



AGENDA

President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005

March 7, 2016

8:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

- A. Presentation of the Colors by Cub Scout Pack #130 from Westgate School

III. ROLL CALL OF MEMBERS

IV. APPROVAL OF MINUTES

- A. Joint Village Board/Library Board Minutes 2/13/16
- B. Committee of the Whole 2/8/2016
- C. Village Board Minutes 2/15/16
- D. Joint Village Board/Park District Board Minutes 2/20/16

V. APPROVAL OF ACCOUNTS PAYABLE

- A. Warrant Register of 2/28/2016

VI. RECOGNITIONS AND PRESENTATIONS

VII. PUBLIC HEARINGS

- A. 2015 - 2019 Consolidated Plan Substantial Amendment

VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

IX. OLD BUSINESS

- A. Report of the Committee-of-the-Whole Meeting of March 7, 2016

Interview of David McCallum for Appointment to the Commission
for Citizens with Disabilities

X. CONSENT AGENDA

This Agenda consists of proposals and recommendations that, in the opinion of the Village Manager, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking only one roll call vote instead of separate votes on each item. Consideration of this Consent Agenda will be governed by the following rules and procedures prior to roll call vote:

1. Any Trustee who wishes to vote "no" or "pass" on any Consent Agenda items should so indicate.
2. Upon the request of any one Trustee, any item will be removed from the Consent Agenda and considered separately after adoption of the Consent Agenda.
3. Citizens in the audience may ask to remove any item on this Consent Agenda.
4. One roll call vote will be taken and will cover all remaining Consent Agenda items.

CONSENT APPROVAL OF BIDS

- A. Thermal Imaging Cameras
- B. Well # 11 Rehabilitation and Repair

CONSENT REPORT OF THE VILLAGE MANAGER

- A. Settlement - Workers' Compensation - Brandon
- B. 2016 Material Testing Services

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

- A. Sign Code Modifications - Intent & Purpose
- B. Sign Code Modifications - Drive-through Restaurant Signage
- C. Sign Code Modifications - Manual Change Bulletin Boards/Changeable Panel Signs
- D. Sign Code Modifications - Residential Ground Signs

XIII. LEGAL

- A. An Ordinance Amending Chapters 2, 3, 8, 12, 13 and 19 of the Arlington Heights Municipal Code (Miscellaneous Code Amendments)

XIV. APPOINTMENTS

XV. PETITIONS AND COMMUNICATIONS

XVI. REPORT OF THE VILLAGE MANAGER

- A. Heart's Place - 120-122 E. Boeger Dr. - Early Review
- B. Update - Storm Water Discussion
- C. Request for Closed Session per 5 ILCS 120/2(c): Discussion of minutes lawfully closed, whether for purposes of approval of the minutes or the semi-annual review of the minutes

- and -

5 ILCS 120/2(c)(5): Purchase or lease of real property for the use of the public body, including discussing whether a particular parcel should be acquired

XVII.ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Presentation of the Colors

Department: Village Manager's Office

Presentation of the Colors by Cub Scout Pack #130 from Westgate School

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Joint Village Board/Library Board Minutes

Department: Village Clerk

Joint Village Board/Library Board Minutes 2/13/16

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Joint Village Board/Library Board Minutes	Minutes

**JOINT VILLAGE-LIBRARY MEETING
MINUTES OF THE MEETING OF THE MAYOR AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

SATURDAY, JANUARY 13, 2016 8:30 A.M.

BOARD MEMBERS PRESENT: President Hayes; Trustees: Farwell,
LaBedz, Rosenberg, Scaletta, and Sidor

BOARD MEMBERS ABSENT: Trustees: Glasgow, Blackwood, Tinaglia

STAFF MEMBERS PRESENT: Randy Recklaus, Village Manager

OTHERS PRESENT: Arlington Heights Library Board of Trustees,
various Library Staff

SUBJECTS:

Public Comment

Library Board's Topics of Interest

Village Board's Topics of Interest

Other Business

Adjournment

President Hayes and Library Board President Smart called the meeting to order at 8:35 AM. The Pledge of Allegiance was recited.

Public Comment

None

Library Board Topics of Interest

Library Executive Director Jason Kuhl discussed a pilot program to expand the Library's hours as a result of a recent citizen survey, the recent stressing of the Library as a place for children to experience applied learning, and the Library's

continuing discussions to make the Library's parking facility more pedestrian friendly.

Village Board's Topics of Interest

Village Manager Randy Recklaus discussed the Village's plans to build a new Police Station, the upcoming improvements to the Village's Solid Waste Hauling Services to residents, planned improvements to the Village's Road, Water, and Stormwater infrastructure, and recent technology improvements.

Members of the Library and Village Boards discussed the opportunity to work together on solutions to area parking problems and asked questions of staff on the various presentation topics, including the impact that the police station construction would have on police operations, the success of the One Book, One Village Program, and potential of the Library and Park District working together on a library annex facility within one of the Park District's newly updated community centers.

Other Business

None

Adjournment

Motion was made by Trustee Scaletta, seconded by Trustee Sidor to adjourn the meeting. Upon a voice vote, the motion passed unanimously. Meeting was adjourned at 9:30 AM.



Item: cow minutes 2 8 16

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

C O W 2 8 16

Type

Minutes



MINUTES

President and Board of Trustees
Village of Arlington Heights
Committee-of-the-Whole
Community Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
February 8, 2016
7:30 PM

I. CALL TO ORDER

President Hayes called the meeting to order at 7:30 PM. The Pledge of Allegiance was recited.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: President Hayes; Trustees: Blackwood, Farwell, Glasgow, LaBedz, Rosenberg, Scaletta, Sidor and Tinaglia

STAFF MEMBERS PRESENT:

Randy Recklaus, Village Manager; Tom Kuehne, Director of Finance; Mary Ellen Juarez, Assistant Director of Finance; Paula Kereluk, Purchasing Coordinator; Robin Ward, In House Counsel; Eileen Hellstrom, Recording Secretary

IV. NEW BUSINESS

A. Proposed Amendments to the Various Sections of the Arlington Heights Municipal Code

Village Manager, Randy Recklaus, said Staff reviewed the Village Code to find areas that are out-of-date or warrant reconsideration. Staff has conducted a review and would like the Village Board to discuss some possible amendments. Some of these changes are clean-ups and some are more substantial.

Shown is each proposed change and the reason for the change. The Code language is in purple, with language to be added highlighted in yellow and language to be deleted shown by strikeout.

1. The first item relates to Village Board Meetings Section 2-204. It is proposed to move the "Report of the Village Manager" to earlier in the agenda, prior to Appointments and Petitions and Communications. This is just a preference and nothing legally required in terms of how you run the meeting. There are items similar to New Business placed under this category and it would make sense to move it to that part of the Agenda, after New Business. Additionally, the title of "Legal Ordinances and Resolutions" would be changed to "Legal" to match the actual agenda format that has been used for many years.

Section 2-204 Village Board Meetings. The following shall be the procedures for Village Board meetings:

a. Order of Business. The Order of Business to be observed at all meetings of the Village Board shall be as follows, except that a majority vote of all Trustees present may suspend the following order of business:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Approval of Minutes
- V. Accounts Payable
- VI. Recognitions and Presentations
- VII. Public Hearings
- VIII. Citizens to be Heard
- IX. Old Business
- X. Consent Agenda
- XI. Approval of Bids
- XII. New Business
- XIII. ~~Legal Ordinances and Resolutions~~
- XIV. Report of the Village Manager
- XV. Appointments
- XVI. Petitions and Communications
- XVII. ~~Report of the Village Manager~~
- XVII. Adjournment

Trustee Glasgow said he thinks this makes a lot of sense and always wondered why the Report of the Village Manager was at the very end.

Trustee Glasgow moved, seconded by Trustee Sidor, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 2-204; Village Board Meetings.

Upon a voice vote, the motion passed unanimously.

2. In the next section, Section 2-206, Village Board Rules of Procedure, there are a couple of changes to modernize the terminology of these rules. Rule

#3 makes reference to a phrase of "on the journal of proceedings" and Staff felt this term was not used anymore and could be deleted and in that same sentence "in the minutes" was added. Also a couple of small changes were made to modernize the terminology in Rules #3 and #4.

Section 2-206 Rules of Procedure. The following rules of procedure shall govern the conduct of all meetings of the Board of Trustees, although these rules, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

Rule 3. A roll call vote of yeas and nays shall be taken and recorded ~~on the journal of proceedings~~ **in the minutes** for all ordinances or propositions which create any liability against or obligation on the part of the Village or for the expenditure or appropriation of its money, and in all other instances where **a request for a roll call vote** therefor is made by any Trustee. This rule shall not apply to any items included in the Consent Agenda.

~~Rule 4. All resolutions and amendments shall be reduced to writing at the request of the President or any Trustee, and shall be handed to the Village Clerk who shall read them to the Board.~~

Rule **4** 5. ~~Standing and Special Committees, to whom references are made, shall in all cases issue written reports stating their findings and conclusions. in writing a statement of facts with their opinion.~~ **Special** Committees may consider only such matters as are referred to them by vote of the Board of Trustees or by the Village President.

~~Rule 6. Any report to the Board shall be deferred, for final action thereon, to the next regular meeting of the Board after the report is made, upon the request of any two Trustees present.~~

Rule **6** 8. When a question is before the Board, no motion shall be in order but the following: 1) to adjourn; 2) to lay on the table; 3) the previous question; 4) to postpone definitely; 5) to postpone to a certain time, and 6) to amend. These motions are privileged and have precedence in the order in which they succeed each other in this rule. Motions to adjourn, to lay on the table and for the previous question shall be decided without debate.

Rule **7** 9. A motion to adjourn is always in order except: 1) when a member is in possession of the floor; 2) when the yeas and nays are being called; 3) when the members are voting; 4) when adjournment was the last preceding motion; or 5) when it has been decided that the previous question shall be taken.

~~Rule 10. All persons appearing before the Board shall make such appearances only in their own behalf or as a member of some civic, municipal, religious, business or neighborhood organization. All persons may also be represented before the Board by their attorneys.~~

Trustee Glasgow asked about Rule #4 and why all resolutions and amendments shall not be reduced to writing at the request of the President or any Trustee.

Robin Ward, In-House Counsel, replied that currently they are presented in writing and this rule was put in place back in the 1980's when making resolutions and amendments may not have been in writing. Everything that is done now is in writing.

Trustee Glasgow asked why Rule #6 is being deleted.

~~Rule 6. Any report to the Board shall be deferred, for final action thereon, to the next regular meeting of the Board after the report is made, upon the request of any two Trustees present.~~

Ms. Ward replied the Rule does not conform to current practice. Reports to the Board are not necessarily deferred for final action to the next regular meeting after the report is made - it depends on how the actions are taken and depends on the will of the Board in any circumstance.

Trustee Glasgow asked if, by deleting the part of Rule #6 that permits two Trustees to defer action, we are not retaining that right? He understands that sometime it is said to defer this until the next meeting which he does not have a problem with, he does not want to remove a right that the Board might have.

Ms. Ward said practice to date has always been that if there is a motion to defer a report, the Board would vote on this and the result is what the majority of the Board decides.

Trustee Glasgow asked what the reason was for initially putting Rule #6 into the code and the history as to why this was put into place.

Ms. Ward replied her guess was it probably went back to the 1960's, but she does not know why it was put into place.

Trustee Glasgow would prefer to keep Rule #6 in place and not delete it.

Trustee Glasgow asked why Rule #10 is being deleted.

~~Rule10. All persons appearing before the Board shall make such appearances only in their own behalf or as a member of some civic, municipal, religious, business or neighborhood organization. All persons may also be represented before the Board by their attorneys.~~

Ms. Ward replied that anybody has the right to speak in front of the Village Board for any reason.

Trustee Farwell asked that before removing Rule #10, Staff confirm that the rule which specifically states that anyone has the right to speak for three minutes is very clear that time cannot be given to other speakers.

Ms. Ward said she would look it up in the Code and make sure it is clearly stated.

Trustee Farwell said for Rule #6 he concurs with Trustee Glasgow. Just because it hasn't been used for a number of years, he doesn't want it removed. A Trustee has the right to use this as long as there is another Trustee in concurrence.

Ms. Ward replied if the Board would like keep this Rule, it would be up to the will of the Board.

Trustee Scaletta agrees that he would like to see Rule #6 remain. In regards to Rule #4, he wants to make sure when there is a lot of discussion about a motion, at the end we need the Village Clerk to read it back so everyone is on the same page.

~~Rule 4. All resolutions and amendments shall be reduced to writing at the request of the President or any Trustee, and shall be handed to the Village Clerk who shall read them to the Board.~~

Mr. Recklaus said it wasn't uncommon years ago when resolutions were passed verbally. Rule #4 reflected that but this is not done like that anymore.

Trustee Sidor wanted to clarify Rule #6 and where it says "by the request of any two Trustees present" not based on a motion or a vote, a Trustee can request a deferment and another Trustee can concur. This is the only time where the majority of the Board doesn't decide.

Ms. Ward replied that is correct.

Trustee Sidor said he does not want to keep Rule #6.

President Hayes asked what the definition is of "any report" in Rule #6. It is not necessarily a petition that comes before the Board.

Ms. Ward replied it would be anything reported and two Trustees decide they don't want to take action on it and can ask it to be deferred.

Mr. Recklaus suggested that Rule #6 be clarified. If Rule #6 is not deleted, the Board would clarify the meaning so the rules reflect what the Board would like.

President Hayes asked that "any report" be clarified.

Trustee Glasgow said Rule #6 reads that it can only be deferred to the next meeting.

Ms. Ward replied that two Trustees could defer something to the next meeting and at the next meeting, two Trustees could defer it again.

Trustee Tinaglia said for example, in the future, someone could have a position on something and to him the majority should be agreement and not two Trustees.

Ms. Ward said that is how it operates now, done by a motion and when the motion is made, the majority votes in favor if it is to be deferred. This accepts something significantly less than the majority.

Trustee Blackwood said that is why it is being deleted because it states two Trustees whereas right now the practice is the majority of the Board. She agrees with the majority, not with only two Trustees in agreement.

Trustee LaBedz said that if the Board would make a motion to defer something, she agrees and prefers to have the majority of the Board members voting for it to be deferred.

Trustee Farwell said Rule #6 needs to be clarified when it states "any report to the Board." There have been recent times when not all information was understood by the Board or received, and the majority might want to defer an item before they vote. He can see that an old business item should not have this authority but with a new business item it should only be deferred once. He is in favor of the will of the Board and he thinks a tool like this is helpful. This is not used often, but he doesn't feel just because it hasn't been used very much that it should be deleted.

Trustee Scaletta is in favor of striking Rule #6 and is more in favor of the will of the Board. His concern is he has seen things going on in other municipalities where it can get out of control and his concern is that two Trustees might hold the Board hostage over an issue. He is not sure if this is what Rule #6 is about and he would like more information on this. He is fearful by leaving this in the Code it could create problems for future Boards.

President Hayes agrees for reasons that Trustee Scaletta just indicated and he would like to strike Rule #6 from the Code.

Trustee Glasgow said what he is hearing is that the wording in Rule #6 of "two Trustees" is creating the problem. He would suggest changing the rule from two to four Trustees and that it can only be deferred for one meeting.

Trustee Farwell concurs with Trustee Glasgow and thinks that would be a nice middle of the road idea.

Trustee LaBedz said she is not in agreement with deferring only once. She realizes it could be a problem deferring multiple times, but she can see a potential issue come up when the Board might want to defer more than once because there is more work that needs to be done or more information is required.

Trustee Scaletta said he agrees that four Trustees would be good since it is significantly more than two.

Trustee Sidor said this rule needs to be defined better and he agrees with the Mayor that if we don't have enough information we should not rush this.

Ms. Ward responded that the Board has to decide what they want this rule to be. The first thing to decide is whether the majority of the Board wants to leave it in the code in its entirety.

Trustee LaBedz moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment to Section 2-206 Village Board Rules of Procedure.

Ayes: Trustees Blackwood, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia and President Hayes

Nayes: Trustees Farwell, Glasgow

The motion passed.

3. Mr. Recklaus talked about the next Section 3-102, Powers and Duties, and said this is something that was found to be out of the norm. The authority that Staff has for expenditures is at \$10,000. In 2005, State law changed to \$20,000 and most towns mirror state law but the Village did not. The Village surveyed 73 municipalities throughout Illinois for their formal bid purchasing authority, and 73 percent of those have the purchasing authority of \$20,000 or higher. He said 17% of the approvals the Board makes are in the \$10,000-\$20,000 range, but that is less than 2% of the money spent.

Section 3-102 Powers and Duties. The powers and duties of the Manager shall be:

g. Make Purchases for Departments; Board Approval. To make all necessary purchases of supplies and equipment for all departments in the Village and for that purpose the Manager is authorized to make expenditures of ~~\$10,000~~ \$20,000 or less without preliminary authorization by the Board; provided, however, that all expenditures and payments, regardless of amounts, shall be subject to approval by the Board of Trustees.

Tom Kuehne, Director of Finance, said this is being practiced, according to State statute, by most communities in our area and especially the larger communities like Arlington Heights. We were interested in doing this back in 2005 and brought it up to the prior Mayor and she was not interested in pursuing it so it was not changed at that time. When Village Manager Recklaus came to the Village he questioned this since he came from a smaller community that already has this limit. Staff wanted to bring this up again.

Trustee Rosenberg said one of his concerns was to make sure the internal

controls were in place to cover this and asked if Mr. Kuehne could tell the rest of the Board what the procedure is currently.

Mr. Kuehne explained that currently they have Field Purchase Orders (FPO) for items that are \$2000 and under. Directors can approve these FPO's but he has to sign everything as well as the department director. Paula Kereluk, Purchasing Coordinator, also looks at all FPO's.

Purchase Orders (P.O) used for purchases above the \$2,000 limit require three informal bids if possible. At this point, the director of the requesting department, Finance Director, Purchasing Coordinator and the Village Manager are involved for items between \$2001 and \$10,000. Anything over \$10,000 comes to the Board to go through a formal process.

Administratively, if the Board would decide to say yes going from \$10,000 to \$20,000 on the formal bid limit, they would recommend that the P.O. limit go from \$2000 to \$5000. The approvals would be the same and the Village Manager would approve everything from \$5000 on up.

Trustee Rosenberg said one of the thoughts he had was to create some kind of report that could be presented to the Board on anything between \$10,000 and \$20,000 stating these are the items that have been approved so the Board is aware of the expenditures being made.

Mr. Kuehne replied that could be done.

Mr. Recklaus said this is a big change and Staff is more than happy to work with the Board on something such as a report.

Trustee Rosenberg replied that we are a large organization with great internal controls in place and the level of purchasing doesn't need to be micro-managed.

Mr. Kuehne said he could report the expenditures monthly in the Finance Report.

Trustee Rosenberg replied that he would prefer it as a separate report so it would be easier to look at.

Trustee Scaletta asked if these changes would save time.

Mr. Kuehne replied it would save time with the purchasing process for items that cost between \$10,000 and \$20,000. Currently, these have to go out for a formal bid process which takes longer since you have to advertise, wait for all the bids in writing and then go to the Board for approval.

Trustee Scaletta talked about when it comes to the Board, it's generally on the consent agenda. This helps him understand the overall budget and he likes to see the items. He is wondering if this efficiency is worth losing all

the approval process. Also, he is not in favor of changing the Director's approval from \$2000 to \$5000. He thinks that seems high and \$2000 is sufficient.

Mr. Recklaus said the bigger issue is not to have to go through the formal bidding process. Just looking at the value of money, Staff is spending more time on a smaller number of items recognizing that \$10,000 is not worth what it was in 1989 and you get a lot less for this amount of money.

Trustee Scaletta asked if the approval process can be explained and where this would change.

Mr. Recklaus explained it essentially would be quotes vs. bids.

Mr. Kuehne said you can get bids over the phone and document them, which is the informal bid process, or get formal written quotes that Staff would bring to the Board.

Trustee Scaletta said wouldn't the Staff want to go out to bid for a service that is over \$10,000 and not take quotes over the phone.

Ms. Kereluk, Purchasing Coordinator said Staff did ask for bids on a service over \$10,000 and they only received only one response.

Ms. Kereluk said if the approval process is changed, Staff would get three formal quotes for any services or product needed that cost between \$5000 and \$20,000. This can be done via email or in a written proposal, something that can be reviewed in writing.

Trustee Scaletta reiterated that it might start out as a phone call but it would end up in writing. He wants to make sure procedures are not changed that would take away the transparency that the Board has worked so hard to accomplish.

Mr. Recklaus replied that the internal controls are strong and the process for the higher level items is more formal. Some of the vendors the Village deals with also deal with other municipalities and most do not have a formal bidding process for something less than \$20,000. This might discourage some vendors from doing business with the Village.

Ms. Kereluk said she wanted to add that the Village has a high level of checks and balances and things that are over \$10,000 are items that never had to go out to bid before because the cost of these items have gone up in price.

Trustee Farwell talked about two procedures changing, how Staff are getting quotes, and if it's between \$10,000 and \$20,000, this would no longer be on the consent agenda.

Trustee Farwell said the more important issue is the authority in which to spend the money. He said he is not talking about this administration and Board, but looking at a set of rules that might change that would govern future administration and Board replacements years from now. The degree of checks and balances right now work so well. He doesn't think this would be ideal to relax some of the rules that govern the purchases. To go from \$2000 to \$5000 is an increase of two and a half times the amount for a director to fund the money. To double the amount from \$10,000 to \$20,000 would be a big increase. He agrees with Trustee Scaletta that the Board has worked very hard at transparency and he thinks this would be a step back and he is not in favor of this.

Trustee Sidor concurs with Trustee Rosenberg about some type of report the Board can review, but instead of a report, maybe these items can be highlighted on the warrant register the Board sees every other week, so they can be more visible.

Ms. Juarez, Assistant Finance Director, replied that would be difficult since one invoice could hit a number of accounts and different departments could pay some of the charges for one invoice.

Trustee Sidor said he would like a report every two weeks with the items listed so the Board can see the purchases or trend in purchases.

Trustee Sidor asked if this is considered best practice as far as purchasing is concerned in municipalities and the State since other municipalities are using the higher dollar amount of \$20,000.

Mr. Recklaus replied it is the reflection of an increase due to inflation. The vast majority of municipalities increased their limit of \$10,000 to \$20,000 following the State statute.

Trustee Sidor said he is ok with the increase going from \$10,000 to \$20,000 but not on the director's approval level going from \$2000 to \$5000.

Trustee Glasgow asked if directors can spend more than the amount budgeted on any given year.

Mr. Kuehne replied that there are budget controls in place. There would have to be a budget amendment approved by the Village Manager up to \$10,000 and anything above this would have to be approved by the Board.

Trustee Glasgow asked where the extra money would come from.

Mr. Kuehne said it would come out of the fund balance and would be reported to the Board in a memo.

Trustee Glasgow confirmed that there would be a paper trail of where the money came from and where it went. He asked how expenses would be tracked above \$10,000 to \$20,000?

Mr. Kuehne replied this would go through the regular budget control process same as it is done now with the \$10,000.

