal awards during the Recipient's fiscal year as provided in OMB Circular 2 CFR 200 are required to meet the audit requirements and forward a copy to The Morton Arboretum.

FFATA worksheet attached must be returned with the executed acceptance form.

Award Approval/Obligation/Acceptance Form

James Fawley
Vice President of Finance, CFO
The Morton Arboretum

Date

APPROVED FOR **Village of Bartlett**

The information, certifications, and representations above have been read, signed and made by an authorized official of Village of Bartlett. The appropriate programmatic and administrative personnel involved in this agreement are aware of the agency and federal policies applicable to subawards and have established procedures consistent with those policies. Any costs incurred before the period of the award and acceptance are at the Village of Bartlett's risk.

Acceptance:

Name of authorized representative

Date

Title

ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS

- A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, The Recipient may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.
- B. FOREST SERVICE LIABILITY TO THE RECIPIENT. The United States shall not be liable to The Recipient for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by The Recipient or any third party.
- C. NOTICES. Any notice given by the Forest Service or The Recipient will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To The Recipient, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. SUBAWARDS. The Recipient shall notify Subrecipients under this award that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.330 through .332.
- E. USE OF FOREST SERVICE INSIGNIA. In order for The Recipient to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify The Recipient when permission is granted.
- F. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.
- G. TRAFFICKING IN PERSONS.
1. Provisions applicable to a Recipient that is a private entity.
 - a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients' employees may not:

- (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procure a commercial sex act during the period of time that the award is in effect; or
 - (3) Use forced labor in the performance of the award or subawards under the award.
- b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity:
- (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - i. Associated with performance under this award; or
 - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),".
2. Provision applicable to a Recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:
- a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - (1) Associated with performance under this award; or
 - (2) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),"
3. Provisions applicable to any recipient.
- a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
 - c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

4. Definitions. For purposes of this award term:
- a. "Employee" means either:
 - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - b. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - c. "Private entity":
 - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - (2) Includes:
 - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - ii. A for-profit organization.
 - d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

H. DRUG-FREE WORKPLACE.

- 1. The Recipient agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must
 - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 - b. Specify the actions The Recipient will take against employees for violating that prohibition; and
 - c. Let each employee know that, as a condition of employment under any award, the employee:
 - (1) Shall abide by the terms of the statement, and
 - (2) Shall notify The Recipient in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and shall do so no more than 5 calendar days after the conviction.
- 2. The Recipient agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The established policy of maintaining a drug-free workplace;

- c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
 3. Without the Program Manager's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this award, whichever occurs first.
 4. The Recipient agrees to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the award number of each award on which the employee worked. The notification must be sent to the Program Manager within 10 calendar days after The Recipient learns of the conviction.
 5. Within 30 calendar days of learning about an employee's conviction, The Recipient must either
 - a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- I. PROHIBITION AGAINST USING FUNDS WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.
 1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
 2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect.
 3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
 4. If the Government determines that the recipient is not in compliance with this award provision, it;
 - a. Will prohibit the recipient's use of funds under this award in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and

- b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.
- J. ELIGIBLE WORKERS. The Recipient shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.
- K. FINANCIAL STATUS REPORTING. A Federal Financial Report, Standard Form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted annually. These reports are due 90 days after the reporting period ending December 31. The final SF-425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 90 days from the expiration date of the award. These forms may be found at www.whitehouse.gov/omb/grants_forms.
- L. PROGRAM PERFORMANCE REPORTS. The recipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in award.

In accordance with 2 CFR 200 301, reports must relate financial data to performance accomplishments of the federal award.

The Recipient shall submit annual performance reports. These reports are due 90 days after the reporting period. The final performance report shall be submitted either with The Recipient's final payment request, or separately, but not later than 90 days from the expiration date of the award.

- Additional pertinent information: Please submit reports to nagrants@fs.fed.us.

- M. NOTIFICATION. The Recipient shall immediately notify the Forest Service of developments that have a significant impact on the activities supported under this award. Also, notification must be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
- N. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 315(e).

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

- O. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- P. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. The Recipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments.

The Recipient may call on Forest Service's Office of Communication for advice regarding public notices. The Recipient is requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office Communications as far in advance of release as possible.

- Q. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. The Recipient shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2.
- R. COPYRIGHTING. The Recipient is/are granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award.

No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right shall be transferred to any sub-awards, sub-awards or subcontracts.

This provision includes:

- The copyright in any work developed by The Recipient under this award.
- Any right of copyright to which The Recipient purchase(s) ownership with any federal contributions.

- S. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The Recipient shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

“This institution is an equal opportunity provider.”

- T. AWARD CLOSEOUT. The Recipient must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award.

Any unobligated balance of cash advanced to The Recipient must be immediately refunded to the Forest Service, including any interest earned in accordance with 2 CFR 200.343(d).

If this award is closed without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

- U. TERMINATION. This award may be terminated, in whole or part pursuant to 2 CFR 200.339.

- V. DISPUTES.

1. Any dispute under this award shall be decided by the Area Director. The Area Director shall furnish The Recipient a written copy of the decision.
2. Decisions of the Area Director shall be final unless, within 30 days of receipt of the decision of the Area Director, The Recipient appeal(s) the decision to the Forest Service's Director, Acquisition Management (AQM). Any appeal made under this provision shall be in writing and addressed to the Director, AQM, USDA, Forest Service, Washington, DC 20024. A copy of the appeal shall be concurrently

furnished to the Area Director.

3. In order to facilitate review on the record by the Director, AQM, The Recipient shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.
4. A decision under this provision by the Director, AQM is final.
5. The final decision by the Director, AQM does not preclude The Recipient from pursuing remedies available under the law.

W. DEBARMENT AND SUSPENSION. The Recipient shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should The Recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary. The Recipient shall adhere to 2 CFR Part 180 Subpart C in regards to review of sub-recipients or contracts for debarment and suspension.

All subrecipients and contractors must complete the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions. Blank forms are available electronically. Completed forms must be kept on file with the primary recipient.

ATTACHMENT B: 2 CFR PART 170**Appendix A to Part 170—Award Term****I. Reporting Subawards and Executive Compensation.****a. Reporting of first-tier subawards.**

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <http://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions* If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

1. Subawards, and
2. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. *Executive* means officers, managing partners, or any other employees in management positions.
3. *Subaward*:

- i. This term means a legal agreement to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. *Subrecipient* means an entity that:
- i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. *Salary and bonus.*
 - ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - v. *Above-market earnings on deferred compensation which is not tax-qualified.* vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

END OF ATTACHMENT B: 2 CFR PART 170

FFATA Worksheet – FY18

The Federal Funding Accountability and Transparency Act (FFATA) requires granting agencies to report the following information annually. Please complete the following form:

1. Location of sub-recipient:

- **Organization Name:** Village of Bartlett
- **County:** COOK, DUPAGE & KANE
- **State:** Illinois
- **Congressional District(s):** 6th & 8th
- **DUNS Number:** 033591207

(Applicant can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.)

2. Do you receive more than 80% of your funding from Federal Sources?

Yes or No

If yes, additional information may be required.

3. CAGE Number: 4SZ27

If application is awaiting approval, initial here: _____

(Applicant can check status or receive a CAGE number, at no cost, by registering online on the System for Award Management website at www.SAM.gov. See attached worksheet.)