Trustee Glasgow asked at what point the Board would see these expenditures over \$10,000.

Mr. Kuehne responded they would see anything over \$20,000.

Trustee Glasgow asked how the Board would see anything under \$20,000.

Mr. Recklaus replied the warrant register.

Mr. Kuehne said on the warrant register you see everything from \$0 on up. Staff is open to doing any kind of report the Board would like.

Trustee Glasgow wanted to show that there is a paper trail as it is right now and if it is moved to \$20,000 this would also be the case.

Trustee Glasgow said at first he was concerned about the transparency issue as well, but the suggestion Trustee Rosenberg made about a report is a good one and a nice compromise. He would like to see these expenditures. He asked when was the last time the dollar amount was raised.

Ms. Ward said in 1989 the amount went from \$5000 to \$10,000 in the State statute and the Village followed. In 2005, the State statute went from \$10,000 to \$20,000 but the Village did not.

Mr. Recklaus mentioned if you follow inflation from 1989 to the present, \$10,000 is now \$18,929.

Trustee Glasgow has a great deal of trust in the auditor's report and the Village Manager and Staff, and would be in favor of increasing the amount from \$10,000 to \$20,000 if Staff can make sure the line items are put into a report and included in the Trustee's packets.

Trustee Blackwood said she compares this to running a company the size of the Village with a budget the size of the Village and \$20,000 is at a management or divisional head level of approval and she has no problem with the increase of \$10,000 to \$20,000 at all.

Trustee LaBedz said she also has no problem with this increase. She had not thought about the possibility of some vendors not wanting to bid on something between \$10,000 and \$20,000 and this should be a consideration. She sees her co-workers go through a formal bid process and it is quite time consuming. This is already money that is budgeted and she is comfortable with this. She agrees with Trustee Blackwood that you have to think of the Village as a large corporation.

Trustee LaBedz said in regards to the increase of \$2000 to \$5000 for the director's approval process she would be interested in seeing a list of expenses before there is further discussion.

Mr. Recklaus replied that, while the level of a Department Level's approval is an internal staff decision, he wants to have a policy that reflects the Board's values and understands and appreciates their feedback. He said he would re-evaluate the proposed level of Department Director approval and provide the Board with more information on the adjustment in next week's Board packet.

Trustee Farwell believes that Trustee Rosenberg's suggestion of a report is a good one and this helps him with the increase from \$10,000 to \$20,000 and provides checks and balances. He was going to vote no if it was the intent of administration to also go from \$2000 to \$5000 for department director's approval process. If this not the intent at this time, he could consider the increase of \$10,000 to \$20,000.

Trustee Scaletta moved, seconded by Trustee LaBedz, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed amendment to Section 3-102 Village Board Rules of Procedure.

President Hayes agrees with the recommendation and motion. He does not think this is relinquishing any control or change in philosophy or approach and it's just an adjustment for inflation.

Trustee Rosenberg wanted to assume that the approval is on the condition of the report.

President Hayes replied yes and he thinks it should be a separate report in the packet on a monthly basis.

Mr. Recklaus said it can be a monthly report and if there are no items to report, the monthly report will reflect that.

Upon a voice vote, the motion passed unanimously.

4. The next section, Section 8-202 Facilitating the Use of Alcoholic Beverages by Underage Persons at Residential Premises, relates to fines for use of alcoholic beverages by underage persons at residential premises, such as parties at their home. The Police Department requested that the fine be increased since Buffalo Grove just increased theirs to \$2000. Our Village has a current fine of not less than \$5 nor more than \$750. Staff would like to propose an increase from \$750 to \$5000. This would go to court and give the judge the ability to give a higher fine. This raises the ceiling and increases the deterrence factor.

Section 8-202 Facilitating the Use of Alcoholic Beverages by Underage Persons at Residential Premises.

- a. It shall be unlawful to deliver any alcoholic beverage to any underage person.
- b. It shall be unlawful for any person to permit, on premises under his or her control, the consumption of an alcoholic beverage by an underage person. Any person in control of a premises shall be strictly liable for the consumption of an alcoholic beverage by an underage person on that premises.
- c. Paragraphs a. and b. above shall not apply in the following circumstances:
 - 1. the performance of a bona fide religious service;
 - 2. the delivery of an alcoholic beverage to an underage person, by that person's parent, within the home and under the direct supervision of the parent. However, the following rule shall be applied to this Subsection:
 - a) in any prosecution of an underage person for the commission of any State or local offense, the prosecutor, upon reasonable grounds, may request a ruling and the court shall rule as to whether the consumption of an alcoholic beverage as permitted by the parent was a contributing factor in the commission of the offense. If it is so determined in the affirmative, then the penalty set forth in this Article shall apply.
- d. Any person violating any of the provisions of this Section shall be subject to the following mandatory penalties:
 - 1. a fine not less than \$5 nor more than \$5,000 \$750; and
 - 2. community service, not less than seven days nor more than 30 days, to be served by the minor and one of his or her parents or the person in control of the premises; and
 - 3. either evaluation of the minor to be conducted by the Central States Institute of Addiction and attendance at classes based on that evaluation or attendance at the Alcohol/Drug Education Deferred Prosecution Program of the Third Municipal District.
- e. In addition to the penalties listed in Subsection d. above, any person violating the provisions of this Section may be imprisoned for a period not to exceed six months.

President Hayes said he was chairman on the task force that helped create this ordinance in the 1990's and he remembers talking about the amount of the fine at that time and since then it hasn't changed. He thinks this is an appropriate time to make changes. He asked if there has been an increase in underage parties.

Ms. Ward replied no and her conversations with Police were that they wanted to take care of this before we get to spring and summer to discourage underage parties.

Trustee Glasgow asked why the minimum fine was only \$5. He thinks \$5 gives too much discretion to a judge and does not present a deterrent. He

does not have any objections to raising the fine but he thinks the \$5 fine should also be raised to make an impact. He thinks it should be a minimum of \$1000.

Mr. Recklaus said he doesn't think Staff has any objection to raising the minimum which makes a lot of sense.

Ms. Ward said most Villages do the same as what we do currently, \$5-\$750 range. Her concern about the \$1000 is that a judge may be unwilling to fine them \$1000 and would not fine them at all.

Trustee Glasgow said that is incorrect. If they see a minimum fine they will absolutely impose the minimum fine.

Mr. Recklaus said before this item goes to the Board for final approval, Staff can do some research on what other municipalities have for the minimum fine.

Trustee Glasgow replied that you have to have it high enough to be a deterrent. The result of some of these underage parties can be catastrophic.

President Hayes said Staff has to be careful that the minimum amount is not excessive.

Trustee Scaletta said he thinks a \$1000 fine as the minimum for a party that occurred in a parent's home when the parents were unaware is high.

Trustee Sidor believes that a higher maximum serves as a deterrent but a higher minimum always serves as a better deterrent. He is fine with anywhere between \$500 and \$1000 as a minimum deterrent.

Trustee Tinaglia agrees with Trustee Sidor and Trustee Glasgow that \$5 as a minimum is too low.

Trustee Glasgow said State statute minimum is \$500.

Trustee Tinaglia replied if the State statute is \$500 then that's what it should be.

Trustee Rosenberg suggested doing research with other communities on the minimum and the maximum fines to compare what they have to what the Village has currently and discuss this again at a later time.

Mr. Recklaus said Staff can do a survey on the minimum and maximum fines and put together a memo on this and if the Board wants to discuss this further it can be done at another Committee-of-the-Whole.

President Hayes recommended bringing it back to the Committee-of-the-Whole for further discussion.

5. Next section is Section 12-1010 Notice Regulating Soliciting and Peddling. This change is saying that notices are available throughout Village Hall instead of only at the Village Clerk's Office.

Section 12-1010 Notice Regulating Soliciting and Peddling. Notice of the determination of the occupant's refusal of invitation to any solicitors or peddlers shall be given in the following manner:

A weatherproof card, at least three inches by four inches in size, shall be exhibited upon or near the main entrance door to the residence containing words such as those set forth below:

NO SOLICITORS OR PEDDLERS

The letters shall be at least one-third inch in height. Cards are available **throughout Village Hall** from the Village Clerk's office at no cost. A card exhibited at a residence shall constitute sufficient notice to any solicitor or peddler of the occupant's refusal to allow solicitors or peddlers.

Trustee Scaletta moved, seconded by Trustee Farwell, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment to Section 12-1010, Notice Regulating Soliciting and Peddling.

Upon a voice vote, the motion passed unanimously.

6. Next discussion is 13-501 Classification and 13-503 Hours of Operation of Liquor Licenses. This change is to eliminate remaining references to a Class "F" liquor license that was created in 1977 for Arlington Park. Since then the Track started receiving Class A licenses. There are only two remaining references to that classification.

Section 13-501 Classification. Licenses issued hereunder shall be divided into one of the following classes (reletter subsequent sections):

~~j. Class "F" licenses which shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises where sold. Such license may be issued and retained only for premises which are utilized for a total of at least 150 dates per year for outdoor commercial sporting events of which at least 50 such dates are for night time outdoor commercial sporting events.~~

~~The annual fee for such license shall be \$200,000; provided, however, that in the event more than 84 night commercial sporting events take place on the premises, there shall be an additional charge of \$3,000 for each additional night; and further provided that in the event less~~

~~than 60 events per year take place at night on the premises, there shall be a reduction in the amount of \$3,000 for each night less than 60 during which commercial sporting events take place. In the event that there are existing liquor licenses issued for the premises, those licenses shall remain in effect in the same manner as if a Class "F" license had not been issued. Only one such Class "F" license shall be in force at any one time.~~

Section 13-503 Hours of Operation

On the mornings July 4, Memorial Day, Labor Day and Thanksgiving, the sale of alcoholic beverages is permitted as follows:

Class A - 1 AM	Class DD - 2 AM
Class AA - 2 AM	Class E - 1 AM
Class AA Adjunct - 3 AM	Class G - 2 AM
Class B - 2 AM	Class I - 1 AM
Class BB - 2 AM	Daily - Not for Profit - 30 Minutes Before Closing
Class C - 2 AM	Daily - Special - 30 Minutes Before Closing

On the morning of January 1, the sale of alcoholic beverages is permitted as follows:

Class A - 2 AM	Class DD - 2 AM
Class AA - 2 AM	Class F - 1 AM
Class AA Adjunct - 3 AM	Class G - 2 AM
Class B - 2 AM	Class I - 2 AM
Class BB - 2 AM	Daily - Not-for-Profit - 30 Minutes Before Closing
Class C - 2 AM	Daily - Special - 30 Minutes Before Closing

Trustee Scaletta moved, seconded by Trustee LaBedz, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment to Sections 13-501 and 13-503, Liquor Classification and Hours of Operation.

Upon a voice vote, the motion passed unanimously.

7. Next discussion is Section 19-101a Definitions, Approved Solid Waste Container. This change is just to add landscape waste carts to the list of approved solid waste containers since the new contract with Groot permits the use of such carts.

Section 19-101 Definitions. Unless otherwise expressly stated, the following words or terms, for the purposes of this Article, shall have the meanings indicated in this Section.

1. Approved Solid Waste Container. Garbage carts, landscape waste carts, recycling carts and recycling bins, as provided by the Village's solid waste contractor.

Trustee Scaletta moved, seconded by Trustee Farwell, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed amendment to Section 19-101a, Definitions, Approved Solid Waste Container.

Upon a voice vote, the motion passed unanimously.

B. Administrative Adjudication - Proposed Expansion

Mr. Recklaus said the Adjudication process was being reviewed with the possibility of expanding the process to cover other types of violations. Right now it is used essentially for parking issues. When code violations are brought to court, the Village is finding out that this is not a priority of the court system. The court system is very busy and these violations are low on the priority list. This was discussed with all the directors involved, Police, and Village Prosecutor and they agree to expand Administrative Adjudication for a number of other offenses.

(See Attachment A)

Staff would also like to have a formal process for selecting a hearing officer by sending out a Request for Proposal for possible expansion. It is never the goal of this process to make money. Staff thinks by expanding this process the offenders would save money and have an easier time than going to court and could go on a Saturday and not take off of work. They want to make sure the fines are sufficient to deter other offenses. The Village will always retain the discretion to send a case to court. This would not include criminal acts or anything of that nature.

Staff is looking for direction as to whether the Board is interested in expanding the Administrative Adjudication process at this time. Before the expansion could actually take place, the Village Code would need to be amended.

President Hayes receives complaints from people that have received tickets that felt they were not warranted or were not happy with the Administrative Adjudication hearing process because they thought this was a money making process. The Village is not in the business of making money through parking tickets or moving violation tickets.

Mr. Recklaus said that the Village actually loses \$5 off of a traffic ticket. This is done purely as a public service and is a cost to the Village.

President Hayes asked Mr. Recklaus if the current Hearing Officer would be trained to take care of the additional violations other than traffic violations.

Mr. Recklaus replied that this has become an industry in itself and there are Hearing Officers that do this for other communities and he would like to do a Request for Proposal and interview people based on their experience and philosophy. He is confident the Village can find a qualified Hearing Officer.

Trustee Scaletta agrees that the criminal offenses should go before a judge and not Administrative Adjudication. There are other violations on the list that make sense to be heard by a Hearing Officer. He is not so sure about some of the general offenses such as General Offenses against Morals.

Ms. Ward replied that the suggestions to be heard at Administrative Adjudication came from the Police Department and this includes some lower level retail theft offenses in which the Police currently write a local ordinance ticket. These would normally go to court but the court system doesn't have the time to deal with local ordinance violations. In any case, it is up to the Officer's discretion as to whether they would issue a local ordinance ticket or something more serious that would take them to court. Every single retail theft case would not go to Adjudication - it would depend upon the circumstance.

Trustee Scaletta asked if the list of potential offenses can be narrowed down to non-criminal acts.

Ms. Ward said the current list is all non-criminal acts - you can't use Adjudication for criminal acts. For a retail theft of a \$5 item, a Police Officer would not necessarily write a criminal citation - they can write the ticket as a local ordinance violation.

Mr. Recklaus said he is not looking for final approval today but wants to know if the Board is interested in expanding this program. Staff can do more work and define some of these offenses further. The Board may not want the General Offenses category to expand into Administrative Adjudication.

Trustee Glasgow said there are two different levels of tickets a Police Officer can write someone. He can write a ticket that goes to criminal court where you can receive a jail sentence. Or, the second way an Officer can write a ticket is with regard to a local ordinance violation and this would end up with a fine. He said the Nuisance Violations and Property Maintenance Violations are a great way to expand the Adjudication. But the General Offenses such as Retail Theft, General Drug Offences, General Offenses against Morals - these are violations that people perceive as crimes. He is not sure having a Hearing Officer hear these violations is the best idea. Some of the General Offenses such as E-Cigarette Sales to a Minor or Truancy would be a perfect violation for Adjudication whereas Retail Theft or a General Drug Offense may not. A Hearing Officer doesn't have the same authority as a Judge to impose certain restrictions on the person such as a drug treatment. He thinks ultimately the Adjudication is a good idea. From a policy perspective the Village has limitations on what can be heard, they can't hear any moving violations, nothing under the uniform traffic code for the reason of uniformity. The same

thing applies to criminal offenses. The person needs to feel that they have been given their day in court no matter what the offence. He would be in favor of the Nuisance Violations and Property Maintenance Violations but the General Offenses need to be reviewed.

Trustee Tinaglia agrees with Trustee Glasgow. He wanted to ask about the \$5 cost to the Village for a speeding ticket and asked how that can be fixed.

Trustee Glasgow replied the unfortunate thing is you have court costs and fees.

Ms. Ward said the difference between Adjudication and Court is that in the Adjudication process the author of the ticket is not present so you don't have that cost. When it is a moving violation the Officers are in Court.

Trustee Tinaglia said if Adjudication helps change the fact that it costs the Village \$5 for every ticket he would be in favor of this. Getting a ticket should not cost the Village anything - it should only cost the person in violation.

Ms. Ward said in the past more of the fines came back to the Village but the costs have increased so the amount the Village gets from the Court is significantly less.

Mr. Recklaus said what he is hearing is the Board is in favor of looking at expanding Adjudication but want Staff to do more research on General Offenses.

Trustee Rosenberg asked if an offender went before the Hearing Officer and they are fined, do they pay right then.

Ms. Ward replied yes.

President Hayes asked in regards to the Adjudication process if someone schedules a hearing and does not show up is a fine assessed.

Ms. Ward replied yes the Hearing Officer would fine them if they did not show up and they would get a determination in the mail.

Ms. Ward said the key to the Adjudication process is that there are two different types of tickets. It depends on which ticket is given whether they are sent to the Adjudication process or to court. The Village retains that discretion.

V. OTHER BUSINESS

VI. ADJOURNMENT

Trustee Scaletta moved, seconded by Trustee Farwell to adjourn the meeting

at 9:15 p.m. Upon a voice vote, the motion passed unanimously.



Item: VB minutes 2 15 16

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
VB minutes 2 15 16	Minutes



MINUTES

President and Board of Trustees
Village of Arlington Heights
Board Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
February 15, 2016
8:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

- A. Presentation of the Colors by Junior Girl Scout
Troop #40096 from Westgate School, 4th Grade

III. ROLL CALL OF MEMBERS

The Village Clerk called the roll with President Hayes and the following Trustees responding: Farwell, Scaletta, Glasgow, LaBedz, Blackwood, Sidor and Rosenberg.

Trustee Tinaglia was absent.

Also in attendance were: Randy Recklaus, Tom Kuehne, Robin Ward, Diana Mikula, Charles Perkins, Mark Burkland and Becky Hume.

IV. APPROVAL OF MINUTES

- A. Committee of the Whole 1 19 16 Approved

Trustee John Scaletta moved to approve. Trustee Thomas Glasgow
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

- B. Minutes of 1/19/2016 Approved

Trustee Joe Farwell moved to approve. Trustee Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

C. Committee of the Whole 1/20/16 Approved

Trustee Carol Blackwood moved to approve. Trustee Bert Rosenberg Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

D. Committee of the Whole 2/3/16 Approved

Trustee Robin LaBedz moved to approve. Trustee Thomas Glasgow Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Sidor

Abstain: Scaletta

Absent: Tinaglia

V. APPROVAL OF ACCOUNTS PAYABLE

A. Warrant Register of 1/30/2016 Approved

Trustee Joe Farwell moved to approve the Warrant Register of 1/30/2016 in the amount of \$770,248.22. Trustee Thomas Glasgow Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

B. Warrant Register of 2/15/2016 Approved

Trustee Joe Farwell moved to approve the Warrant Register of 2/15/16 in the amount of \$2,417,519.79. Trustee Thomas Glasgow Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

VI. RECOGNITIONS AND PRESENTATIONS

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

IX. OLD BUSINESS

- A. Report of the Committee-of-the-Whole Meeting of February 8, 2016 Approved

Proposed Amendments to the Various Sections of the Arlington Heights Municipal Code

1. Section 2-204: Motion to recommend to the Village Board adoption of the proposed amendments to section 2-204 of the Village Code as presented.

Trustee Glasgow moved, seconded by Trustee Sidor, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 2-204; Village Board Meetings.

Upon a voice vote, the motion passed unanimously

2. Section 2-206: Motion to recommend to the Village Board adoption of the proposed amendments to section 2-206 of the Village Code as presented.

Trustee LaBedz moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 2-206; Village Board Rules of Procedure

Ayes: Trustees Blackwood, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia and President Hayes. Nays: Trustees Farwell, Glasgow

The motion passed.

3. Section 3-102: Motion to recommend to the Village Board adoption of the proposed amendments to section 3-102 of the Village Code as presented.

Trustee LaBedz moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 3-102; Village Board Rules of Procedure.

Upon a voice vote, the motion passed unanimously.

4. Section 12-1010: Motion to recommend to the Village Board adoption of the proposed amendments to section 12-1010 of the Village Code as presented.

Trustee Farwell moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 12-1010, Notice Regulating Soliciting and Peddling.

Upon a voice vote, the motion passed unanimously.

5. Section 13-501 and 13-503: Motion to recommend to the Village Board adoption of the proposed amendments to sections 13-501 and 13-503 of the Village Code as presented.

Trustee LaBedz moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 13-501 and 13-503, Liquor Classification and Hours of Operation.

Upon a voice vote, the motion passed unanimously.

6. Section 19-101a: Motion to recommend to the Village Board adoption of the proposed amendments to section 19-101a of the Village Code as presented.

Trustee Farwell moved, seconded by Trustee Scaletta, that the Committee-of-the-Whole recommend to the Village Board adoption of the proposed Code amendment 19-101a, Definitions, Approved Solid Waste Container.

Upon a voice vote, the motion passed unanimously.

Trustee Glasgow said he disagreed with the change to 2-206 as he did not believe the Board should always take swift action and the Code currently allows some in the minority to hold up a vote.

Trustee Farwell concurred with Trustee Glasgow saying that the current Code helps to form a more solid consensus and he would like the current tool to be maintained.

Trustee Thomas Glasgow moved to approve proposed Code Amendment to 2-204. Trustee Mike Sidor Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

Trustee Robin LaBedz moved to approve proposed Code Amendment to 2-206. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Nays: Farwell, Glasgow

Absent: Tinaglia

Trustee Robin LaBedz moved to approve proposed Code Amendment to 3-102. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

Trustee Joe Farwell moved to approve proposed Code Amendment to 12-1010. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

Trustee Robin LaBedz moved to approve proposed Code Amendment to 13-501 and 13-503. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

Trustee Joe Farwell moved to approve proposed Code Amendment to 19-101-a. Trustee Mike Sidor Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

- B. Report of the Committee-of-the-Whole Meeting of February 15, 2016 Approved

Consideration of recommending to the Liquor Commissioner the issuance of a Class "B" & Class "T" Liquor License to Shivani 7, Inc., dba Cardinal Wine & Spirits, located at 125 S. Arlington Heights Road

Trustee Thomas Glasgow moved to recommend to the Liquor Commissioner the issuance of a Class "B" and Class "T" Liquor License to Shivani 7, Inc., at 125 S. Arlington Heights Road upon the confirmation of the property closing and transfer to the new property owner. Trustee Joe Farwell Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

- C. Report of the Committee-of-the-Whole Meeting of February 15, 2016 Approved

Interview of Joseph Skibbie for Appointment to the Special Events Commission

President Hayes administered the Oath of Office to Mr. Skibbie.

Trustee John Scaletta moved to approve. Trustee Joe Farwell Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

X. CONSENT AGENDA

CONSENT OLD BUSINESS

CONSENT APPROVAL OF BIDS

- A. Upgrade to Police Surveillance Van Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

- B. Fire Department Uniforms Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

- C. Professional Engineering Services for a Construction Engineering Inspector for the 2016
Street Construction & Street Resurfacing Program Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

- D. Website Redesign - Selection of Vendor Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

E. Emergency Elevator Repair Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

F. Fiber Optic Connection to Fire Stations 3 and 4 Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

CONSENT NEW BUSINESS

A. 2016 Budget Encumbrance Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

CONSENT LEGAL

A. A Resolution Approving an Agreement Between the Village of Arlington Heights and Northwest Central Dispatch System for Participation in the Joint Emergency Management Service Program Approved

Trustee Thomas Glasgow moved to approve R16-006/A16-006. Trustee Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

- B. Resolution Approving the Appointment of an Alternate Commissioner to the Northwest Water Commission (Randall Recklaus, Alternate Commissioner) Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

CONSENT PETITIONS AND COMMUNICATIONS

- A. Bond Waiver - Living Christ Lutheran Church Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

- B. Permit Fee Waiver - Arlington Heights Park District Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

- C. Permit Fee Waiver - Arlington Heights Park District Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

D. Bond Waiver - Cub Scout Pack 129 Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz
Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

CONSENT REPORT OF THE VILLAGE MANAGER

A. Settlement - Workers' Compensation Claim - LeMaire Approved

Trustee Thomas Glasgow moved to approve a settlement in the amount of
\$124,696.25 for the worker's compensation claim of David LeMaire. Trustee
Robin LaBedz Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta,
Sidor

Absent: Tinaglia

XI. APPROVAL OF BIDS

A. Police Station Architect Recommendation Approved

Mr. Recklaus said of the 5 proposals received by the Village, Legat
Architects responded best to all aspects of project.

Mr. Perkins said the Village decided not to make repairs to the Police
Station which would have cost \$9 Million, as it was beyond its useful life.
There is no way to replace original generator, and there are many
maintenance and security issues. The Police Station committee interviewed
four firms and unanimously recommends Legat Architects.

Trustee Glasgow said the presenters for Legat seemed excited about
project. They have experience across the nation and in the area. Legat's

creativity was demonstrated in the interview as they offered on the spot suggestions on how to save money. The Public Works building, which they designed, has functioned well and construction process was positive. Their price was in line and consistent with goals of the community and the Board.

Trustee Rosenberg asked if the temporary location was included within the scope and price presented. Mr. Perkins said the temporary facility is within the scope, but because no place has been selected, the price is not included in this proposal. When the facility is selected, then that price can be put forward.

Trustee Sidor said the is looking forward to what is to come and hoped the enthusiasm continues.

Trustee Scaletta asked if LEED Certification was being considered. He said he wanted the Village be fiscally responsible while trying to be green. Mr. Recklaus said the Village would like to have the Station be as green as it can be, however pursuing LEED Certification in and of itself is less of a priority. The Village wants to balance the values of cost, utility and the environment. This proposal reflects those goals.

Trustee Thomas Glasgow moved to approve. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

XII. NEW BUSINESS

XIII.LEGAL

XIV. APPOINTMENTS

- A. Appointment of Village Manager Randy Recklaus Approved
as Village Representative on the Arlington Heights
Chamber of Commerce Board of Directors

President Hayes said this appointment reflects the flowering relationship between the Village and the Chamber of Commerce. The position on the Chamber's Board will be one of a non voting member, but the appointee will act as a liaison. After review, it was decided that it was beneficial that the person appointed not be an elected representative.

After discussion, it was agreed that the Assistant Village Manager or Acting Village Manager could act in this position in the Village Manger's absence as the role is that of a non voting member.

Trustee Glasgow said that the Village contributes financially to the Chamber in terms of membership dues, contributions for the Small Business Agreement, the Taste of Arlington and other activities. He questioned why the Village's role would be one of a non voting member. Mr. Jon Ridler, Executive Director of the Chamber, said the Village contributes at the highest level, and that he would bring the topic to the Chamber Board.

Trustee Bert Rosenberg moved to approve. Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia

XV. PETITIONS AND COMMUNICATIONS

Trustee Glasgow thanked the Police and Fire Departments for their commitment to and enthusiasm for the Chili Cook Off. The event raised funds for burn victims and the Crime Stoppers organization.

Trustee Farwell said the last day to register to vote is February 16, 2015. Grace Period Registration and Voting occurs in conjunction with Early Voting at Village Hall beginning February 29. Hours are 9-5 Monday- Friday and 9-3 on Sunday. Early Voting ends March 14th.

XVI. REPORT OF THE VILLAGE MANAGER

- A. Request for Closed Session per 5 ILCS 120/2(c) (21): Discussion of minutes lawfully closed, whether for purposes of approval of the minutes or the semi-annual review of the minutes

- and -

5 ILCS 120/2(c)(11): Litigation, when an action against, affecting or on behalf of the Village has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent

XVII ADJOURNMENT

Trustee Joe Farwell moved to adjourn to Closed Session at 8:37 p.m.

Trustee John Scaletta Seconded the Motion.

The Motion: Passed

Ayes: Blackwood, Farwell, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor



Item: Park Board/VB Minutes

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Park Board/VB Minutes	Minutes

**JOINT VILLAGE-PARK DISTRICT MEETING
MINUTES OF THE MEETING OF THE MAYOR AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS**

ARLINGTON HEIGHTS MUSEUM

SATURDAY, FEBRUARY 20, 2016 8:30 A.M.

BOARD MEMBERS PRESENT: President Hayes; Trustees: Farwell,
LaBedz, Rosenberg, Scaletta, Blackwood,
Glasgow

BOARD MEMBERS ABSENT: Trustees: Tinaglia, Sidor

STAFF MEMBERS PRESENT: Randy Recklaus, Village Manager

OTHERS PRESENT: Arlington Heights Park Board of Trustees, various
Library Staff, Arlen Gould of the District 21 School
Board

SUBJECTS:

Citizens to be Heard

Village Items of Interest to Share

Park District Items of Interest to Share

Other Topics for Discussion

Adjournment

President Hayes and Park Board President Leno called the meeting to order at 8:32 AM. The Pledge of Allegiance was recited.

Public Comment

None

Village Items of Interest

Village Manager Randy Recklaus discussed the Village's plans to build a new Police Station, the upcoming improvements to the Village's Solid Waste Hauling Services to residents, planned improvements to the Village's Road, Water, and Stormwater infrastructure, and recent technology improvements.

Follow up questions were asked about the reverse 911 message that was sent out to Arlington Heights residents that originated from another Village. Manager Recklaus explained that there was an error by a 911 telecommunicator that caused the issue.

Park District Items of Interest

Park District Staff provided an overview of their new resident registration software, financial software, recent customer service training, the Arlington Club Beverage Project, the addition of synthetic turf at Sunset Meadows Park, and the nearly completed enhancements at the Golf Course. Congratulations were also offered to Executive Director Steve Scholten who will be retiring this summer.

Trustee Farwell asked about status of the discussions with the library on the use of a Park District Community Center as Library annex for north side residents. Park District Staff indicated that the discussions were still underway and that they felt that ideas such as those reinforced the community centers as community hubs and benefitted all parties. Trustee Blackwood also indicated her support for the project.

Other Business

None

Adjournment

Motion was made by Trustee Farwell, seconded by Trustee LaBedz to adjourn the meeting. Upon a voice vote, the motion passed unanimously. Meeting was adjourned at 9:45 AM.



Item: Warrant Register of 2/28/2016

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Warrant Register of 2/28/2016

Type

Minutes



VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER FOR

CHECK DATE: 2 - 28 - 2016

Fund	Fund Description	Total Transaction Amount
101	General Fund	\$568,481.89
215	CDBG Fund	\$1,223.75
227	Foreign Fire Ins Tax Fund	\$5,931.28
231	Criminal Investigation Fd	\$1,089.88
235	Municipal Parkg Opr Fund	\$117,082.00
263	TIF IV	\$1,800.00
401	Capital Projects Fund	\$5,186.00
426	Storm Water Control Fund	\$16,950.00
435	EAB Fund	\$50.00
505	Water and Sewer Fund	\$145,331.58
511	Solid Waste Fund SWANCC	\$102,953.48
515	Arts,Entert & Events Fund	\$32,387.12
605	Health Insurance Fund	\$15,856.00
606	Retiree Health Ins Fund	\$1,052.00
611	General Liability Ins Fnd	\$12,611.23
615	Workers Compensation Ins	\$283,182.49
621	Fleet Operations Fund	\$54,318.77
625	Technology Fund	\$25,259.14
715	Guaranty Deposits Fund	\$2,850.00
721	Escrow Deposits Fund	\$1,427.00
TOTAL ALL FUNDS		\$1,395,023.61

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 0					
Division: 0					
2029	505-0000-452.42-00	BRENT HAMANN	REFUND WATER	\$373.45	\$373.45
198044	101-0000-433.14-00	AETNA	REFUND AMBULANCE CLAIM	\$420.75	\$420.75
198056	505-0000-140.10-00	AMERICAN PRINTING TECHNOLOGIES	FEBRUARY POSTAGE	\$1,963.61	\$1,963.61
198059	715-0000-220.93-00	ANDRA AMATO	REFUND BOND	\$200.00	\$200.00
198061	101-0000-433.14-00	DIANNE ANGELOS	REFUND AMBULANCE CLAIM	\$80.00	\$160.00
			REFUND AMBULANCE CLAIM	\$80.00	
198062	715-0000-220.93-00	ARCHADECK OF CHGOLAND	REFUND BOND	\$200.00	\$200.00
198082	101-0000-433.14-00	BLUE CROSS BLUE SHIELD	REFUND AMBULANCE CLAIM	\$319.59	\$319.59
198098	721-0000-221.11-09	CHRISTOPHER B BURKE LTD	SOMERSET COURT WETLAND	\$427.00	\$427.00
198141	715-0000-220.93-00	DELTA RENOVATIONS	REFUND BOND	\$200.00	\$200.00
198143	715-0000-220.93-00	DHI CAMBRIDGE HOMES	REFUND BOND	\$500.00	\$500.00
198145	101-0000-433.14-00	SAM DONATUCCI	REFUND AMBULANCE CLAIM	\$80.00	\$80.00
198153	505-0000-120.80-00	ERICKSON, IVY	REFUND WATER FINAL	\$10.00	\$10.00
198156	715-0000-220.93-00	FARRIS, JOEL	REFUND BOND	\$200.00	\$200.00
198165	101-0000-421.05-00	HIROTAKA FUKUDA	REFUND VEHICLE STICKER	\$40.00	\$40.00
198172	101-0000-433.14-00	RONALD GLASER	REFUND AMBULANCE CLAIM	\$40.00	\$40.00
198178	715-0000-220.93-00	GREENBRIER CONDO ASSOC	REFUND BOND	\$200.00	\$200.00
198190	101-0000-421.99-00	HILL MECHANICAL CORP	REFUND BUSINESS LICENSE	\$130.00	\$130.00
198214	101-0000-433.14-00	MARYLOU IVERSON	REFUND AMBULANCE CLAIM	\$19.93	\$19.93
198215	721-0000-221.10-08	J B NUYEN	METER RETURN	\$1,000.00	\$1,000.00
198217	715-0000-220.93-00	JARZAB, JAMES T	REFUND BOND	\$150.00	\$150.00
198221	101-0000-421.15-00	LISA CORTEZ-JONG	REFUND DOG TAGS	\$22.00	\$22.00
198224	101-0000-433.14-00	KAREN KABAREC	REFUND AMBULANCE CLAIM	\$174.48	\$174.48
198226	101-0000-421.05-00	GIRISH KATURU	REFUND VEHICLE STICKERS	\$40.00	\$40.00
198227	101-0000-433.14-00	MARY KEELAN	REFUND AMBULANCE CLAIM	\$78.72	\$78.72
198231	101-0000-140.52-00	KONICA MINOLTA BUSINESS USA	MAINTENANCE AGREEMENT	\$291.84	\$291.84
198241	101-0000-433.14-00	CARRIE LOMBARDI	REFUND AMBULANCE CLAIM	\$40.00	\$40.00
198246	101-0000-433.14-00	JAMES MATSAS	REFUND AMBULANCE CLAIM	\$200.00	\$200.00
198262	101-0000-140.50-00	MURNANE PAPER CO	PAPER, OFFICE, MAILROOM	\$9,648.00	\$9,648.00
198266	101-0000-433.14-00	NATL GOVERNMENT SERVICES	REFUND AMBULANCE CLAIM	\$290.92	\$290.92

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198282	101-0000-433.14-00	ELEANOR OCHWAT	REFUND AMBULANCE CLAIM	\$74.21	\$74.21
198297	715-0000-220.93-00	TIM PHILLIPS	REFUND BOND	\$200.00	\$200.00
198310	101-0000-433.14-00	KEITH PUETZ	REFUND AMBULANCE CLAIM	\$60.00	\$60.00
198313	715-0000-220.93-00	RABINI PAVING	REFUND BOND	\$200.00	\$200.00
198314	101-0000-422.08-00	RABINI PAVING	REFUND PERMIT 15-537	\$70.00	\$70.00
	101-0000-432.12-00		REFUND PERMIT 15-537	\$50.00	\$50.00
198319	101-0000-422.15-00	RICKS SEWER & DRAINAGE	REFUND PERMIT 15-4459	\$65.00	\$65.00
198320	715-0000-220.93-00	RICKY CONSTRUCTION	REFUND BOND	\$200.00	\$200.00
198322	101-0000-422.05-00	ALISON ROGERS	REFUND PERMIT FEE	\$1,144.00	\$1,144.00
	101-0000-422.10-00		REFUND PERMIT FEE	\$126.00	\$126.00
	101-0000-422.15-00		REFUND PERMIT FEE	\$130.00	\$130.00
	101-0000-432.08-00		REFUND PERMIT FEE	\$140.00	\$140.00
	101-0000-432.12-00		REFUND PERMIT FEE	\$50.00	\$150.00
			REFUND PERMIT FEE	\$100.00	
198325	715-0000-220.93-00	ROXANA MAYER	REFUND BOND	\$400.00	\$400.00
198328	101-0000-421.05-00	JAMES SCHUBRING	REFUND VEHICLE STICKER	\$27.50	\$27.50
198348	101-0000-422.15-00	CHRISTINA TARZIAN	REFUND PERMIT 15-4405	\$25.00	\$25.00
198354	715-0000-220.93-00	TONEE PUETZ	REFUND BOND	\$200.00	\$200.00
198377	606-0000-471.10-00	DAVID WEIGEL	REFUND FEB INS	\$1,052.00	\$1,052.00
198385	101-0000-433.14-00	ANGELA ZULASKI	REFUND AMBULANCE CLAIM	\$360.00	\$360.00
801527	101-0000-210.95-00	RTA/CTA BENEFIT PROGRAM	BENEFIT FARE PROGRAM	\$725.00	\$725.00
901117	101-0000-210.91-00	EMPLOYEE BENEFITS CORP	FSA WEEKLY CONTRIBUTIONS	\$7,905.62	\$7,905.62
Total Division:				\$30,724.62	
Total Department:				\$30,724.62	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 3

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 1 Board of Trustees					
Division: 1					
198065	101-0101-501.22-03	ARLINGTON HTS CHAMBER OF COM	CHAMBER EVENT	\$600.00	\$600.00
198085	101-0101-501.21-65	CAPTION FIRST INC	CLOSED CAPTIONING JANUARY	\$600.00	\$600.00
198186	101-0101-501.22-03	HARRIS TRUST & SAVINGS BANK	ARLINGTON CHAMBER EVENT	\$150.00	\$160.00
			ARLINGTON CHAMBER EVENT	\$10.00	
198242	101-0101-501.21-65	LORELLE COMMUNICATIONS INC	SERVICE – BOARD MEETINGS	\$4,252.00	\$4,252.00
198278	101-0101-501.22-03	NORTHWEST MUNICIPAL CONFERENCE	LEGISLATIVE BRUNCH	\$45.00	\$45.00
Total Division:				\$5,657.00	
Total Department:				\$5,657.00	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002Date: Wednesday, March 02, 2016
Page 4

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 2 Village Manager					
Division: 1					
2031	101-0201-502.21-65	AMERICANEAGLE INC	MONTHLY FEE	\$49.96	\$49.96
198057	101-0201-502.21-65	AMERICANEAGLE INC	MONTHLY FEE	\$49.95	\$49.95
198186	101-0201-502.30-01	HARRIS TRUST & SAVINGS BANK	CRAIN' S CHICAGO SUBSCR	\$64.00	\$64.00
	101-0201-502.30-05		AMAZON MKTPLACE PMTS	\$17.89	\$190.25
			AMAZON.COM	\$24.29	
			AMAZON.COM	\$49.99	
			VERIZON WRLS M147401	\$98.08	
198284	101-0201-502.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$50.43	\$184.67
			ENVELOPES	\$52.68	
			OFFICE SUPPLIES	\$81.56	
198295	101-0201-502.22-02	PETTY CASH	NOTARY FEE	\$53.00	\$53.00
	101-0201-502.30-05		OFFICE SUPPLIES	\$46.53	\$46.53
198363	101-0201-502.21-65	VERIZON WIRELESS	INV 3365931258	\$100.00	\$100.00
198364	101-0201-502.21-65	VERIZON WIRELESS	INV 9759590982	\$133.85	\$133.85
198382	101-0201-502.22-15	XEROX CORPORATION	OFFICE MACHINES & ACCESS	\$85.00	\$85.00
Total Division:				\$957.21	
Total Department:				\$957.21	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 3 Human Resources					
Division: 1					
2028	615-0301-552.19-30	IL DEPT OF EMPLOYMENT SECURITY	UNEMPLOYMENT 4TH QTR 2015	\$426.00	\$426.00
198157	101-0301-503.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$32.31	\$149.41
			SHIPPING/DELIVERY SERVICE	\$29.64	
			SHIPPING/DELIVERY SERVICE	\$29.14	
			SHIPPING/DELIVERY SERVICE	\$32.86	
			SHIPPING/DELIVERY SERVICE	\$25.46	
198167	615-0301-552.42-75	GALLAGHER BASSETT SERVICES INC	CLAIMS - MEDICAL LOSS	\$14,302.78	\$30,981.73
			CLAIMS - MEDICAL LOSS	\$5,722.85	
			CLAIMS - MEDICAL LOSS	\$10,956.10	
	615-0301-552.42-80		CLAIMS - W/R	\$31,131.17	\$251,094.76
			CLAIMS - W/C	\$74,530.12	
			CLAIMS - W/C	\$145,433.47	
198175	605-0301-552.20-05	GOVHR USA LLC	PROFESSIONAL FEES	\$4,450.00	\$4,450.00
198228	605-0301-552.20-05	KEVIN WOLF & ASSOCIATES LLC	BENEFIT EVALUATION	\$4,000.00	\$4,000.00
198276	605-0301-552.20-50	NORTHWEST COMMUNITY HOSPITAL	SERVICE HEALTH TESTING	\$3,017.00	\$7,406.00
			SERVICE HEALTH TESTING	\$1,773.00	
			SERVICE HEALTH TESTING	\$2,616.00	
198295	101-0301-503.30-05	PETTY CASH	OFFICE SUPPLIES	\$8.99	\$8.99
	615-0301-552.20-50		WELLNESS PROGRAM	\$20.00	\$40.00
			WELLNESS PROGRAM	\$20.00	
198309	615-0301-552.20-50	NED PUCCI	WELLNESS PROGRAM 2-2016	\$640.00	\$640.00
198374	101-0301-503.21-65	VERIZON WIRELESS	INV 9760784049	\$122.20	\$122.20
198382	101-0301-503.22-15	XEROX CORPORATION	OFFICE MACHINES & ACCESS	\$85.00	\$85.00
Total Division:				\$299,404.09	
Total Department:				\$299,404.09	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 4 Legal Department					
Division: 1					
198101	101-0401-503.20-20	CLARK BAIRD SMITH LLP	SERVICE PROFESSIONAL	\$4,176.25	\$4,176.25
198133	101-0401-503.21-65	COOK COUNTY RECORDER OF DEEDS	RECORDINGS	\$550.00	\$550.00
198154	101-0401-503.20-15	ERNEST R BLOMQUIST PC	RETAINER	\$4,170.00	\$4,170.00
	101-0401-503.20-20		LEGAL SERVICES	\$5,992.50	\$5,992.50
198157	101-0401-503.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$42.96	\$89.84
			SHIPPING/DELIVERY SERVICE	\$21.42	
			SHIPPING/DELIVERY SERVICE	\$25.46	
198186	101-0401-503.22-03	HARRIS TRUST & SAVINGS BANK	METRA TBI PURCHASE	\$55.75	\$55.75
198191	101-0401-503.20-10	HOLLAND & KNIGHT LLP	RETAINER	\$3,000.00	\$3,000.00
198295	101-0401-503.21-65	PETTY CASH	TAX SEARCH	\$10.00	\$20.00
			OTHER SERVICE	\$10.00	
	101-0401-503.22-03		TAX SEARCH	\$12.00	\$12.00
198323	101-0401-503.21-65	ROSE MARY JURINEK	COURT REPORTER	\$595.00	\$595.00
198352	101-0401-503.33-05	THOMSON REUTERS-WEST	INFORMATION CHARGES	\$292.22	\$292.22
Total Division:				\$18,953.56	
Total Department:				\$18,953.56	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 5 Finance					
Division: 1					
198060	101-0501-503.21-65	ANDRES MEDICAL BILLING LTD	SERVICE FINANCIAL	\$4,069.89	\$4,069.89
198130	505-0501-503.40-87	HOLLY CONNORS	SEWER REBATE PROGRAM	\$7,500.00	\$7,500.00
198157	101-0501-503.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$34.29	\$34.29
198166	611-0501-552.20-70	GALLAGHER ARTHUR J & CO	NOTARY BOND RENEWAL	\$29.00	\$58.00
			NOTARY BOND RENEWAL	\$29.00	
198167	611-0501-552.42-60	GALLAGHER BASSETT SERVICES INC	CLAIMS - LIABILITY LOSS	\$5,813.23	\$12,553.23
			CLAIMS - LIABILITY LOSS	\$6,740.00	
198186	101-0501-503.30-01	HARRIS TRUST & SAVINGS BANK	CRAIN'S CHICAGO SUBSCR	\$46.95	\$46.95
	101-0501-503.33-05		INTUIT QB ONLINE	(\$26.87)	\$-53.74
			INTUIT QB ONLINE	(\$26.87)	
198234	505-0501-503.40-87	LINDSEY LANDWEHR-FASULES	SEWER REBATE PROGRAM	\$7,500.00	\$7,500.00
198284	101-0501-503.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$18.47	\$1,343.71
			OFFICE SUPPLIES	\$117.58	
			OFFICE SUPPLIES	\$59.99	
			OFFICE SUPPLIES	\$210.65	
			OFFICE SUPPLIES	\$414.79	
			OFFICE SUPPLIES	\$279.16	
			OFFICE SUPPLIES	\$243.07	
198287	101-0501-503.22-01	PADDOCK PUBLICATIONS INC	ADVERTISING	\$51.30	\$352.35
			ADVERTISING	\$59.40	
			ADVERTISING	\$52.65	
			ADVERTISING	\$52.65	
			ADVERTISING	\$63.45	
			ADVERTISING	\$72.90	
198295	101-0501-503.22-02	PETTY CASH	NOTARY FEE	\$20.00	\$20.00
	101-0501-503.22-03		TRAINING	\$25.00	\$25.00
198355	101-0501-503.22-10	TOTAL PRINT SOLUTIONS	PRINTING SERVICES	\$147.54	\$147.54
198373	101-0501-503.21-65	VERIZON WIRELESS	INV 9760993273	\$55.60	\$55.60
Total Division:				\$33,652.82	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 8

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Total Department:				\$33,652.82	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 6 Information Technology					
Division: 1					
2032	625-0601-553.20-39	AMERICANEAGLE INC	MONTHLY FEE	\$180.00	\$180.00
198057	625-0601-553.20-39	AMERICANEAGLE INC	HOSTING FEE	\$180.00	\$180.00
198084	625-0601-553.30-05	CANON SOLUTIONS AMERICA	OFFICE SUPPLIES	\$795.00	\$795.00
198104	625-0601-553.21-65	COMCAST PROCESSING CENTER	907065060	\$5,324.28	\$5,324.28
198186	625-0601-553.22-02	HARRIS TRUST & SAVINGS BANK	ILLINOIS GEORGRAPHIC	\$55.00	\$55.00
	625-0601-553.30-01		YOURMEMBER-CAREERS	\$250.00	\$250.00
	625-0601-553.30-05		AMAZON.COM	\$29.38	\$29.38
198204	625-0601-553.30-01	IL CMA	JOB POSTING	\$50.00	\$50.00
198208	625-0601-553.21-02	IMAGE SYSTEMS & BUSINESS SOLUTIONS	PRINTER REPAIR	\$175.00	\$483.40
			PRINTER REPAIR	\$122.40	
			EQUIPMENT MAINTENANCE	\$186.00	
198284	625-0601-553.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$84.56	\$84.56
198337	625-0601-572.50-10	SOUTHERN COMPUTER WAREHOUSE	EQUIPMENT REPLACEMENT	\$1,375.00	\$1,670.40
			HP PRINTERS	\$295.40	
198346	625-0601-553.20-39	SUNGARD PUBLIC SECTOR	COMPUTERS,DP & WORD PROC.	\$15,256.02	\$15,256.02
198370	625-0601-553.21-65	VERIZON WIRELESS	INV 9761084313	\$493.65	\$493.65
198371	625-0601-553.21-65	VERIZON WIRELESS	INV 9760697796	\$407.45	\$407.45
Total Division:				\$25,259.14	
Total Department:				\$25,259.14	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002Date: Wednesday, March 02, 2016
Page 10

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 10 Boards & Commissions					
Division: 8					
198209	101-1008-502.20-75	INDUSTRIAL ORGANIZATIONAL SOLUTIONS	POLICE OFFICER EXAM	\$6,682.00	\$6,682.00
Total Division:				\$6,682.00	
Division: 14					
198148	101-1014-502.22-10	KIM DYER	TEEN JOB FAIR SUPPLIES	\$65.90	\$65.90
	101-1014-502.33-05		TEEN JOB FAIR SUPPLIES	\$131.19	\$131.19
Total Division:				\$197.09	
Division: 18					
2030	515-1018-525.40-55	ROLLING GREEN COUNTRY CLUB	HEARTS OF GOLD DINNER	\$12,900.00	\$12,900.00
198164	515-1018-525.40-55	STEVEN FROMM	HOG AWARDS REIMBURSEMENT	\$1,179.25	\$1,179.25
Total Division:				\$14,079.25	
Division: 21					
198295	101-1021-502.40-40	PETTY CASH	ECONOMIC ALLIANCE	\$28.98	\$28.98
Total Division:				\$28.98	
Division: 22					
198055	515-1022-525.40-55	AMERICAN PRINT INC	ARTS COMM	\$342.00	\$342.00
Total Division:				\$342.00	
Total Department:				\$21,329.32	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 11

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 20 Special Events					
Division: 5					
198186	515-2005-525.50-55	HARRIS TRUST & SAVINGS BANK	AMAZON MKTPLACE PMTS	\$99.90	\$694.90
			AMAZON MKTPLACE PMTS	\$595.00	
198336	515-2005-525.50-55	SOUND INCORPORATED	REPAIR SERVICE EQUIPMENT	\$9,702.37	\$9,702.37
Total Division:				\$10,397.27	
Total Department:				\$10,397.27	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 30 Police Department					
Division: 1					
198045	101-3001-511.21-65	AFTERMATH	BIO-HAZARD CLEANING	\$105.00	\$210.00
			BIO-HAZARD CLEANING	\$105.00	
198064	101-3001-511.40-67	ARLINGTON HEIGHTS ANIMAL HOSPITAL	VETERINARY SERVICES	\$53.00	\$53.00
198068	101-3001-511.18-03	ARLINGTON HTS SCHOOL DIST 25	CROSSING GUARDS REIMB	\$21,661.05	\$21,661.05
198079	101-3001-511.33-25	BAUMGARTNER ALAN	REIMBURSEMENT- SUPPLIES	\$63.38	\$63.38
198105	101-3001-511.22-03	EDWARD COMMERS	TRAINING	\$100.00	\$100.00
198132	101-3001-511.22-03	CONTROLLED FORCE TRAINING MGMT SYS	REGISTRATION	\$870.00	\$870.00
198136	101-3001-511.33-30	CORPORATE IDENTITY INC	POLICE EQUIPMENT & SUPPLY	\$980.91	\$2,209.04
			POLICE EQUIPMENT & SUPPLY	\$1,228.13	
198137	101-3001-511.22-02	CRIME ANALYSTS OF IL ASSOC	DUES	\$70.00	\$70.00
198138	101-3001-511.33-05	CROWN TROPHY	PLAQUE	\$80.00	\$80.00
198157	101-3001-511.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$39.00	\$39.00
198168	101-3001-511.22-03	GATE AMERICA INC	REGISTRATION	\$400.00	\$400.00
198169	101-3001-511.22-03	GAUSSELIN RICHARD	TRAINING	\$30.00	\$45.00
			TRAINING	\$15.00	
198171	101-3001-511.22-03	GLACKEN & ASSOCIATES	REGISTRATION	\$530.00	\$530.00
198181	101-3001-511.40-67	HAJEK DOUGLAS	REIMBURSEMENT	\$90.86	\$90.86
198182	101-3001-511.22-03	DANIEL HALTER	TRAINING	\$30.00	\$30.00
198184	101-3001-511.22-03	HAMRICK PETER	TRAINING	\$167.60	\$167.60
198186	101-3001-511.22-03	HARRIS TRUST & SAVINGS BANK	SAFE KIDS WORLDWIDE	\$50.00	\$52.40
			IPASS BUS CTR 5203	\$2.40	
	101-3001-511.30-35		GALLS	\$96.58	\$96.58
	101-3001-511.33-05		DOUBLETREE HOTEL	\$100.00	\$350.00
			EUROPEAN CRYSTAL REST	\$250.00	
	101-3001-511.33-25		ROUTE 12 TOOLS	\$73.24	\$344.34
			LAW ENFORCEMENT TARGET	\$44.64	
			ROUTE 12 TOOLS	\$73.24	
			DOLLAMUR SPORTS SURFACE	\$79.98	
			ROUTE 12 TOOLS	\$73.24	
198201	101-3001-511.22-03	HUDGENS STEVEN	TRAINING	\$15.00	\$30.00

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198201	101-3001-511.22-03	HUDGENS STEVEN	TRAINING	\$15.00	\$30.00
198202	101-3001-511.22-03	HUNDRIESER NANCY	TRAINING	\$167.60	\$167.60
198211	101-3001-511.22-03	INTL ASSOC OF FINANCIAL CRIMES	REGISTRATION	\$120.00	\$120.00
198213	101-3001-511.33-25	INTOXIMETERS INC	SUPPLIES	\$119.00	\$238.00
			SUPPLIES	\$119.00	
198218	101-3001-511.30-35	JG UNIFORMS	CLOTHING	\$188.62	\$782.24
			CLOTHING	\$178.62	
			CLOTHING	\$170.00	
			CLOTHING	\$11.00	
			CLOTHING	\$130.00	
			CLOTHING	\$54.50	
			CLOTHING	\$49.50	
198229	101-3001-511.33-25	KIESLER POLICE SUPPLY & AMMUNITION	POLICE EQUIPMENT & SUPPLY	\$261.00	\$261.00
198231	101-3001-511.22-15	KONICA MINOLTA BUSINESS USA	OFFICE MACHINES & ACCESS	\$213.94	\$519.04
			OFFICE MACHINES & ACCESS	\$100.38	
			OFFICE MACHINES & ACCESS	\$204.72	
198235	101-3001-511.22-02	LAW ENFORCEMENT RECORDS MNGRS OF IL	DUES	\$25.00	\$25.00
198236	101-3001-511.21-65	LAW OFFICE OF JOAN VASQUEZ	SERVICE PROFESSIONAL	\$1,218.75	\$1,218.75
198248	101-3001-511.21-65	MC DONALDS CORPORATION	SERVICE MISCELLANEOUS	\$185.51	\$276.28
			SERVICE MISCELLANEOUS	\$90.77	
198252	101-3001-511.21-65	METRO-WESTERN COOK CREDIT	SERVICE MISCELLANEOUS	\$28.00	\$28.00
198272	101-3001-511.21-65	NORTHERN IL FUNERAL SERVICES INC	SERVICE MISCELLANEOUS	\$375.00	\$750.00
			SERVICE MISCELLANEOUS	\$375.00	
198274	101-3001-511.20-37	NORTHWEST CENTRAL DISPATCH SYS	MEMBER ASSESSMENT 3-2016	\$66,704.13	\$66,704.13
198279	101-3001-511.22-03	NORTHWEST POLICE ACADEMY	REGISTRATION	\$50.00	\$125.00
			REGISTRATION	\$75.00	
198281	101-3001-511.22-03	OAKTON COMMUNITY COLLEGE	REGISTRATION	\$90.00	\$90.00
198284	101-3001-511.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$20.46	\$3,805.07
			OFFICE SUPPLIES	\$158.08	
			OFFICE SUPPLIES	\$10.64	
			OFFICE SUPPLIES	\$75.90	
			OFFICE SUPPLIES	\$6.09	
			OFFICE SUPPLIES	\$167.48	
			OFFICE SUPPLIES	\$57.05	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198284	101-3001-511.30-05	OFFICE DEPOT	OFFICE SUPPLIES	(\$6.09)	\$3,805.07.
			OFFICE SUPPLIES	\$1,209.78	
			OFFICE SUPPLIES	\$52.56	
			OFFICE SUPPLIES	\$272.80	
			OFFICE SUPPLIES	\$15.74	
			OFFICE SUPPLIES	\$68.20	
			OFFICE SUPPLIES	\$41.88	
			OFFICE SUPPLIES	\$5.18	
			OFFICE SUPPLIES	\$12.19	
			OFFICE SUPPLIES	\$9.39	
			OFFICE SUPPLIES	\$33.53	
			OFFICE SUPPLIES	\$4.09	
			OFFICE SUPPLIES	\$1,409.53	
			OFFICE SUPPLIES	\$180.59	
	101-3001-511.33-25		SUPPLIES	\$13.59	\$13.59
198296	101-3001-511.21-02	PETTY CASH/POLICE	EQUIPMENT REPAIRS	\$10.00	\$10.00
	101-3001-511.22-03		REIMB TRAVEL EXPENSE	\$9.70	\$9.70
	101-3001-511.33-25		SUPPLIES	\$60.00	\$95.60
			SUPPLIES	\$35.60	
198308	101-3001-511.22-03	PUBLIC AGENCY TRAINING COUNCIL	REGISTRATION	\$150.00	\$740.00
			REGISTRATION	\$590.00	
198311	101-3001-511.33-25	QUALIFICATION TARGETS INC	SUPPLIES	\$799.02	\$799.02
198316	101-3001-511.22-03	RADEK TODD	CASE 15-05573	\$276.88	\$276.88
198317	101-3001-511.30-35	RAY O'HERRON	CLOTHING	\$214.00	\$3,003.42
			CLOTHING	\$53.50	
			CLOTHING	\$244.00	
			CLOTHING	\$99.93	
			CLOTHING	\$234.00	
			CLOTHING	\$122.00	
			CLOTHING	\$140.00	
			CLOTHING	\$46.00	
			CLOTHING	\$110.94	
			CLOTHING	\$69.99	
			CLOTHING	\$55.95	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198317	101-3001-511.30-35	RAY O'HERRON	CLOTHING	\$153.00	\$3,003.42.
			CLOTHING	\$108.00	
			CLOTHING	\$143.95	
			CLOTHING	\$185.94	
			CLOTHING	\$138.00	
			CLOTHING	\$140.00	
			CLOTHING	\$214.24	
			CLOTHING	\$64.00	
			CLOTHING	\$210.00	
			CLOTHING	\$35.99	
			CLOTHING	\$72.99	
			CLOTHING	\$147.00	
	401-3001-572.50-15		POLICE EQUIPMENT & SUPPLY	\$815.00	\$815.00
198324	101-3001-511.22-02	ROTARY CLUB OF ARLINGTON HTS	DUES	\$275.00	\$275.00
198329	101-3001-511.40-67	SCIENTIFIC ANIMAL FEEDS AND NEEDS	CANINE UNIT PROGRAM	\$18.24	\$236.64
			CANINE UNIT PROGRAM	\$60.00	
			CANINE UNIT PROGRAM	\$158.40	
198351	101-3001-511.21-65	THOMSON REUTERS	SERVICE MISCELLANEOUS	\$312.23	\$312.23
198360	101-3001-511.21-02	ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT MAINTENANCE	\$58.95	\$58.95
	401-3001-572.50-15		EQUIPMENT MAINTENANCE	(\$139.50)	\$785.50
			PARTS INSTALLATION	\$925.00	
198362	101-3001-511.22-05	UPS STORE #4073	SHIPPING CHARGES	\$133.82	\$133.82
198369	101-3001-511.21-65	VERIZON WIRELESS	INV 9761009405	\$238.20	\$238.20
Total Division:				\$110,405.91	
Division: 3					
198127	231-3003-511.40-11	COMMUNICATION REVOLVING FUND	SERVICE PROFESSIONAL	\$186.08	\$186.08
198186	231-3003-511.40-11	HARRIS TRUST & SAVINGS BANK	ALOFT HOTEL PHOENIX	\$903.80	\$903.80
Total Division:				\$1,089.88	
Total Department:				\$111,495.79	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 35 Fire					
Division: 1					
198046	101-3501-512.31-85	AIR ONE EQUIPMENT	SAFETY & FIRST AID EQUIP.	\$371.50	\$371.50
198083	101-3501-512.33-50	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	\$242.06	\$1,729.25
			MEDICAL SUPPLIES	\$124.74	
			MEDICAL SUPPLIES	\$1,362.45	
198095	101-3501-512.21-02	CHICAGO COMMUNICATIONS LLC	EQUIPMENT MAINTENANCE	\$166.78	\$166.78
198102	101-3501-512.31-85	COLUMBIA TOOL AND GAGE	EQUIPMENT SHELIVING	\$1,060.00	\$1,060.00
198158	101-3501-512.31-85	FIRECOM	TWO WAY RADIOS	\$1,189.10	\$1,858.18
			RADIO HEADSET	\$669.08	
198159	101-3501-512.30-35	FIVE STAR SAFETY EQUIPMENT INC	SAFETY GLASSES	\$48.00	\$48.00
198186	101-3501-512.22-02	HARRIS TRUST & SAVINGS BANK	PARAMEDIC LIC RENEWAL	\$41.75	\$83.50
			PARAMEDIC LIC RENEWAL	\$41.75	
	101-3501-512.22-03		CYGNUS EXPOSITIONS	\$450.00	\$1,664.44
			CYGNUS EXPOSITIONS	\$450.00	
			EMBASSY SUITES	\$764.44	
	101-3501-512.30-01		NFPA NATL FIRE PROTECT	\$175.00	\$175.00
	101-3501-512.31-65		LOWES #02529	\$27.94	\$448.27
			VARIDESK	\$395.00	
			CLEANERS SUPPLY	\$25.33	
	101-3501-512.33-05		GFS STORE #0204	\$82.33	\$82.33
198205	101-3501-512.22-03	IL FIRE CHIEFS ASSOC FOUNDATION	TRAINING	\$3,550.00	\$3,550.00
198206	101-3501-512.22-03	IL FIRE CHIEFS ASSOC FOUNDATION	TACTICS & STRATEGY CLASS	\$300.00	\$300.00
198218	101-3501-512.30-35	JG UNIFORMS	AWARD RIBBONS	\$270.00	\$1,779.20
			CLOTHING	\$335.00	
			CLOTHING	\$35.95	
			CLOTHING	\$139.90	
			CLOTHING	\$839.40	
			CLOTHING	\$84.95	
			CLOTHING	\$74.00	
198219	101-3501-512.22-03	DAVID JOHNSON	TUITION REIMBURSEMENT	\$552.26	\$1,132.76
			TUITION REIMBURSEMENT	\$580.50	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198245	101-3501-512.22-03	LYONS, BERNIE	CONFERENCE	\$20.00	\$20.00
198252	101-3501-512.21-65	METRO-WESTERN COOK CREDIT	CREDIT CHECK	\$108.00	\$108.00
198258	101-3501-512.33-50	MOORE MEDICAL LLC	MEDICAL SUPPLIES	\$790.11	\$790.11
198259	101-3501-512.22-03	MARTIN MORAN	TUITION REIMBURSEMENT	\$402.00	\$402.00
198274	101-3501-512.20-37	NORTHWEST CENTRAL DISPATCH SYS	MEMBER ASSESSMENT 3-2016	\$22,234.70	\$38,895.95
			2016 JEMC MEMBERSHIP	\$16,661.25	
198275	101-3501-512.22-03	NORTHWEST COMMUNITY HOSP EMS	OFFICE TRAINING	\$75.00	\$75.00
198280	101-3501-512.31-65	O'REILLY AUTO PARTS	VEH MAINTENANCE SUPPLY	\$8.27	\$8.27
198284	101-3501-512.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$423.78	\$818.79
			OFFICE SUPPLIES	\$104.34	
			OFFICE SUPPLIES	\$93.59	
			OFFICE SUPPLIES	\$121.45	
			OFFICE SUPPLIES	\$46.44	
			OFFICE SUPPLIES	\$29.19	
198298	101-3501-512.33-50	PHYSIO CONTROL INC	MEDICAL SUPPLIES	\$506.72	\$1,886.27
			MEDICAL SUPPLIES	\$1,379.55	
198312	101-3501-512.31-60	R H MEDICAL	OXYGEN CYLINDER RENTAL	\$327.75	\$327.75
198344	101-3501-512.21-07	SUBURBAN ACCENTS INC	LETTERING/GRAPHICS (2) VEHICLES	\$3,000.00	\$3,000.00
198358	101-3501-512.21-02	TRI ELECTRONICS INC	EQUIPMENT MAINTENANCE	\$1,030.00	\$11,018.00
			RADIO & TELECOMMUNICATION	\$9,988.00	
198359	101-3501-512.31-85	ULINE INC	SCBA FIT TESTING KIT	\$344.93	\$344.93
Total Division:				\$72,144.28	
Total Department:				\$72,144.28	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 37 Foreign Fire Insurance					
Division: 1					
198047	227-3701-512.22-03	MARK ALECKSON	TUITION REIMBURSEMENT	\$775.00	\$775.00
198077	227-3701-512.50-15	BADGE A MINIT	FIRE PROTECTION EQUIP/SUP	\$1,169.96	\$1,169.96
198088	227-3701-512.22-03	REGINALD CASTILLO	PROMOTIONAL TEXT	\$489.46	\$489.46
198140	227-3701-512.22-03	DELORENZO DAVID	PROMOTIONAL TEXT	\$354.25	\$354.25
198151	227-3701-512.22-03	LESLIE EAST	TUITION REIMBURSEMENT	\$315.00	\$315.00
198173	227-3701-512.22-03	RYAN GLENDENNING	TEXTBOOK	\$74.17	\$74.17
198243	227-3701-512.22-03	ROBERT LOSIK	TUITION REIMBURSEMENT	\$515.00	\$515.00
198259	227-3701-512.22-03	MARTIN MORAN	PROMOTIONAL TEXT	\$254.72	\$254.72
198263	227-3701-512.22-03	MATT MURPHY	PROMOTIONAL TEXT	\$236.15	\$236.15
198270	227-3701-512.22-03	PETER NEWMAN	TUITION REIMBURSEMENT	\$775.00	\$775.00
198294	227-3701-512.22-03	PETERSON, RAGNAR	BOOKS REIMBURSEMENT	\$176.58	\$176.58
198299	227-3701-512.22-03	MARC PISCITIELLO	PROMOTIONAL TEXT	\$430.43	\$430.43
198343	227-3701-512.22-03	JAMES STEMPIEN	PROMOTIONAL TEXT	\$365.56	\$365.56
Total Division:				\$5,931.28	
Total Department:				\$5,931.28	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 40 Planning					
Division: 1					
198054	101-4001-521.22-02	AMERICAN PLANNING ASSOC	DUES	\$613.00	\$1,896.00
			DUES	\$845.00	
			DUES	\$438.00	
198147	101-4001-521.30-01	DOWNTOWN IDEA EXCHANGE	SUBSCRIPTION	\$236.50	\$236.50
198175	101-4001-521.20-05	GOVHR USA LLC	SERVICE PROFESSIONAL	\$84.00	\$4,549.00
			SERVICE PROFESSIONAL	\$100.00	
			SERVICE PROFESSIONAL	\$1,350.00	
			SERVICE PROFESSIONAL	\$1,515.00	
			SERVICE PROFESSIONAL	\$1,500.00	
198183	401-4001-571.50-30	HAMPTON LENZINI & RENWICK INC	SERVICE PROFESSIONAL	\$3,585.50	\$3,585.50
198186	101-4001-521.22-02	HARRIS TRUST & SAVINGS BANK	AIA PRODUCTS/DUES	\$630.00	\$630.00
	101-4001-521.22-03		ARLINGTON CHAMBER EVENT	\$20.00	\$20.00
	101-4001-521.40-40		ARLINGTON CHAMBER EVENT	\$10.00	\$200.00
			ICSC	\$190.00	
198247	263-4001-571.40-41	MC CANN APPRAISAL & CONSULTING LLC	PROFESSIOANL SERVICE	\$1,800.00	\$1,800.00
198284	101-4001-521.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$10.19	\$74.98
			OFFICE SUPPLIES	\$64.79	
198287	101-4001-521.22-01	PADDOCK PUBLICATIONS INC	ADVERTISING	\$72.90	\$691.20
			ADVERTISING	\$78.30	
			ADVERTISING	\$93.15	
			ADVERTISING	\$89.10	
			ADVERTISING	\$72.90	
			ADVERTISING	(\$86.40)	
			ADVERTISING	\$176.85	
			ADVERTISING	\$194.40	
198288	101-4001-521.40-41	PADDOCK PUBLICATIONS INC	ADVERTISING	\$1,000.00	\$7,530.00
			ADVERTISING	\$765.00	
			ADVERTISING	\$765.00	
			ADVERTISING	\$4,000.00	
			ADVERTISING	\$1,000.00	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 20

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198293	101-4001-521.22-03	PERKINS CHARLES WITHERINGTON	TRAINING	\$538.20	\$538.20
198295	101-4001-521.22-03	PETTY CASH	TRAINING	\$10.00	\$56.90
			TRAINING	\$46.90	
	101-4001-521.33-05		SUPPLIES	\$35.28	\$52.72
			SUPPLIES	\$17.44	
	101-4001-521.40-40		TRAINING	\$48.04	\$48.04
198356	101-4001-521.40-41	TOWN SQUARE PUBLICATIONS LLC	ADVERTISING	\$1,495.00	\$1,495.00
198382	101-4001-521.22-15	XEROX CORPORATION	OFFICE MACHINES & ACCESS	\$11.39	\$87.31
			OFFICE MACHINES & ACCESS	\$75.92	
Total Division:				\$23,491.35	
Total Department:				\$23,491.35	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 21

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 41 Community Devl Block Grnt					
Division: 1					
198097	215-4101-522.41-17	CHILDREN'S ADVOCACY CENTER	CDBG PROGRAM	\$490.00	\$490.00
198155	215-4101-522.41-62	ESCORTED TRANSPORTATION SERV	CDBG PROGRAM	\$733.75	\$733.75
Total Division:				\$1,223.75	
Total Department:				\$1,223.75	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 45 Building & Health Service					
Division: 1					
198179	101-4501-523.20-35	GRIVAS KRAUSE ASSOCIATES LTD	PLAN REVIEW	\$1,380.00	\$1,380.00
198207	101-4501-523.22-02	IL PLUMBING INSPECTORS ASSOC	MEMBERSHIP/L. SOEST	\$70.00	\$70.00
198256	101-4501-523.21-65	MICROSYSTEMS	SHREDDING	\$160.00	\$160.00
198284	101-4501-523.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$5.59	\$88.32
			OFFICE SUPPLIES	\$82.73	
198295	101-4501-523.30-05	PETTY CASH	OFFICE SUPPLIES	\$35.53	\$82.28
			OFFICE SUPPLIES	\$46.75	
	101-4501-523.33-05		SUPPLIES	\$12.86	\$12.86
198345	101-4501-523.22-03	SUBURBAN BLDG OFFICALS CONFER	INSPECTOR TRAINING	\$1,250.00	\$1,250.00
198350	101-4501-523.21-65	THOMPSON ELEVATOR INSPECTION	SERVICE BLDG MAINT	\$190.00	\$6,194.00
			SERVICE BLDG MAINT	\$114.00	
			SERVICE BLDG MAINT	\$38.00	
			SERVICE BLDG MAINT	\$5,852.00	
198382	101-4501-523.22-15	XEROX CORPORATION	OFFICE MACHINES & ACCESS	\$22.07	\$107.07
			OFFICE MACHINES & ACCESS	\$85.00	
Total Division:				\$9,344.53	
Division: 2					
198063	101-4502-523.20-25	ARLINGTON CENTER FOR RECOVERY	SERVICE MISCELLANEOUS	\$2,300.00	\$2,300.00
198067	101-4502-523.41-16	ARLINGTON HTS PARK DISTRICT	CDBG PROGRAM	\$2,285.85	\$5,900.83
			CDBG PROGRAM	\$2,207.57	
			CDBG PROGRAM	\$1,385.57	
			CAP CHILDREN AT PLAY	\$21.84	
198135	101-4502-523.21-10	CORELOGIC SOLUTIONS LLC	PROPERTY SEARCH	\$220.00	\$220.00
198186	101-4502-523.21-65	HARRIS TRUST & SAVINGS BANK	J2 MYFAX SERVICES	\$10.00	\$10.00
	101-4502-523.33-05		AMAZON.COM	\$37.51	\$82.50
			AMAZON MKTPLACE PMTS	\$44.99	
	101-4502-523.40-53		1048 MOTEL 6	\$124.30	\$354.13
			1048 MOTEL 6	\$108.76	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198186...	101-4502-523.40-53	HARRIS TRUST & SAVINGS BANK	1048 MOTEL 6	\$53.27	\$354.13
			AT&T C093 5120	\$67.80	
198222	101-4502-523.20-25	JOURNEYS COUNSELING CENTER LLC	COUNSELING	\$160.00	\$160.00
198225	101-4502-523.20-25	KATOR LCSW, ANNE	COUNSELING	\$130.00	\$390.00
			COUNSELING	\$260.00	
198239	101-4502-523.20-25	SHERRY LEMKE	COUNSELING	\$861.25	\$861.25
198250	101-4502-523.33-10	MC KESSON GENERAL MEDICAL	HEALTH RELATED SUPPLIES	\$2,269.76	\$2,269.76
198284	101-4502-523.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$100.02	\$100.02
198295	101-4502-523.22-03	PETTY CASH	TRAINING	\$10.80	\$10.80
	101-4502-523.30-05		OFFICE SUPPLIES	\$8.99	\$51.43
			OFFICE SUPPLIES	\$42.44	
	101-4502-523.33-10		CLINIC SUPPLIES	\$16.99	\$24.53
			SUPPLIES	\$7.54	
198367	101-4502-523.21-65	VERIZON WIRELESS	INV 9759591105	\$191.92	\$191.92
Total Division:				\$12,927.17	
Division: 3					
198052	101-4503-523.22-40	AMERICAN CHARGE SERVICE	TAXI SUBSIDY	\$15.00	\$15.00
198091	101-4503-523.31-65	CATHOLIC CHARITIES CATERING	PROGRAM SUPPLIES	\$63.00	\$63.00
198186	101-4503-523.21-65	HARRIS TRUST & SAVINGS BANK	VOLGISTICS INC	\$61.00	\$122.00
			VOLGISTICS INC	\$61.00	
	101-4503-523.30-05		WAL-MART #2815	\$47.35	\$220.51
			VISTAPR VISTA PRINT	\$173.16	
	101-4503-523.31-65		WAL-MART #2815	\$42.07	\$92.59
			WAL-MART #2815	\$40.54	
			FAMILY VIDEO - INTERNET	\$10.64	
			FAMILY VIDEO - INTERNET	(\$0.66)	
198301	101-4503-523.22-05	POSTMASTER ARLINGTON HEIGHTS	POSTAGE PERMIT 2594	\$474.28	\$474.28
198353	101-4503-523.22-40	THREE O THREE TAXI FLASH CAB	TAXI SUBSIDY	\$54.00	\$54.00
Total Division:				\$1,041.38	
Total Department:				\$23,313.08	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 24

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 50 Engineering					
Division: 1					
198144	101-5001-524.22-03	DLT SOLUTIONS	COMPUTER SOFTWARE SUPPORT	\$604.95	\$604.95
198186	101-5001-524.22-03	HARRIS TRUST & SAVINGS BANK	U OF IL ONLINE PAYMENT	\$120.00	\$360.00
			U OF IL ONLINE PAYMENT	\$120.00	
			U OF IL ONLINE PAYMENT	\$120.00	
198284	101-5001-524.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$56.44	\$56.44
198333	101-5001-524.20-05	SIDWELL CO	SIDWELL ANNUAL SERVICE	\$124.50	\$124.50
198372	101-5001-524.21-65	VERIZON WIRELESS	INV 9760716608	\$484.63	\$484.63
198375	426-5001-571.50-25	V3 CONSTRUCTION GROUP LTD	SERVICE CONSTRUCTION	\$9,500.00	\$16,950.00
			SERVICE CONSTRUCTION	\$7,450.00	
Total Division:				\$18,580.52	
Total Department:				\$18,580.52	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 71 Public Works					
Division: 1					
198040	101-7101-531.31-75	ACTIVE ELECTRICAL SUPPLY CO	STREET LIGHT SUPPLIES	\$2,728.75	\$2,728.75
198041	101-7101-531.31-55	ACTIVE LOCK AND KEY LTD	BUILDING SUPPLIES	\$112.73	\$205.23
			BUILDING SUPPLIES	\$92.50	
198042	101-7101-531.31-65	ADDISON BUILDING MATERIAL CO	SUPPLIES	\$1.61	\$21.36
			SUPPLIES	\$19.75	
	101-7101-531.31-80		SUPPLIES	\$9.87	\$42.27
			SUPPLIES	\$32.40	
198051	101-7101-531.21-11	AMERICAN BUILDING SERVICES LLC	SERVICE BLDG MAINT	\$4,146.17	\$4,146.17
198053	101-7101-531.21-11	AMERICAN DOOR & DOCK	SERVICE OVERHEAD DOOR	\$1,001.51	\$2,930.39
			WEST GATE REPAIR	\$248.40	
			DOOR REPAIR	\$935.28	
			BUILDING MAINTENANCE	\$372.60	
			BUILDING MAINTENANCE	\$372.60	
198058	101-7101-531.21-36	AMERIGAS-PALATINE	CYLINDER RENTAL	\$46.77	\$46.77
198069	101-7101-531.31-90	ARROW ROAD CONSTRUCTION CO	STREET/SIDEWALK SUPPLIES	\$5,666.38	\$5,666.38
198070	101-7101-531.22-70	AT & T LONG DISTANCE	857099062	\$474.29	\$474.29
198076	101-7101-531.31-45	BADE PAPER PRODUCTS	JANITORIAL SUPPLIES	\$720.00	\$720.00
198080	101-7101-531.22-03	BENSON CHARLES	TRAINING	\$1,870.40	\$1,870.40
198081	101-7101-531.31-55	BERKHEIMER CO INC	BUILDING SUPPLIES	\$5.06	\$288.31
			BUILDING SUPPLIES	\$190.69	
			BUILDING SUPPLIES	\$92.56	
198093	101-7101-531.31-65	CERTIFIED LABORATORIES	SUPPLIES	\$225.60	\$225.60
198099	101-7101-531.21-11	CINTAS CORP	BUILDING MAINTENANCE	\$16.85	\$129.36
			BUILDING MAINTENANCE	\$18.31	
			MAT CLEANING	\$21.19	
			MAT CLEANING	\$73.01	
	101-7101-531.30-35		WORK SHIRTS AND PANTS	\$35.95	\$107.85
			WORK SHIRTS AND PANTS	\$35.95	
			CLOTHING	\$35.95	
198103	101-7101-531.22-70	COMCAST CABLE	INTERNET SCADA	\$2.11	\$186.96

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198103	101-7101-531.22-70	COMCAST CABLE	INTERNET SCADA	\$184.85	\$186.96
198106	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	2985063029	\$119.25	\$119.25
198118	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	3291084013	\$4,271.62	\$4,271.62
198119	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	2278061084	\$79.65	\$79.65
198121	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	4103039009	\$227.89	\$227.89
198128	101-7101-531.21-11	COMPLETE CLEANING CO INC	SERVICE BLDG MAINT	\$2,630.00	\$2,630.00
198131	101-7101-531.31-90	CONSERV FS	ICE MELT	\$1,630.75	\$1,630.75
198142	101-7101-531.22-70	DEX ONE	PHONE SERVICE	\$8.22	\$8.22
198149	101-7101-531.21-02	DYNAMIC HEATING & PIPING CO	EQUIPMENT MAINTENANCE	\$759.40	\$1,672.40
			EQUIPMENT MAINTENANCE	\$637.00	
			EQUIPMENT MAINTENANCE	\$276.00	
198163	101-7101-531.21-02	FOX VALLEY FIRE & SAFETY COMPANY	EQUIPMENT MAINTENANCE	\$316.00	\$316.00
198176	101-7101-531.31-55	GRAINGER W W INC	BUILDING SUPPLIES	\$531.76	\$797.64
			BUILDING SUPPLIES	\$265.88	
	101-7101-531.31-65		SUPPLIES	\$259.88	\$276.00
			POWER CORD	\$16.12	
198177	235-7101-571.50-25	GREAT LAKES ELEVATOR SERVICE INC	SERVICE BLDG MAINT	\$24,648.00	\$40,378.80
			SERVICE BLDG MAINT	\$15,730.80	
198180	101-7101-531.21-62	GROOT INDUSTRIES	MONTHLY CHARGE	\$298.38	\$539.52
			MONTHLY CHARGE	\$241.14	
198186	101-7101-531.21-65	HARRIS TRUST & SAVINGS BANK	IPASS AUTOREPLENISH #5	\$40.00	\$40.00
	101-7101-531.22-03		U OF IL ONLINE PAYMENT	\$100.00	\$695.95
			INTL SOC ARBORICULTURE	\$24.95	
			ILCA	\$396.00	
			INTL SOC ARBORICULTURE	\$175.00	
	101-7101-531.31-65		MEIJER #228	\$85.53	\$129.04
			MEIJER #228	\$43.51	
198187	101-7101-531.21-02	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$520.28	\$7,262.73
			EQUIPMENT MAINTENANCE	\$766.51	
			EQUIPMENT MAINTENANCE	\$1,285.78	
			EQUIPMENT MAINTENANCE	\$465.28	
			EQUIPMENT MAINTENANCE	\$908.88	
			EQUIPMENT MAINTENANCE	\$829.00	
			EQUIPMENT MAINTENANCE	\$498.50	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198187	101-7101-531.21-02	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$781.50	\$7,262.73.
			EQUIPMENT MAINTENANCE	\$509.50	
			EQUIPMENT MAINTENANCE	\$428.50	
			EQUIPMENT MAINTENANCE	\$269.00	
198189	101-7101-531.31-55	HENNING BROTHERS INC	BUILDING SUPPLIES	\$128.17	\$453.67
			BUILDING SUPPLIES	\$325.50	
198200	101-7101-531.31-45	HP PRODUCTS CORP	JANITORIAL SUPPLIES	\$671.55	\$671.55
198203	435-7101-531.40-86	PETER HYNES	EAB	\$50.00	\$50.00
198210	101-7101-531.31-90	INDUSTRIAL SYSTEMS LTD	STREET/SIDEWALK SUPPLIES	\$3,209.36	\$15,997.26
			STREET/SIDEWALK SUPPLIES	\$3,144.94	
			STREET/SIDEWALK SUPPLIES	\$3,224.94	
			STREET/SIDEWALK SUPPLIES	\$3,231.31	
			STREET/SIDEWALK SUPPLIES	\$3,186.71	
198212	101-7101-531.21-11	INTL EXTERMINATORS INC	BUILDING MAINTENANCE	\$86.00	\$204.00
			BUILDING MAINTENANCE	\$118.00	
198216	101-7101-531.21-11	J GILL & COMPANY	SERVICE CONSTRUCTION	\$6,965.00	\$6,965.00
198220	101-7101-531.31-65	JON-DON INC	SUPPLIES	\$535.91	\$535.91
198223	101-7101-531.31-90	K TECH SPECIALTY COATINGS INC	STREET/SIDEWALK SUPPLIES	\$9,338.40	\$9,338.40
198230	101-7101-531.20-05	KINGSLEY & GINNODO ARCHITECTS	SERVICE CONSULTING	\$125.00	\$125.00
198237	101-7101-531.30-39	LEAHY WOLF CO	MOTOR OIL	\$662.40	\$662.40
198238	101-7101-531.20-05	LEGAT ARCHITECTS	CODE REVIEW	\$26.45	\$1,462.70
			REPLACE LOST CK 196494	\$1,436.25	
198244	101-7101-531.31-55	LOWES COMMERCIAL SERVICES	PAINT & EQUIPMENT	\$32.28	\$75.93
			BUILDER'S SUPPLIES	\$36.06	
			BUILDER'S SUPPLIES	\$7.59	
	101-7101-531.31-65		HARDWARE SUPPLIES	\$22.58	\$182.87
			HARDWARE SUPPLIES	(\$12.14)	
			HARDWARE SUPPLIES	\$3.69	
			HARDWARE SUPPLIES	\$37.98	
			HARDWARE SUPPLIES	\$41.72	
			HARDWARE SUPPLIES	\$15.16	
			HARDWARE SUPPLIES	\$15.18	
			PAINT & EQUIPMENT	\$15.16	
			HARDWARE SUPPLIES	\$13.26	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198244	101-7101-531.31-65	LOWES COMMERCIAL SERVICES	PAINT & EQUIPMENT	\$30.28	\$182.87.
	101-7101-531.31-85		HANDWARE SUPPLIES	\$15.18	\$110.96
			HARDWARE SUPPLIES	\$95.78	
198255	235-7101-571.50-25	MICHAEL BLADES & ACCOCIATES	REPLACE CK 197305	\$3,200.00	\$3,200.00
198257	101-7101-531.21-02	MID AMERICAN ELEVATOR CO INC	FEBRUARY CONTRACT BILLING	\$1,336.50	\$1,336.50
198261	101-7101-531.31-90	MORTON SALT INC	STREET/SIDEWALK SUPPLIES	\$22,585.52	\$137,802.56
			STREET/SIDEWALK SUPPLIES	\$54,659.43	
			STREET/SIDEWALK SUPPLIES	\$45,362.91	
			STREET/SIDEWALK SUPPLIES	\$9,593.98	
			STREET/SIDEWALK SUPPLIES	\$5,600.72	
198271	101-7101-531.31-55	NEXGEN BUILDING SUPPLY	BUILDING SUPPLIES	\$286.27	\$286.27
198277	101-7101-531.31-55	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING SUPPLIES	\$26.89	\$261.76
			BUILDING SUPPLIES	\$5.21	
			BUILDING SUPPLIES	\$47.06	
			BUILDING SUPPLIES	\$52.23	
			STREET LIGHTING SUPPLIES	\$10.36	
			BUILDING SUPPLIES	\$120.01	
	101-7101-531.31-75		STREET LIGHT SUPPLIES	\$4.04	\$973.98
			STREET LIGHT SUPPLIES	\$44.84	
			STREET LIGHT SUPPLIES	\$883.54	
			STREET LIGHT SUPPLIES	\$29.76	
			STREET LIGHT SUPPLIES	\$11.80	
198284	101-7101-531.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$134.43	\$471.59
			OFFICE SUPPLIES	\$134.43	
			OFFICE SUPPLIES	\$10.54	
			OFFICE SUPPLIES	\$3.59	
			OFFICE SUPPLIES	\$82.20	
			OFFICE SUPPLIES	\$3.99	
			OFFICE SUPPLIES	\$53.79	
			OFFICE SUPPLES	\$1.99	
			OFFICE SUPPLIES	\$7.64	
			OFFICE SUPPLIES	\$1.89	
			OFFICE SUPPLIES	\$37.10	
198285	101-7101-531.22-03	ON TARGET SOLUTIONS GROUP INC	TRAINING	\$350.00	\$350.00

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198286	101-7101-531.22-70	PACIFIC TELEMAGEMENT SERVICES	PAY PHONES FEE	\$153.00	\$153.00
198290	101-7101-531.21-11	PARENTI & RAFFAELLI LTD	SERVICE BLDG MAINT	\$4,089.00	\$4,089.00
198295	101-7101-531.33-05	PETTY CASH	SUPPLIES	\$3.98	\$3.98
198302	101-7101-531.21-15	POTHOLE PROS INC	SERVICE CONSTRUCTION	\$15,257.81	\$15,257.81
198303	101-7101-531.21-55	POWELL TREE CARE INC	SERVICE TREES	\$3,654.00	\$3,654.00
198307	101-7101-531.30-35	IPROMOTEU	CLOTHING	\$429.48	\$429.48
198318	101-7101-531.30-35	RED WING SHOE STORE	CLOTHING & APPAREL	\$182.70	\$662.05
			SHOES AND BOOTS	\$178.49	
			SHOES AND BOOTS	\$191.24	
			CLOTHING & APPAREL	\$109.62	
198332	101-7101-531.31-55	SHERWIN ACE HARDWARE	PAINT & EQUIPMENT	\$28.96	\$34.23
			HARDWARE SUPPLIES	\$5.27	
	101-7101-531.31-65		HARDWARE SUPPLIES	\$207.20	\$207.20
198334	101-7101-531.21-02	SIMPLEX GRINNELL	EQUIPMENT MAINTENANCE	\$1,134.00	\$1,134.00
198336	101-7101-531.22-75	SOUND INCORPORATED	WARRANTY EXTENSION	\$72.73	\$145.46
			SILVER WARRRANTY	\$72.73	
198338	101-7101-531.22-70	SPRINT	840280811	\$199.81	\$199.81
198339	101-7101-531.22-70	SPRINT	352372920	\$21.27	\$21.27
198341	101-7101-531.31-55	STANDARD PIPE & SUPPLY INC	BUILDING SUPPLIES	\$306.53	\$306.53
	101-7101-531.31-85		TOOLS	\$37.05	\$37.05
198342	101-7101-531.31-55	STEINER ELECTRIC	BUILDING SUPPLIES	\$45.76	\$45.76
	101-7101-531.31-75		STREET LIGHT SUPPLIES	\$2,263.00	\$2,353.20
			STREET LIGHT SUPPLIES	\$90.20	
198347	101-7101-531.31-75	SUNRISE ELECTRIC SUPPLY	STREET LIGHT SUPPLIES	\$7,476.00	\$7,476.00
198357	101-7101-531.31-80	TRAFFIC CONTROL & PROTECTION	SUPPLIES	\$150.00	\$150.00
198365	101-7101-531.22-70	VERIZON WIRELESS	INV 9759425372	\$279.92	\$279.92
198366	101-7101-531.22-70	VERIZON WIRELESS	INV 9759635524	\$723.22	\$723.22
198368	101-7101-531.21-65	VERIZON WIRELESS	INV 9859396270	\$1,861.93	\$1,861.93
198376	235-7101-571.50-25	WALKER PARKING CONSULTANTS	SERVICE CONSULTING	\$14,500.00	\$14,500.00
198381	101-7101-531.21-11	WIL-KIL PEST CONTROL	COMMERICAL CONTRACT	\$45.00	\$1,530.00
			BUILDING MAINTENANCE	\$110.00	
			BUILDING MAINTENANCE	\$45.00	
			BUILDING MAINTENANCE	\$385.00	
			BUILDING MAINTENANCE	\$110.00	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198381	101-7101-531.21-11	WIL-KIL PEST CONTROL	BUILDING MAINTENANCE	\$80.00	\$1,530.00
			BUILDING MAINTENANCE	\$80.00	
			COMMERCIAL CONTRACT	\$225.00	
			COMMERCIAL CONTRACT	\$225.00	
			BUILDING MAINTENANCE	\$225.00	
198383	101-7101-531.31-65	ZEP MANUFACTURING CO	SUPPLIES	\$299.10	\$299.10
801526	101-7101-531.21-50	NICOR	53278600001	\$1,437.62	\$7,809.84
			55616726109	\$3,836.49	
			96945600003	\$1,992.12	
			43278600002	\$394.81	
			72489260108	\$148.80	
801528	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	5492508009	\$69.79	\$402.43
			3973144001	\$191.49	
			3973144001	\$141.15	
801529	101-7101-531.22-70	AT & T	847590600001	\$2,058.93	\$14,529.83
			847392086801	\$132.82	
			847797132101	\$98.76	
			847439786801	\$190.32	
			847Z97278401	\$646.85	
			847R16051901	\$1,999.70	
			847577579501	\$542.04	
			847577545301	\$135.57	
			847253612401	\$96.24	
			847253343801	\$223.23	
			847398933601	\$395.10	
			847253312001	\$8,010.27	
Total Division:				\$340,679.96	
Total Department:				\$340,679.96	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 72 Water and Sewer					
Division: 1					
198043	505-7201-561.31-01	ADVANCED VALVE TECHNOLOGIES LLC	WATER DISTRIBUTION SUPPLY	\$146.41	\$146.41
198050	505-7201-561.31-65	AMAZON.COM	EQUIPMENT RACK	\$39.99	\$39.99
198078	505-7201-561.31-55	BATTERIES PLUS LLC	BUILDING SUPPLIES	\$271.54	\$271.54
198107	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0159027139	\$2,417.07	\$2,417.07
198109	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0300013030	\$4,679.09	\$4,679.09
198110	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	1257044037	\$1,202.33	\$1,202.33
198111	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0081080033	\$1,912.09	\$1,912.09
198112	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0117045072	\$155.09	\$155.09
198113	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0831076049	\$181.48	\$181.48
198114	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0705092066	\$142.59	\$142.59
198115	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0684023014	\$148.41	\$148.41
198116	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0405097038	\$3,441.92	\$3,441.92
198117	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0111076085	\$514.47	\$514.47
198120	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0441087047	\$2,506.28	\$2,506.28
198122	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0528113037	\$2,934.44	\$2,934.44
198124	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0522082015	\$378.55	\$378.55
198126	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	0789016039	\$471.34	\$471.34
198134	505-7201-561.22-02	COOKE RONALD	CDL REIMBURSEMENT	\$50.00	\$50.00
198139	505-7201-561.50-15	DAHME MECHANICAL INDUSTRIES	SERVICE BLDG MAINT	\$2,000.00	\$6,000.00
			SERVICE BLDG MAINT	\$4,000.00	
198150	505-7201-561.31-05	EAST JORDAN USA INC	PLUMBING EQUIP FIXT,SUPP	\$4,920.00	\$4,920.00
198161	505-7201-561.31-01	FOREMAN JOSEPH D AND CO	WATER DISTRIBUTION SUPPLY	\$318.46	\$1,347.46
			COPPER TUBING	\$1,029.00	
198176	505-7201-561.31-55	GRAINGER W W INC	SUPPLIES	\$123.47	\$123.47
	505-7201-561.33-05		SUPPLIES	\$59.52	\$59.52
198186	505-7201-561.22-02	HARRIS TRUST & SAVINGS BANK	AWWA.ORG	\$200.00	\$200.00
	505-7201-561.30-35		AMAZON.COM	\$145.00	\$145.00
	505-7201-561.31-02		AMAZON.COM	\$342.95	\$342.95
	505-7201-561.31-65		AMAZON MKTPLACE PMTS	\$39.95	\$39.95
	505-7201-561.31-85		AMAZON.COM	\$52.29	\$52.29

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198186	505-7201-561.50-10	HARRIS TRUST & SAVINGS BANK	DMI DELL K-12/GOVT	\$1,047.94	\$1,047.94
198188	505-7201-561.21-35	HBK WATER METER SERVICE INC	SERVICE METER	\$715.10	\$715.10
	505-7201-561.31-02		METERS, BACKFLOW DEVICES	\$228.00	\$228.00
	505-7201-561.50-15		WATER SEWER SYSTEM SUPPLY	\$12,900.00	\$12,900.00
198192	505-7201-561.21-50	HOMEFIELD ENERGY	0300013030	\$5,072.21	\$5,072.21
198193	505-7201-561.21-50	HOMEFIELD ENERGY	0405097038	\$3,209.99	\$3,209.99
198194	505-7201-561.21-50	HOMEFIELD ENERGY	0789016039	\$668.78	\$668.78
198195	505-7201-561.21-50	HOMEFIELD ENERGY	0522082015	\$671.22	\$671.22
198196	505-7201-561.21-50	HOMEFIELD ENERGY	0159027139	\$1,009.43	\$1,009.43
198198	505-7201-561.21-50	HOMEFIELD ENERGY	030013030	\$5,933.36	\$5,933.36
198199	505-7201-561.21-50	HOMEFIELD ENERGY	0441087047	\$465.86	\$465.86
198216	505-7201-561.21-11	J GILL & COMPANY	SERVICE CONSTRUCTION	\$2,985.00	\$2,985.00
198233	505-7201-561.50-15	LAI LTD	ELECTRICAL EQUIP & SUPPLY	\$9,725.87	\$9,725.87
198238	505-7201-561.20-05	LEGAT ARCHITECTS	REPLACE LOST CK 196494	\$5,745.00	\$5,745.00
198244	505-7201-561.31-07	LOWES COMMERCIAL SERVICES	PUMPING SYSTEM SUPPLIES	\$4.60	\$4.60
	505-7201-561.31-55		ELECTRICAL EQUIP & SUPPLY	\$16.96	\$175.98
			HARDWARE SUPPLIES	\$13.28	
			HARDWARE SUPPLIES	\$145.74	
	505-7201-561.31-65		HARDWARE SUPPLIES	\$48.18	\$189.86
			STREET/SIDEWALK SUPPLIES	\$50.55	
			STREET/SIDEWALK SUPPLIES	\$91.13	
198249	505-7201-561.20-05	MC HENRY ANALYTICAL WATER LAB	WATER SAMPLE TESTING	\$860.00	\$860.00
198251	505-7201-561.31-65	MCM ELECTRONICS	SUPPLIES	\$322.99	\$322.99
198254	505-7201-561.50-15	METROPOLITAN PUMP COMPANY	SERVICE CONSTRUCTION	\$2,552.00	\$2,552.00
198265	505-7201-561.31-65	NATL CAP & SET SCREW CO	SUPPLIES	\$470.98	\$470.98
198267	505-7201-561.31-55	NEUCO INC	BUILDING SUPPLIES	\$87.96	\$87.96
198269	505-7201-561.31-05	NEWARK CORP	SUPPLIES	\$168.57	\$168.57
198284	505-7201-561.30-05	OFFICE DEPOT	OFFICE SUPPLIES	(\$21.09)	\$450.56
			OFFICE SUPPLIES	\$134.44	
			OFFICE SUPPLIES	\$134.44	
			OFFICE SUPPLIES	\$10.55	
			OFFICE SUPPLIES	\$3.58	
			OFFICE SUPPLIES	\$82.20	
			OFFICE SUPPLIES	\$4.00	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198284	505-7201-561.30-05	OFFICE DEPOT	OFFICE SUPPLIES	\$53.79	\$450.56
			OFFICE SUPPLIES	\$2.00	
			OFFICE SUPPLIES	\$7.65	
			OFFICE SUPPLIES	\$1.90	
			OFFICE SUPPLIES	\$37.10	
198289	505-7201-561.22-03	CRIS PAPIERNIAK	TRAINING	\$58.63	\$58.63
198295	505-7201-561.22-03	PETTY CASH	TRAINING	\$25.00	\$25.00
	505-7201-561.22-05		STAMPS	\$19.60	\$19.60
	505-7201-561.31-65		SUPPLIES	\$37.80	\$37.80
198300	505-7201-561.31-07	POLLARD WATER	SEWER COLLECTION SUPPLIES	\$733.98	\$733.98
198304	505-7201-561.31-90	PRAIRIE MATERIAL SALES INC	CONCRETE	\$545.00	\$545.00
198306	505-7201-561.30-35	PRO SAFETY INC	CLOTHING	\$480.00	\$480.00
198307	505-7201-561.30-35	IPROMOTEU	CLOTHING	\$429.48	\$429.48
198318	505-7201-561.30-35	RED WING SHOE STORE	CLOTHING & APPAREL	\$169.95	\$316.11
			CLOTHING & APPAREL	\$146.16	
198332	505-7201-561.31-05	SHERWIN ACE HARDWARE	PUMPING SYSTEM SUPPLIES	\$15.98	\$24.68
			PUMPING SYSTEM SUPPLIES	\$8.70	
	505-7201-561.31-07		WATER SEWER SYSTEM SUPPLY	\$7.98	\$7.98
	505-7201-561.31-65		JANITORIAL SUPPLIES	\$23.98	\$23.98
	505-7201-561.31-85		WATER SEWER SYSTEM SUPPLY	\$13.99	\$13.99
198335	505-7201-561.21-35	SKIRMONT MECHANICAL CONTRACTORS	SERVICE METER	\$15,305.58	\$15,305.58
198340	505-7201-561.22-03	STANDARD EQUIPMENT CO	NASSCO TRAINING	\$995.00	\$995.00
198341	505-7201-561.31-55	STANDARD PIPE & SUPPLY INC	BUILDING SUPPLIES	\$293.96	\$316.08
			BUILDING SUPPLIES	\$22.12	
198342	505-7201-561.21-02	STEINER ELECTRIC	EQUIPMENT MAINTENANCE	\$97.79	\$5,407.79
			EQUIPMENT MAINTENANCE	\$1,770.00	
			EQUIPMENT MAINTENANCE	\$1,770.00	
			EQUIPMENT MAINTENANCE	\$1,770.00	
198349	505-7201-561.31-02	TEST GAUGE & BACKFLOW SUPPLY	WATER SEWER SYSTEM SUPPLY	\$2,500.45	\$2,500.45
198361	505-7201-561.31-01	UNDERGROUND PIPE & VALVE	WATER DISTRIBUTION SUPPLY	\$1,995.00	\$1,995.00
198365	505-7201-561.22-70	VERIZON WIRELESS	INV 9759425372	\$279.92	\$279.92
198368	505-7201-561.22-70	VERIZON WIRELESS	INV 9859396270	\$1,655.58	\$1,655.58
198383	505-7201-561.31-65	ZEP MANUFACTURING CO	SUPPLIES	\$299.10	\$299.10
198384	505-7201-561.31-01	ZIEBELL WATER SERVICE PRODUCTS	WATER DISTRIBUTION SUPPLY	\$443.00	\$443.00

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 34

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198384...	505-7201-561.31-85	ZIEBELL WATER SERVICE PRODUCTS...	TOOLS	\$255.00	\$255.00
801526	505-7201-561.21-50	NICOR	04055600003	\$56.10	\$408.29
			58455500003	\$56.35	
			42567835683	\$26.30	
			19278600002	\$164.95	
			04055600003	\$104.59	
801528	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	1104021044	\$115.14	\$791.84
			1284169036	\$570.37	
			0368380009	\$30.22	
			0645171017	\$76.11	
801529	505-7201-561.22-70	AT & T	847590808501	\$285.73	\$1,508.67
			847590210501	\$931.72	
			847253017401	\$96.60	
			847437468401	\$97.31	
			847437468501	\$97.31	
Total Division:				\$125,362.52	
Total Department:				\$125,362.52	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 73 Parking					
Division: 1					
198152	235-7301-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$486.60	\$973.20
			SERVICE BLDG MAINT	\$486.60	
198200	235-7301-532.33-05	HP PRODUCTS CORP	JANITORIAL SUPPLIES	\$41.87	\$41.87
198268	235-7301-532.31-90	NEW DEAL DEICING	STREET/SIDEWALK SUPPLIES	\$7,492.00	\$7,492.00
Total Division:				\$8,507.07	
Division: 2					
198108	235-7302-532.21-50	COMMONWEALTH EDISON COMPANY	4874331007	\$1,284.36	\$1,284.36
198139	235-7302-532.21-11	DAHME MECHANICAL INDUSTRIES	BUILDING MAINTENANCE	\$830.50	\$830.50
198152	235-7302-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$1,540.90	\$3,081.80
			SERVICE BLDG MAINT	\$1,540.90	
198197	235-7302-532.21-50	HOMEFIELD ENERGY	4874331007	\$4,315.32	\$4,315.32
198200	235-7302-532.33-05	HP PRODUCTS CORP	JANITORIAL SUPPLIES	\$132.56	\$132.56
198257	235-7302-532.21-02	MID AMERICAN ELEVATOR CO INC	EQUIPMENT MAINTENANCE	\$1,118.00	\$1,806.00
			EQUIPMENT MAINTENANCE	\$688.00	
198268	235-7302-532.31-90	NEW DEAL DEICING	STREET/SIDEWALK SUPPLIES	\$16,857.00	\$16,857.00
Total Division:				\$28,307.54	
Division: 3					
198123	235-7303-532.21-50	COMMONWEALTH EDISON COMPANY	4643395004	\$885.91	\$885.91
198152	235-7303-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$1,540.90	\$3,081.80
			SERVICE BLDG MAINT	\$1,540.90	
198200	235-7303-532.33-05	HP PRODUCTS CORP	JANITORIAL SUPPLIES	\$132.56	\$132.56
198268	235-7303-532.31-90	NEW DEAL DEICING	STREET/SIDEWALK SUPPLIES	\$13,111.00	\$13,111.00
801529	235-7303-532.21-50	AT & T	847253097801	\$186.26	\$2,918.87
			847632002801	\$2,732.61	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 36

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Total Division:				\$20,130.14	
Division: 4					
198125	235-7304-532.21-50	COMMONWEALTH EDISON COMPANY	0983023007	\$1,043.39	\$1,043.39
198152	235-7304-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$486.60	\$973.20
			SERVICE BLDG MAINT	\$486.60	
198200	235-7304-532.33-05	HP PRODUCTS CORP	JANITORIAL SUPPLIES	\$41.86	\$41.86
Total Division:				\$2,058.45	
Total Department:				\$59,003.20	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 37

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 74 Solid Waste Dispsl SWANCC					
Division: 1					
901116	511-7401-562.21-54	SOLID WASTE AGENCY	TIPPING FEE 3-2016	\$102,953.48	\$102,953.48
Total Division:				\$102,953.48	
Total Department:				\$102,953.48	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 75 Municipal Fleet Services					
Division: 1					
198039	621-7501-551.21-02	ACCURATE TANK TECHNOLOGIES	SERVICE EQUIPMENT	\$3,810.48	\$3,810.48
198048	621-7501-551.31-51	ALEXANDER EQUIPMENT CO INC	VEH MAINTENANCE SUPPLY	\$70.50	\$70.50
198049	621-7501-551.21-07	ALLSTAR WINDSHIELD CENTERS	WINDSHIELD REPAIR	\$69.95	\$69.95
	621-7501-551.21-08		VEHICLE DAMAGE	\$85.00	\$85.00
198066	621-7501-551.31-51	ARLINGTON HTS FORD INC	VEH MAINTENANCE SUPPLY	\$684.65	\$684.65
198071	621-7501-551.21-07	ATLAS BOBCAT INCORPORATED	SERVICE VEHICLE PARTS	\$3,145.11	\$3,145.11
198072	621-7501-551.31-51	ATLAS FIRST ACCESS INC	VEH MAINTENANCE SUPPLY	\$138.75	\$138.75
198073	621-7501-551.21-07	AUTO GLASS TEK INC	VEH EQUIPMENT MAINTENANCE	\$590.00	\$590.00
198074	621-7501-551.31-51	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	\$710.96	\$1,572.22
			VEH MAINTENANCE SUPPLY	\$861.26	
198075	621-7501-551.31-51	AUTO ZONE	VEH MAINTENANCE SUPPLY	\$79.52	\$105.35
			VEH MAINTENANCE SUPPLY	\$17.72	
			VEH MAINTENANCE SUPPLY	\$8.11	
198078	621-7501-551.31-51	BATTERIES PLUS LLC	VEH MAINTENANCE SUPPLY	\$210.99	\$210.99
198086	621-7501-551.31-51	CAR QUEST	VEH MAINTENANCE SUPPLY	\$5.99	\$839.62
			VEH MAINTENANCE SUPPLY	\$195.68	
			VEH MAINTENANCE SUPPLY	\$66.00	
			VEH MAINTENANCE SUPPLY	\$127.88	
			VEH MAINTENANCE SUPPLY	\$13.08	
			VEH MAINTENANCE SUPPLY	\$107.09	
			VEH MAINTENANCE SUPPLY	\$249.96	
			VEH MAINTENANCE SUPPLY	\$13.09	
			VEH MAINTENANCE SUPPLY	\$41.71	
			VEH MAINTENANCE SUPPLY	\$19.14	
198087	621-7501-551.21-07	CASSIDY TIRE & SERVICE	WHEEL ALIGNMENT	\$76.00	\$76.00
	621-7501-551.31-51		VEH MAINTENANCE SUPPLY	\$216.00	\$576.00
			TIRES	\$360.00	
198089	621-7501-551.31-51	CASTLE CHEVROLET NORTH	VEH MAINTENANCE SUPPLY	\$37.91	\$186.65
			VEH MAINTENANCE SUPPLY	(\$19.70)	
			VEH MAINTENANCE SUPPLY	\$3.70	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198089	621-7501-551.31-51	CASTLE CHEVROLET NORTH	VEH MAINTENANCE SUPPLY	\$164.74	\$186.65.
198090	621-7501-551.21-07	CATCHING FLUID POWER INC	VEH EQUIPMENT MAINTENANCE	\$346.99	\$346.99
198092	621-7501-551.21-07	CERTIFIED FLEET SERVICES INC	OSHA MAN LIFT INSPECTION	\$400.00	\$400.00
198093	621-7501-551.31-65	CERTIFIED LABORATORIES	SUPPLIES	\$457.60	\$457.60
198094	621-7501-551.22-03	CFA SOFTWARE INC	CFA TRAINING	\$600.00	\$600.00
198096	621-7501-551.31-51	CHICAGO PARTS AND SOUND	VEH MAINTENANCE SUPPLY	(\$250.00)	\$529.72
			VEH MAINTENANCE SUPPLY	\$256.49	
			VEH MAINTENANCE SUPPLY	\$55.20	
			VEH MAINTENANCE SUPPLY	\$64.23	
			VEH MAINTENANCE SUPPLY	\$250.00	
			VEH MAINTENANCE SUPPLY	\$153.80	
198099	621-7501-551.30-35	CINTAS CORP	WORK SHIRTS AND PANTS	\$35.95	\$107.85
			WORK SHIRTS AND PANTS	\$35.95	
			CLOTHING	\$35.95	
198100	621-7501-551.21-36	CITY WELDING SALES & SERVICE	CYLINDER RENTAL	\$138.88	\$269.83
			CYLINDER RENTAL	\$130.95	
	621-7501-551.31-65		SUPPLIES	\$81.29	\$81.29
198146	621-7501-551.31-51	DOUGLAS TRUCK PARTS INC	VEH MAINTENANCE SUPPLY	\$114.00	\$173.36
			VEH MAINTENANCE SUPPLY	\$59.36	
	621-7501-551.31-65		SUPPLIES	\$59.36	\$73.32
			SUPPLIES	\$13.96	
198160	621-7501-551.31-51	FLEETPRIDE	VEH MAINTENANCE SUPPLY	\$127.79	\$127.79
198162	621-7501-551.31-51	FOSTER COACH SALES INC	VEH MAINTENANCE SUPPLY	\$357.89	\$357.89
198170	621-7501-551.21-08	GERBER COLLISION & GLASS	SERVICE VEHICLE PARTS	\$2,047.50	\$2,047.50
198174	621-7501-551.31-51	GLOBAL EMERGENCY PRODUCTS	VEH MAINTENANCE SUPPLY	\$132.98	\$381.44
			VEH MAINTENANCE SUPPLY	\$31.37	
			VEH MAINTENANCE SUPPLY	\$192.21	
			VEH MAINTENANCE SUPPLY	\$24.88	
198185	621-7501-551.31-65	HARBOR FREIGHT TOOLS	SUPPLIES	\$41.97	\$41.97
198186	621-7501-551.31-51	HARRIS TRUST & SAVINGS BANK	SHIPPING/HANDLING	\$234.47	\$234.47
198232	621-7501-551.31-51	KUSSMAUL ELECTRONICS CO INC	VEH MAINTENANCE SUPPLY	\$1,016.69	\$1,016.69
198240	621-7501-551.21-62	LIBERTY TIRE RECYCLING	TIRES	\$190.26	\$190.26
198260	621-7501-551.21-07	MORTON GROVE AUTOMOTIVE WEST	VEH EQUIPMENT MAINTENANCE	\$145.00	\$235.00
			VEH EQUIPMENT MAINTENANCE	\$90.00	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198264	621-7501-551.31-51	NAPA HEIGHTS AUTOMOTIVE	VEH MAINTENANCE SUPPLY	\$38.49	\$38.49
198273	621-7501-551.21-07	NORTHWEST AUTO WASH	CAR WASHES	\$714.90	\$714.90
198283	621-7501-551.21-07	ODOCK INC	CAR WASHES	\$16.00	\$58.00
			CAR WASHES	\$42.00	
198285	621-7501-551.22-03	ON TARGET SOLUTIONS GROUP INC	TRAINING	\$175.00	\$175.00
198291	621-7501-551.31-51	PATLIN INC	VEH MAINTENANCE SUPPLY	\$322.27	\$387.01
			VEH MAINTENANCE SUPPLY	\$64.74	
198292	621-7501-551.21-08	PATTEN INDUSTRIES INC	VEHICLE DAMAGE	\$266.36	\$266.36
			VEHICLE DAMAGE	\$1,253.09	
			VEHICLE DAMAGE	(\$1,253.09)	
	621-7501-551.31-51		VEH MAINTENANCE SUPPLY	(\$148.52)	\$107.88
			VEH MAINTENANCE SUPPLY	\$105.16	
			VEH MAINTENANCE SUPPLY	\$113.16	
			VEH MAINTENANCE SUPPLY	\$38.08	
198305	621-7501-551.31-51	PRECISION SERVICE PARTS	VEH MAINTENANCE SUPPLY	(\$51.96)	\$38.62
			VEH MAINTENANCE SUPPLY	(\$100.00)	
			VEH MAINATENANCE SUPPLY	\$56.88	
			VEH MAINTENANCE SUPPLY	(\$75.00)	
			VEH MAINTENANCE SUPPLY	\$208.70	
198315	621-7501-551.21-07	RACEWAY CAR WASH	CAR WASHES	\$432.00	\$432.00
198326	621-7501-551.31-51	RUSH TRUCK CENTERS/DECATUR	VEH MAINTENANCE SUPPLY	\$199.20	\$1,792.55
			VEH MAINTENANCE SUPPLY	\$1,369.70	
			VEH MAINTENANCE SUPPLY	\$89.46	
			VEH MAINTENANCE SUPPLY	\$134.19	
198327	621-7501-551.31-51	RUSO'S POWER EQUIPMENT INC	VEH MAINTENANCE SUPPLY	\$30.12	\$30.12
198330	621-7501-551.21-07	SECRETARY OF STATE	TITLES AND PLATES	\$105.00	\$315.00
			TITLES AND PLATES	\$105.00	
			TITLES AND PLATES	\$105.00	
198331	621-7501-551.31-65	SERVICE COMPONENTS	SUPPLIES	\$67.76	\$129.43
			SUPPLIES	\$61.67	
198378	621-7501-551.21-07	WENTWORTH TIRE SERVICE	TIRES	\$604.24	\$604.24
	621-7501-551.31-51		TIRES AND TUBES	\$2,058.62	\$2,887.66
			TIRES	\$614.36	
			TIRES	\$214.68	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 41

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
198379	621-7501-551.31-51	WEST SIDE TRACTOR SALES CO	VEH MAINTENANCE SUPPLY	(\$135.44)	\$275.65
			VEH MAINTENANCE SUPPLY	\$102.81	
			VEH MAINTENANCE SUPPLY	\$166.08	
			VEH MAINTENANCE SUPPLY	\$142.20	
198380	621-7501-551.31-51	WHOLESALE DIRECT INC	VEH MAINTENANCE SUPPLY	\$86.47	\$86.47
198383	621-7501-551.31-51	ZEP MANUFACTURING CO	VEH MAINTENANCE SUPPLY	\$625.15	\$625.15
Total Division:				\$28,798.77	
Total Department:				\$28,798.77	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 42

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 90 Capital					
Division: 1					
198129	505-9001-571.50-25	CONNEXION ELECTRICAL	ELECTRICAL EQUIP & SUPPLY	\$2,622.00	\$2,622.00
Total Division:				\$2,622.00	
Division: 3					
198321	621-9003-572.50-05	ROESCH FORD	VEHICLE MAJOR TRANSPORT	\$25,520.00	\$25,520.00
Total Division:				\$25,520.00	
Total Department:				\$28,142.00	

Check Date: 2016 - 2 - 28

WARRANT REGISTER - GM0002

Date: Wednesday, March 02, 2016
Page 43

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amt
Department: 99 Non Operating					
Division: 1					
198253	515-9901-525.40-92	METROPOLIS COMMERCIAL CONDO ASSN	BLDG RESERVE FUND/3-2016	\$1,199.90	\$7,568.60
			CAM CHARGE/3-20L6	\$6,368.70	
Total Division:				\$7,568.60	
Total Department:				\$7,568.60	
TOTAL ALL FUNDS:				\$1,395,023.61	



Item: 2015 - 2019 Consolidated Plan Substantial Amendment

Department: Planning & Community Development

This is the first of two public hearings concerning a proposed Substantial Amendment to the Village's 2015 – 2019 Consolidated Plan. Most of the proposed actions explained in the Substantial Amendment are related to the change in the Village's Consolidated Plan/CDBG fiscal and program year resulting from the Village's decision to join the Cook County Consortium. The Substantial Amendment also includes a budget change recommended by the Village's Housing Commission to reallocate \$20,000 from the 2015/2016 budget from the Single Family Rehab Program to the 2015/2016 budget for the Group Home and Transitional Housing Program.

The March 7, 2016 public hearing will be followed by a 30-day public comment period. A second public hearing and Village Board action on the Substantial Amendment are scheduled for April 18, 2016.

No Village Board action is required on March 7, 2016 other than the holding of the public hearing.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Purpose of Public Hearing	Correspondence
Substantial Amendment	Exhibits

VILLAGE BOARD TRANSMITTAL
March 7, 2016 VILLAGE BOARD MEETING
CDBG Substantial Amendment

HUD regulations require that when the Village takes actions that make substantial changes to its Consolidated Plan, the Village must engage in a citizen participation process. This process must involve, at a minimum, two public hearings and a 30-day public comment period.

Substantial amendments to the 2015 – 2019 Consolidated Plan are proposed. The schedule for the public participation process is:

March 7, 2016	First Public Hearing
March 8 – April 7, 2016	Public Comment Period
April 18, 2016	Second Public Hearing and Village Board Action

Proposed Substantial Amendments related to joining the Cook County HOME Consortium

On June 15, 2015, the Village voted to become a member of the Cook County HOME Consortium. It is expected that as a member of the Consortium, the Village will have greater access to Federal HOME dollars which are used to develop and support affordable housing.

The proposed substantial amendment explains the steps that will occur as a result of the Village joining the Cook County HOME Consortium. These steps are summarized below:

- The Village will terminate its individual 2015-2019 Consolidated Plan on September 30, 2016 and will become a participating jurisdiction in the 2015-2019 Cook County Consolidated Plan
- Henceforward, the Village will submit certain plans and reports to HUD through Cook County
- The Village is changing its CDBG fiscal/program year from May 1st through April 30th to October 1st through September 30th beginning on October 1, 2016.
- The May 1, 2015 – April 30, 2016 CDBG fiscal/program year is being extended to an end date of September 30, 2016 in order to eliminate the gap between fiscal/program years.
- CDBG-funded public service and administrative costs will be funded from May 1, 2016 – September 30, 2016 by Cook County.
- The Village will continue all other programs approved in the 2015-2016 Annual Action Plan through September 30, 2016, and the Village may

allocate up to an additional \$50,000 in CDBG program income to supplement the funds available for the Single Family Rehabilitation Loan Program during the extended fiscal/program year.

Proposed 2015-2016 Budget Amendment

At its January 5, 2016 meeting, the Housing Commission approved a motion recommending to the Village Board that \$20,000 be reallocated from the 2015-2016 Single Family Rehabilitation Loan Program to the Group Home and Transitional Housing Program. The current Single Family Rehabilitation Loan Program budget (as per the Federal 2015 Annual Action Plan) is \$121,735 of which \$38,475 has been spent. There is one pending project estimated at a cost of \$25,000 if that project proceeds.

Over the past several months, Village staff and the Housing Commission reviewed applications to the CDBG-funded Group Home and Transitional Housing Program. The 2015-2016 allocation for this program is \$46,815 of which \$24,900 has already been spent for a project approved last year but completed this year. Therefore, a total of \$21,915 is currently available.

On January 5, 2016, the Housing Commission approved the following list of projects provided that the Village Board approves a reallocation of \$20,000 from the Single Family Rehabilitation Loan Program to the Group Home and Transitional Housing Program to cover the costs. The reallocation of funds would bring the total available to \$41,915 which would cover the approved projects with a small contingency amount.

St. Coletta of Wisconsin for partial funding of a new roof on a group home:	\$4,000
Clearbrook for a new roof on a group home:	\$12,000
Little City Foundation for improvements to open the kitchen area to the living room area:	\$10,550
Glenkirk to remodel a handicapped accessible bathroom:	<u>\$15,000</u>
Total:	<u>\$41,550</u>

Should there be a shortage of funds in the Single Family Rehabilitation Loan Program prior to the end of the extended fiscal/program year, one of the substantial amendments to the Consolidated Plan (listed above) would allow the Village Board to allocate up to an additional \$50,000 in program income for the Single Family Rehab Program.

No Village Board action is required in connection with the public hearing on March 7, 2016.

Substantial Amendment
Village of Arlington Heights 2015 - 2019 Consolidated Plan

The Village of Arlington Heights 2015 – 2019 Consolidated Plan and 2015 Annual Action Plan are proposed to be amended as follows:

1. As a result of the Village of Arlington Heights having joined the Cook County HOME Consortium, the Village of Arlington Heights will coordinate its planning and reporting with Cook County. The Village will be a participating community in the Cook County Consolidated Plan, and the Village of Arlington Heights' 2015-2019 will terminate its separate 2015 – 2019 Consolidated Plan as of September 30, 2016.
2. The Village of Arlington Heights will continue to plan, draft and approve Annual Action Plans, Comprehensive Annual Performance and Evaluation Reports (CAPER), financial reports, etc. as required by HUD. However, certain plans and reports, including the Village's Annual Action Plans, will be submitted to Cook County which will then submit them to U.S. Department of Housing and Urban Development (HUD) along with the County's own plans and documents as well as the plans and documents of the other municipalities that are participants in the Cook County HOME Consortium.
3. As a result of joining the Cook County HOME Consortium, HUD requires that the Village of Arlington Heights change its fiscal and program year for its federally funded activities, including its Community Development Block Grant (CDBG) program, to coincide with the Federal fiscal year. Therefore, the Village of Arlington Heights' fiscal/program year for its CDBG program is changing from start date of May 1st and an end date of April 30th to a start date of October 1st and an end date of September 30th. This change will begin with the fiscal and program year beginning on October 1, 2016.
4. The Village will extend its 2015 fiscal/program year for the CDBG program for the five month period from the date the fiscal/program year would otherwise end (on April 30, 2016) to September 30, 2016. This is being done in order to maintain continuity and service under the programs funded by the Village through its CDBG program.
5. During the five month period from May 1, 2016 – September 30, 2016, the public service projects and administrative costs as approved in the Village's 2015 Annual Action Plan will continue on a monthly prorated basis as approved in the 2015 Annual Action Plan. Funding for public services and administration costs during this time paid is being provided by Cook County. All other programs included in the 2015 Annual Action Plan (ex. Single Family Rehabilitation Loan Program, Group Home and Transitional Housing Program, etc.) will also continue through September 30, 2016 utilizing the funds as approved in the 2015 Annual Action Plan except as noted in 6 and 7 below.
6. The Village proposes to change the allocation in the 2015 Annual Action Plan to reduce the Single Family Rehabilitation Loan Program's allocation from \$121,735 to \$101,735 (a decrease of \$20,000) and increase the allocation for the Group Home and Transitional Housing Program from \$46,815 to \$66,815 (an increase of \$20,000). In order to effectuate this change, the Village Board must also approve an amendment to the Village's 2016 budget.

7. If additional funds are needed to address applications to the Single Family Rehabilitation Loan Program during the May 1, 2015 – September 30, 2016 extended fiscal/budget year, the Village Board may allocate up to an additional \$50,000 to the Single Family Rehabilitation Loan Program from prior years' program income/carry over funds, if the program income/carryover funds are available. An increase in the allocation to the Single Family Rehabilitation Loan Program from prior years' program income/carry over funds would be effectuated through approval by the Village Board and an amendment to the Village's 2016 budget.

An important part of the process of developing the original 2015 – 2019 Consolidated Plan, Annual Action Plans, and this Substantial Amendment is to allow citizen participation and input. All interested parties are invited and encouraged to provide comments.

Comments may be made in-person at the public hearings listed below or orally or in writing during the 30-day public comment period. Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language Interpreter or written materials in alternate formats, and who wish to participate in one or both public hearing or provide comments during the public comment period should contact David Robb, Disability Services Coordinator at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847) 368-5793 (Voice) or (847) 368-5980 (Fax) or drobb@vah.com.

Public Hearing #1

Meeting of the Village Board of Trustees

March 7, 2016, 8:00 PM

33 S. Arlington Heights Road, 3rd Floor

Arlington Heights, IL 60005

30-Day Public Comment Period - March 8, 2016 – April 7, 2016

Comments may be made in-person between the hours of 8 am and 5 pm or made in writing to the Department of Planning & Community Development, 33 S. Arlington Heights Road, Arlington Heights, IL 60005. Comments may also be made by contacting Nora Boyer, Housing Planner, at telephone number 847-368-5214, facsimile number 847-368-5988 or email address nboyer@vah.com.

Public Hearing #2

Meeting of the Village Board of Trustees

April 18, 2016, 8:00 PM

33 S. Arlington Heights Road, 3rd Floor

Arlington Heights, IL 60005



Item: Report of the Committee-of-the-Whole Meeting of March 7, 2016

Department: Village Manager's Office

Report of the Committee-of-the-Whole Meeting of March 7, 2016

Interview of David McCallum for Appointment to the Commission for Citizens with Disabilities

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Thermal Imaging Cameras

Department: Fire

BACKGROUND

The Fire Department currently has 17 Bullard thermal imaging cameras as well as several older, outdated Scott cameras. As the cameras are replaced, the Department has been transitioning to all Bullard cameras because they are better cameras utilizing newer technology, and using one brand of camera helps to assure consistency in training and at fire incidents. The Department would now like to purchase new cameras to replace three older Scott cameras which have reached the end of their service life.

Essential Equipment Solutions, Inc. in St. Charles is the only area distributor for Bullard equipment and provides local service facilitating quick turnaround when the cameras need service.

The cost for each Bullard Eclipse LDX thermal imaging camera with a desktop charger, two batteries, super red hot colorization, temperature measurement and a five-year warranty is \$6,500, for a total price of \$19,500 for the three cameras. With a \$500.00 credit for each of the three cameras the Department is trading in, the final cost will be \$18,000.00. There is \$27,000 budgeted in account 401-3501-572.50-15 EQ9502 for these three thermal imaging cameras.

RECOMMENDATION

It is recommended that the Village Board waive formal bidding procedures and approve the purchase of three Bullard Eclipse LDX thermal imaging cameras with accessories from Essential Equipment Solutions, Inc. in St. Charles, Illinois for a total cost of \$18,000.00. The vendor has been determined to be responsible and meets specifications.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Well #11 Rehabilitation and Repair

Department: Public Works

BACKGROUND

The approved Calendar Year 2016 Capital Improvement Program includes funding for the refurbishment of Well #11. This project is part of the Village's ongoing program to rehabilitate its potable water wells for continued use as emergency backup water sources if the Lake Michigan water source is ever interrupted. Well #11 has exhibited diminished output and needs attention to return it back into normal service. The rehabilitation of Well #11 will conclude the rehabilitation of all emergency wells that has taken place over the last ten years.

Bid specifications were prepared and publicly advertised. At the bid opening on January 28th, four bids were received for the rehabilitation work as shown on the bid tabulation below:

<u>BIDDER</u>	<u>TOTAL BID</u>
Municipal Well & Pump	\$248,840.00
Water Well Solutions	\$255,863.50
Layne Christensen Company	\$258,265.00
Great Lakes Water	\$259,678.00

Staff has checked references for the low bidder Municipal Well & Pump and all responses were favorable. Municipal Well & Pump performed work of similar nature to Well #12 within the last two years satisfactorily for the Village of Arlington Heights.

RECOMMENDATION

It is recommended that the Village Board award the contract for the Rehabilitation and Repair of Well #11 in the amount of \$248,840.00 to the lowest responsible bidder, Municipal Well & Pump of Waupun, Wisconsin. The bidder has been determined to be responsible and the bid meets specifications. This item was budgeted this year in the Water Fund at \$291,700.

Bid Section

Item:	Well #11 Rehabilitation and Repair
Bid Opening Date:	January 28, 2016
Account Numbers:	505-9001-571.50-25 (WA1102)
Total Budget for Specific Item:	\$291,700.00
Bid Amount:	\$248,840



Item: Settlement - Workers' Compensation Claim - Brandon

Department: Human Resources

At the December 21, 2015 Closed Session, the Village Board authorized settlement of the workers' compensation claim of Firefighter Carl Brandon. Firefighter Brandon injured his right knee when he slipped in ice while at a house fire.

The settlement amount of \$91,921.25 falls within the authorization previously granted by the Board.

Recommendation

It is recommended that the Village Board approve a settlement of \$91,921.25 for the workers' compensation claim for Carl Brandon.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: 2016 Material Testing Services

Department: Engineering

The Engineering Department contracts for material testing services each year for street, sidewalk, and maintenance projects. In 2014, requests for proposals were solicited from four consultants. Proposals were received on March 21, 2014 from three consultants and the 2014/15 one-year contract was awarded to CGMT, Inc., with the option of requesting an extension for two one-year renewals.

Upon satisfactory completion of the 2014/2015 and 2015b fiscal year contract for Material Testing Services, the Village has the option of requesting an extension for one more year, and CGMT, Inc. has agreed to extend the current pricing for the 2016 Material Testing Services. The funding for this work is included in the budget for the 2016 Resurfacing Program (401-5001-571-50-30 ST9008). This would be the final year for this contract extension, and proposals would be solicited for Calendar Year 2017 Material Testing Services.

RECOMMENDATION:

It is recommended that the Village Board authorize the execution of a contract extension with CGMT, Inc. in the amount not-to-exceed \$100,000 for material testing services. This firm has successfully completed the material testing services for the Village in the past, as well as for several other local municipalities.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Sign Code Modifications - Intent & Purpose - DC#12-103

Department: Planning & Community Development

BACKGROUND

In August 2012, Staff reported to the Design Commission that sign code regulations are required to have an 'Intent and Purpose' section, similar to a zoning code, which the Village's sign code is currently lacking. At that time, Staff presented a proposed code amendment to add Section 30-100, Intent and Purpose, to the sign code, and it was unanimously supported by the Design Commission. At that time, the intent was that this section would be presented along with other sign code changes. However, due to staffing changes and workload, the proposed code amendment has not been codified.

Due to the fact that we now have several other code changes for consideration, Staff is requesting that the Design Commission re-review the proposed Intent and Purpose code section to re-validate support of this proposed amendment.

RECOMMENDATION

A public meeting was held by the Design Commission on February 23, 2016 where Commissioner Bombick moved and Commissioner Kubow seconded:

A motion to recommend approval to the Village Board of Trustees to amend the sign code to add Chapter 30, Section 30-100, 'Intent and Purpose', as outlined in the Staff memo dated August 23, 2012, with the following revisions:

1. ITEM 3: 'To enhance the physical appearance of the Village by preserving the scenic and natural beauty of the area, while recognizing evolving trends in graphic design and technology in signage'.
2. ITEM 4: 'To enhance the overall improvement of major thoroughfares and intersections through well designed signage'.

Roll Call Vote: Commissioner Bombick, Fitzgerald, Kubow, Fasolo and Chairman Eckhardt voted in favor. The motion carried.

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Recommendation from Design
Commission 2/23/16

DC Minutes 2/23/16 DRAFT

Staff Memo 1/26/16

Staff Memo 8/23/12

DC Minutes 8/28/12

Type

Correspondence

Minutes

Memorandum

Memorandum

Minutes

'Intent & Purpose' as recommended by the Design Commission on February 23, 2016:

PROPOSED AMENDMENT: Add new Section in its entirety.

Section 30-100, Intent & Purpose.

- a. The purpose of this Chapter is to create the framework for a comprehensive balanced system of signage, to promote communication between people and their environment and to avoid the usual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community appearance. This Chapter is adopted for the following purposes:
 1. To preserve, protect and promote public health, safety, and welfare.
 2. To preserve the value of private property by assuring the compatibility of signs with surrounding land uses.
 3. To enhance the physical appearance of the Village by preserving the scenic and natural beauty of the area, while recognizing evolving trends in graphic design and technology in signage.
 4. To enhance the overall improvement of ~~corridors~~ major thoroughfares and intersections through well designed signage.
 5. To enhance the Village's economy, business and industry by promoting the reasonable, orderly and effective display of signs, and encouraging better communication between an activity and the public it seeks with its message.
 6. To create an equitable, consistent and fairly applied set of standards to all businesses and establishments.
 7. To protect the general public from damage and injury, which may be caused by the faulty and uncontrolled construction and use of signs within the Village.
 8. To protect pedestrians and motorists within the Village from injury caused by distractions, obstructions, and hazards created by certain signs.
 9. To protect the public investment in streets and highways by reducing distraction which may increase the number and severity of traffic accidents.
 10. To encourage sound practices and lessen the objectionable effects of competition with respect to size and placement of signs.
 11. To authorize the use of signs which specifically:
 - a. Are compatible with their surroundings.
 - b. Are appropriate for the activity of displaying the signs.
 - c. Express the identity of individual activities and the community as a whole.
 - d. Are legible in the circumstances in which they are seen.

DRAFT

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
DESIGN COMMISSION MEETING
HELD AT THE ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
FEBRUARY 23, 2016**

Chair Eckhardt called the meeting to order at 6:35 p.m.

Members Present: Ted Eckhardt, Chair
Alan Bombick
John Fitzgerald
Jonathan Kubow
Anthony Fasolo

Members Absent: None

Also Present: Doug Overstreet, Overstreet Builders for *407 N. Gibbons Ave.*
Robert Thornton, Overstreet Builders for *407 N. Gibbons Ave.*
Dominic Grimaudo, Owner of *407 N. Gibbons Ave.*
Steve Hautzinger, Staff Liaison

REVIEW OF MEETING MINUTES FROM FEBRUARY 9, 2016

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KUBOW, TO APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016. ALL WERE IN FAVOR. THE MOTION CARRIED.

ITEM 3. SIGN CODE MODIFICATIONS

DC#12-103 – Intent & Purpose

Mr. Hautzinger explained that this discussion is a continuation from 2012, when it was identified that Sign Code regulations are required to have an 'Intent and Purpose' section, similar to a Zoning Code, which the Village Sign Code is currently lacking. He referred to the Staff memo sent to Design Commission on August 23, 2012, at which time the commissioners discussed and unanimously supported the addition of the 'Intent & Purpose' section; however, due to staffing changes and workload, the matter never moved forward to the Village Board for final approval. Because of other sign code modifications currently being considered, Staff is requesting that the Design Commission re-review the proposed 'Intent & Purpose' section to revalidate support of this amendment to the Sign Code. Staff recommends that the Design Commission recommend approval to the Village Board in support of the proposed code modification to add Section 30-100, Intent and Purpose, as outlined on the Memo dated August 23, 2012.

Mr. Hautzinger reviewed the content of the proposed amendment.

Chair Eckhardt asked the commissioners for any additions, deletions or changes to the proposed amendment. **Commissioner Bombick** referred to Item 4. He questioned the meaning of the word 'corridors', and suggested using simpler words such as 'streetscape' or 'intersections and major thoroughfares'. The other commissioners agreed and discussed several options, with an agreement to use 'major thoroughfares and intersections' instead of 'corridors'.

Commissioner Kubow questioned whether some of the issues they come across regarding signage should be addressed in this new chapter, such that signs are constantly evolving and the Sign Code should be open to new technology as a result of these changes. Item 3 was suggested as a possible addition of verbiage relating to this matter. **Commissioner Bombick** suggested adding 'while recognizing evolving trends in graphic design and technology of signage' to the end of Item 3.

A MOTION WAS MADE BY COMMISSIONER BOMBICK, SECONDED BY COMMISSIONER KUBOW, TO RECOMMEND APPROVAL TO THE VILLAGE BOARD TO AMEND THE SIGN CODE TO ADD CHAPTER 30, SECTION 30-100, 'INTENT & PURPOSE' (DC#12-103), WITH THE FOLLOWING REVISIONS:

1. ITEM 3:

'To enhance the physical appearance of the Village by preserving the scenic and natural beauty of the area, while recognizing evolving trends in graphic design and technology in signage'.

2. ITEM 4:

'To enhance the overall improvement of major thoroughfares and intersections through well designed signage'.

**BOMBICK, AYE; FITZGERALD, AYE; KUBOW, AYE; FASOLO, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

MEMO

DATE: January 26, 2016
TO: Design Commission:
Chairman Eckhardt
Commissioner Bombick
Commissioner Fitzgerald
Commissioner Fasolo
Commissioner Kubow
FROM: Steve Hautzinger, Design Planner
RE: **Chapter 30, Intent & Purpose**

BACKGROUND

In August 2012, Staff reported to the Design Commission that sign code regulations are required to have an 'Intent and Purpose' section, similar to a zoning code, which the Village's sign code is currently lacking. At that time, Staff presented a proposed code amendment to add Section 30-100, Intent and Purpose, to the sign code, and it was unanimously supported by the Design Commission. At that time, the intent was that this section would be presented along with other sign code changes. However, due to staffing changes and workload, the proposed code amendment has not been codified.

Due to the fact that we now have several other code changes for consideration, Staff is requesting that the Design Commission re-review the proposed Intent and Purpose code section to revalidate support of this proposed amendment.

RESEARCH & PROPOSED AMENDMENT

Please refer to the attached MEMO dated August 23, 2012 for a summary of Staff research and the proposed new section, 30-100, Intent and Purpose.

RECOMMENDATION

Staff recommends that the Design Commission recommend approval to the Village Board in support of the proposed code modification to add Section 30-100, Intent and Purpose, as outlined on the attached MEMO dated August 23, 2012.

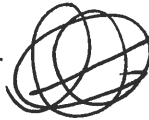
MEMO

DATE: August 23, 2012

TO: Chairman Bombick
Commissioner Palmer O'Neill
Commissioner Eckhardt
Commissioner Tinaglia
Commissioner Fitzgerald

FROM: Afshan Hamid, Design Planner

RE: Intent & Purpose of Sign Code



BACKGROUND: Staff has attended Sign Code Regulations sessions through the Municipal Design Review Network. One of the requirements of a sign code is to have an Intent and Purpose, similar to a Zoning Code.

RESEARCH: Staff has reviewed recent codes for Intent & Purpose of the following communities: Oak Park, Evanston, Riverwoods, Naperville, Mt. Prospect. All the cited communities have this as the first section in their Sign Code.

PROPOSED AMENDMENT:

ADD: Section 30-100, Article A Intent & Purpose

The purpose of this Chapter is to create the framework for a comprehensive balanced system of signage, to promote communication between people and their environment and to avoid the usual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community appearance. This Chapter is adopted for the following purposes:

1. To preserve, protect and promote public health, safety, and welfare.
2. To preserve the value of private property by assuring the compatibility of signs with surrounding land uses.
3. To enhance the physical appearance of the Village by preserving the scenic and natural beauty of the area.
4. To enhance the overall improvement of corridors through well designed signage.
5. To enhance the Village's economy, business and industry by promoting the reasonable, orderly and effective display of signs, and encouraging better communication between an activity and the public it seeks with its message.
6. To create an equitable, consistent and fairly applied set of standards to all businesses and establishments.
7. To protect the general public from damage and injury, which may be caused by the faulty and uncontrolled construction and use of signs within the Village.

8. To protect pedestrians and motorists within the Village from injury caused by distractions, obstructions, and hazards created by certain signs.
9. To protect the public investment in streets and highways by reducing distraction which may increase the number and severity of traffic accidents.
10. To encourage sound practices and lessen the objectionable effects of competition with respect to size and placement of signs.
12. To authorize the use of signs which specifically:
 - a. Are compatible with their surroundings.
 - b. Are appropriate for the activity of displaying the sign.
 - c. Express the identity of individual activities and the community as a whole.
 - d. Are legible in the circumstances in which they are seen.

C: C. Witherington-Perkins
R. Ward
N. Boyer
DC File

APPROVED

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
DESIGN COMMISSION MEETING
HELD AT THE ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
AUGUST 28, 2012**

Chairman Bombick called the meeting to order at 6:31 p.m.

Members Present: Alan Bombick, Chairman
Ted Eckhardt
Linnea O'Neill
John Fitzgerald
Jim Tinaglia

Members Absent: None

Also Present: Jim Rodgers, Church Building Consultants for *Arlington Countryside Church*
Charles Muir, Church Building Consultants for *Arlington Countryside Church*
Dave Corlew, Senior Pastor for *Arlington Countryside Church*
Jim Young, Director of Operations for *Arlington Countryside Church*
Randy Kane, 2401 Inc. for *Transitional Care Management*
George Prosiliakos, Prosi Design for *Burger King*
Afshan Hamid, Staff Liaison

Ms. Hamid said that per the Legal Department, meeting minutes can be approved at the next meeting even if the commissioners present were not at the meeting minutes being approved.

REVIEW OF MEETING MINUTES FROM JULY 10, 2012 & JULY 24, 2012

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER O'NEILL, TO APPROVE THE MEETING MINUTES OF JULY 10, 2012 & JULY 24, 2012. ALL WERE IN FAVOR. THE MOTION CARRIED.

ITEM 7. SIGN CODE MODIFICATIONS**DC#12-103 – Intent & Purpose Sign Code**

Ms. Hamid said that Staff has attended Sign Code Regulations sessions throughout the Municipal Design Review Network. One of the requirements of a sign code is to have an Intent and Purpose, similar to a Zoning Code. Staff reviewed recent codes for Intent & Purpose for similar communities such as Oak Park, Evanston, Riverwoods, Naperville and Mt. Prospect, all of which have an Intent and Purpose for the overall Sign Code.

As a result, Staff is proposing an amendment to add a chapter to the Sign Code, to create the framework for a comprehensive balanced system of signage, to promote communication between people and their environment, and to avoid the usual clutter that is potentially harmful to traffic, pedestrian safety, property values, business opportunities, and community appearance. This chapter is adopted for the following purposes:

1. To preserve, protect and promote public health, safety and welfare.
2. To preserve the value of private property by assuring the compatibility of signs with surrounding land uses.
3. To enhance the physical appearance of the Village by preserving the scenic and natural beauty of the area.
4. To enhance the overall improvement of corridors through well designed signage.
5. To enhance the Village's economy, business and industry by promoting the reasonable, orderly and effective display of signs, and encourage better communication between an activity and the public it seeks with its message.
6. To create an equitable, consistent and fairly applied set of standards to all businesses and establishments.
7. To protect the general public from damage and injury, which may be caused by the faulty and uncontrolled construction and use of signs within the Village.
8. To protect pedestrians and motorists within the Village from injury caused by distractions, obstructions and hazards created by certain signs.
9. To protect the public investment in streets and highways by reducing distraction, which may increase the number and severity of traffic accidents.
10. To encourage sound practices and lessen the objectionable effects of competition with respect to size and placement of signs.
11. To authorize the use of signs which specifically:
 - a. Are compatible with their surroundings.
 - b. Are appropriate for the activity of displaying the signs.
 - c. Express the identity of individual activities and the community as a whole.
 - d. Are legible in the circumstances in which they are seen.

A MOTION WAS MADE BY COMMISSIONER TINAGLIA TO APPROVE THE INTENT & PURPOSE OF THE SIGN CODE AS PRESENTED BY STAFF.

Commissioner Eckhardt asked where it stated that business owners would be assisted in establishing a clear and communicating sign to help make their business a success. He was referred to both Item #6 and Item #1 as a reference. **Commissioner Eckhardt** also asked where the signable area in the Sign Code could be re-evaluated. **Ms. Hamid** replied that signable area was a separate code item within the Sign Code, and the discussion tonight pertains to the Intent & Purpose only. **Commissioner O'Neill** pointed out that the word 'fairly' was used in Item #6; however, she felt it was fine the way it was.

COMMISSIONER ECKHARDT SECONDED THE MOTION. ALL WERE IN FAVOR. THE MOTION CARRIED.



Item: Sign Code Modifications - Drive-Through Restaurant Signage - DC#15-156

Department: Planning & Community Development

BACKGROUND

Recently, the Village received a request for a digital order screen with video capability for an existing drive-through restaurant. A digital order screen is basically a video screen that allows person to person interaction between the customer and the employee of the establishment, as well as to display the customer's order information. In response to this request, Staff conducted a study to evaluate the current Village regulations associated with restaurant drive-through signage, including possibly allowing digital order screens.

Electronic signage is not allowed in the Village per the Municipal Code, Chapter 30 - Signs. Furthermore, the Village does not currently regulate drive-through restaurant signage.

RECOMMENDATION

A public meeting was held by the Design Commission on February 23, 2016 where Commissioner Bombick moved and Commissioner Kubow seconded:

A motion to recommended approval to the Village Board of Trustees to amend the sign code for Chapter 30, Section 30-101 'Definitions', and Section 30-208 'Drive-Through Restaurant Signage', as outlined in Attachment 1 dated January 26, 2016, with the following revision:

1. ITEM 5a: Speaker Bollard: One speaker bollard is allowed per drive-through lane. The speaker may include a digital order screen. No business or product signage shall be permitted on the speaker exterior. The volume of sound emitted shall not exceed 50 decibels (to be verified by Staff prior to Village Board approval) at a distance of (X) feet from the speaker.

Roll Call Vote: Commissioner Bombick, Fitzgerald, Fasolo, Kubow and Chairman Eckhardt voted in favor. The motion carried.

Staff has conducted research regarding the appropriate requirement for noise control from the drive-through speaker. Staff's research and suggested

modification is outlined in the Staff Memo dated 3-2-16. The suggested change was forwarded to the Design Commissioners. Two commissioners responded in support of this modification, and no objections were received from the other three commissioners.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Staff Report	Board or Commission Report
DC Minutes 2/23/16 DRAFT	Minutes
Staff Memo 3-2-16	Memorandum
Attachment 1 - Proposed Chapter 30 Text Amendments	Exhibits
Attachment II - Planning Advisory Inquiry Response - Electronic Menu Board Signs	Exhibits
Attachment III - Research of Other Communities	Exhibits
Attachment IV - Sample of Existing Drive-through Restaurant Signage in Arlington Heights	Exhibits

DRIVE-THROUGH RESTAURANT SIGNAGE

DC 15-156, January 26, 2016

Department of Planning and Community Development

Prepared by: Charmain Later

STAFF REPORT

- A. Background
- B. Possible Options
- C. Conclusions
- D. Recommendations

ATTACHMENTS

- I. **Proposed Chapter 30 Text Amendments**, dated January 26, 2016
 - II. **Planning Advisory Inquiry Response - Electronic Menu Board Signs**, dated January 26, 2016
 - III. **Staff Summary - Research of Other Communities**, dated January 26, 2016
 - IV. **Staff Research – Sample of Existing Drive-through Restaurant Signage in Arlington Heights**, dated January 26, 2016
 - V. **Photos of Existing Drive-through Restaurant Signage in Arlington Heights**, dated January 26, 2016
-

A. BACKGROUND:

Recently, the Village received a request for a digital order screen with video capability for an existing drive-through restaurant. A digital order screen is basically a video screen that allows person to person interaction between the customer and the employee of the establishment, as well as to display the customer's order information. In response to this request, Staff conducted a study to evaluate the current Village regulations associated with restaurant drive-through signage, including possibly allowing digital order screens.

ISSUES: Electronic signage is not allowed in the Village per the Municipal Code, Chapter 30 - Signs. Furthermore, the Village does not currently regulate drive-through restaurant signage, except for the Special Use zoning review which is required for all new drive-through restaurants.

RESEARCH: Staff requested the American Planning Association's Planning Advisory Inquiry-Answer Service (PAS) to provide information as to how Illinois suburbs similar in size to Arlington Heights regulate electronic menu signs for a restaurant drive-through. In total, eleven communities' sign codes were reviewed for comparison. Typically, the number and size of the menu boards were regulated, as well as height and placement. The results of the PAS research and a staff summary are included as Attachments II and III of this report.

Of the eleven (11) communities surveyed:

- Six (6) of the communities do not include regulations specific to electronic menu boards or digital screens.
- Five (5) of the communities do regulate drive-through restaurant video screens or digital displays.

Staff also conducted a survey of the existing drive-through facilities operating in Arlington Heights. Of the total 32 drive-through facilities in service in Arlington Heights, 14 are associated with restaurants. Of these 14, only three were visible from the street, with the Starbucks at 1808 S. Arlington Heights Road being the only relatively recent drive-through with a menu board that is potentially

readable from the public right-of-way. A review of aerial photos of all of the drive-through facilities operating in the Village showed that almost all of the restaurants located their drive-through facilities towards the rear of their buildings. Although most of the restaurant drive-through facilities are not readily visible from the public right-of-way, over half were adjacent to residential property.

A sample of eight restaurants in Arlington Heights that operate drive-through service was also identified, and the size and number of signs that are part of each drive-through have been researched and documented, both in the field and through a review of the permit files. Below is a summary of the average size of the drive-through signs sampled.

Sample Size of Existing Restaurant Drive-through Signage

	Menu Boards	Pre-sell Menu Boards	Clearance Bar/Canopy	Speaker Bollard
Average Size	48 sf	18 sf	10 feet high	5 sf (front face)

Using this information in conjunction with the PAS research collected, Staff was able to formulate applicable recommendations for drive-through signage.

B. POSSIBLE OPTIONS:

Based on staff research on how other communities regulate digital order screens and restaurant drive-through facilities, a review of the Village of Arlington Heights current zoning and sign codes, research of the dimensions and location of existing restaurant drive-through signage in the Village, and feedback from Planning and Community Development Department staff, the following options for possible revisions to the Sign Code are offered.

Option 1: Make no change to the current code.

- Digital order screens would continue to not be allowed, and drive-through restaurant signage will continue to be allowed without specific regulations in association with approved drive-through restaurants.

Option 2: Modify the Sign Code to allow Digital Order Screens and regulate other restaurant drive-through signage.

- Add “Section 30-208 Drive-through Restaurant Signage” to the Sign Code to allow digital order screens and to provide more direction as to the types, number and placement of signage and other structures associated with a restaurant drive-through facility.
- Amend “Section 30-101 Definitions” of the Sign Code to include digital order screens and other fixtures associated with restaurant drive-through facilities that are currently not defined in the Municipal Code.

C. CONCLUSIONS:

It is prudent for the Village to be aware of, and prepared for, future requests for types of drive-through restaurant signage that may become more common such as digital order screens. As with any code amendment, the Village will need to monitor the outcome for any unforeseen issues. If undesirable issues were to arise, then recommendations will be made to address them.

D. RECOMMENDATIONS:

It is recommended that the Design Commission recommend approval of the proposed sign code revisions as follows:

1. Modify the current code as outlined in Option 2 above. See Attachment I, Proposed Chapter 30 Text Amendments.

DRAFT

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
DESIGN COMMISSION MEETING
HELD AT THE ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
FEBRUARY 23, 2016**

Chair Eckhardt called the meeting to order at 6:35 p.m.

Members Present: Ted Eckhardt, Chair
Alan Bombick
John Fitzgerald
Jonathan Kubow
Anthony Fasolo

Members Absent: None

Also Present: Doug Overstreet, Overstreet Builders for *407 N. Gibbons Ave.*
Robert Thornton, Overstreet Builders for *407 N. Gibbons Ave.*
Dominic Grimaudo, Owner of *407 N. Gibbons Ave.*
Steve Hautzinger, Staff Liaison

REVIEW OF MEETING MINUTES FROM FEBRUARY 9, 2016

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KUBOW, TO APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016. ALL WERE IN FAVOR. THE MOTION CARRIED.

ITEM 4. SIGN CODE MODIFICATIONS

DC#15-156 – Drive-Through Restaurant Signage

Mr. Hautzinger explained that there was a recent request from an existing drive-through restaurant to add a digital order screen with video capability for person to person interaction as well as to display the customer's order information. Two issues have arisen as a result of this request, one being that electronic signage is not allowed in the Village, and the other that the Sign Code does not currently regulate drive-through signage, although all drive-through restaurants do require Special Use zoning review.

Mr. Hautzinger reviewed the following research conducted by Staff: a survey of 11 communities sign codes for drive-through signage, the average sizes of drive-through restaurant signage at 14 existing drive-through restaurant facilities in the Village, and photos of some existing drive-through facilities in the Village.

Based on research of how other communities regulate digital order screens and restaurant drive-through facilities, a review of the Village's current zoning and sign codes, research of the dimensions and location of existing restaurant drive-through signage in the Village, as well as feedback from Staff, the following options for possible revisions to the Sign Code are offered:

1. Option 1: Make no change to the current code.
 - Digital order screens would continue to not be allowed, and drive-through restaurant signage will continue to be allowed without specific regulations in association with approved drive-through restaurants.
2. Option 2: Modify the Sign Code to allow Digital Order Screens and regulate other restaurant drive-through signage.
 - Add "Section 30-208 Drive-through Restaurant Signage" to the Sign Code to allow digital order screens and to provide more direction as to the types, number and placement of signage and other structures associated with a restaurant drive-through facility.
 - Amend "Section 30-101 Definitions" of the Sign Code to include digital order screens and other fixtures associated with restaurant drive-through facilities that are currently not defined in the Municipal Code.

Mr. Hautzinger reviewed the proposed text amendments to Chapter 30 pertaining to 'Definitions' and the 4 associated items that include Drive-through Digital Order Screen, Drive-through Menu Board, Drive-through Pre-sell Menu Board, and Drive-through Clearance Board. He also reviewed the details of the proposed new section called 'Drive-Through Restaurant Signage' and the 5 associated items that include General Provisions, Drive-through Menu Boards, Drive-through Pre-sell Menu Boards, Drive-through Digital Order Screens, and Other Allowed Drive-through Structures.

Mr. Hautzinger recommended that the Design Commission recommend approval to the Village Board in support of the proposed code modification as outlined in Option 2, per Attachment I dated January 26, 2016.

Commissioner Kubow asked if Staff had any existing examples of a Drive-through Digital Order Screen and **Mr. Hautzinger** replied that this is the first request in the Village. **Commissioner Fitzgerald** referred to Chase Bank in Park Ridge near the train station that has this type of drive-through digital sign. He said

that the sign is quite small, and the car actually blocked the sign from being visible. **Commissioner Kubow** asked about all of the temporary signage mounted on and around the existing drive-through signs as seen in the photos presented by Staff. **Mr. Hautzinger** replied that Staff is recommending this type of drive-through signage not be allowed.

Commissioner Kubow felt the language being proposed for the text amendments was very thorough, very well written and very accommodating to businesses. His only concern was that the proposed minimum 15-foot location for drive-through restaurant signage from any residential property line was too close, especially if a business abuts a residential property. **Chair Eckhardt** and **Commissioner Fasolo** shared this concern and **Commissioner Fasolo** felt that a solid masonry wall should be required between any drive-through and a residential property, similar to the Culvers on Northwest Highway. **Mr. Hautzinger** clarified that all restaurants with a drive-through are required to go through a Special Use zoning approval process with the Plan Commission and Village Board where those issues would be reviewed in detail on a case by case basis.

Chair Eckhardt was concerned about controlling the amount of sound and illumination from drive-through signage. **Mr. Hautzinger** replied that lighting standards for signs are already included in the current Sign Code; however, sound was not covered in the current Sign Code and is not covered as part of the proposed text amendments. **Chair Eckhardt** felt this issue should be addressed at this time. **Commissioner Bombick** agreed that residents should be protected from drive-through signage; however, he also pointed out that residents should be aware of whether a residential property they choose to purchase abuts to a commercial district.

Mr. Hautzinger suggested Staff research the appropriate standard to establish with regards to sound decibel limits from drive-through speakers. **Commissioner Kubow** quickly searched the internet for drive-through decibel standards and found that no more than 50 decibels appeared to be the standard for drive-through speakers. **Commissioner Bombick** said that since current technology allows the speaker to control the direction of the sound, he felt it was appropriate to set decibel limits in the Sign Code at this time. The commissioners agreed that verbiage should be added under 'Other Allowed Drive-through Structures' with regards to the maximum number of decibels allowed for speaker bollards. It was suggested that a maximum of 50 decibels or an amount appropriately determined by Staff be added.

Mr. Hautzinger mentioned that the current sign variation request received for a Digital Order Screen with video capability is for a larger sign, and Staff has encouraged the petitioner to defer review of their request until these text amendments are reviewed. **Commissioner Bombick** felt that a digital order screen larger than approximately life-size was not necessary for any restaurant drive-through.

A MOTION WAS MADE BY COMMISSIONER BOMBICK, SECONDED BY COMMISSIONER KUBOW, TO RECOMMEND APPROVAL TO THE VILLAGE BOARD TO AMEND THE SIGN CODE FOR CHAPTER 30, SECTION 30-101 DEFINITIONS, AND SECTION 30-208 DRIVE-THROUGH RESTAURANT SIGNAGE (DC#15-156), AS OUTLINED IN ATTACHMENT I DATED JANUARY 26, 2016, WITH THE FOLLOWING REVISION:

1. ITEM 5a:

Speaker Bollard: One speaker bollard is allowed per drive-through lane. The speaker may include a digital order screen. No business or product signage shall be permitted on the speaker exterior. The volume of sound emitted shall not exceed 50 decibels (to be verified by Staff prior to Village Board approval) at a distance of (X) feet from the speaker.

Commissioner Kubow said he had an overall level of comfort knowing that all restaurant drive-through signage are reviewed on a case-by-case basis by Staff.

**BOMBICK, AYE; FITZGERALD, AYE; KUBOW, AYE; FASOLO, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

MEMO

DATE: March 2, 2016

TO: Charles Witherington-Perkins, Director of Planning & Community Development

FROM: Steve Hautzinger AIA, Design Planner

RE: DC:15-156, Drive-Through Restaurant Signage – **Speaker Noise Control**

The Design Commission reviewed the proposed sign code amendments regarding Drive-Through Restaurant Signage on February 23, 2016. At that time, they recommended approval of the proposed code amendments with one revision regarding the volume of sound emitted from the drive-through speaker. They suggested that the sound emitted shall not exceed 50 decibels at some established distance from the speaker, but that Staff should verify the appropriate requirement.

Staff has conducted research of other municipality's requirements regarding drive-through speaker noise. Of the municipalities researched, the majority used a qualitative requirement such as *"shall not be audible at the property line"*, instead of a quantitative requirement such as *"50 decibels maximum"*.

Staff also reviewed this matter with the Health Department since they are responsible for responding to and enforcing complaints about noise. They agreed with avoiding a specific decibel level for the speaker because it is difficult to enforce. Instead, they suggested the following,

"The sound from the speaker shall not be audible at or beyond the property line, and the speaker shall be equipped with an adjustable volume control."

**PROPOSED DRIVE-THROUGH RESTAURANT SIGNAGE
ATTACHMENT I**

DC 15-156, January 26, 2016

**PROPOSED CHAPTER 30 TEXT AMENDMENTS
AS RECOMMENDED BY STAFF AND THE DESIGN COMMISSION
ON FEBRUARY 23, 2016**

Section 30-101 Definitions. (New definitions to be added)

Drive-through Digital Order Screen. A sign associated with a drive-through restaurant that uses electronic means such as combinations of LED's, fiber optics, light bulbs, or other illumination devices to display order information for the customer and/or person to person ordering.

Drive-through Menu Board. A sign display associated with a restaurant drive-through, either located on a wall or as a ground sign, which displays the varieties of food and drink available to the customer at that restaurant location only.

Drive-through Pre-sell Menu Board. Generally, a smaller version of the drive-through menu board which is located in proximity to but in advance of the drive-through menu board and displays the food and drink options available to the customer at that restaurant location only.

Drive-through Clearance Bar. A stand-alone structure that alerts a vehicle operator of any height restrictions they may encounter on the site.

Section 30-208 – Drive-through Restaurant Signage. (New section to be added in its entirety)

1. General Provisions.

- a. Dimensions. No drive-through sign shall exceed seven feet in overall height.
- b. Message. Drive-through signs may only feature products sold on the premises.
- c. Advertising. No additional advertising or attachments shall be permitted on the digital order screen, drive-through menu boards and pre-sell menu boards, speaker bollard, canopies, clearance bar, or exterior of the structure.
- d. Location.
 - i. All drive-through signage may only be located along approved and operating drive-through lanes.
 - ii. Speaker bollards, menu boards, pre-sell menu boards, and digital order screens shall be located 15 feet minimum from any residential property line.
 - iii. Drive-through menu boards, pre-sell menu boards, and digital order screens shall be located in the side or rear yards, away from the primary street frontage.
 - iv. Drive-through menu boards, pre-sell boards, and digital order screens shall not be oriented towards the public right-of-way.
 - v. All directional signage located within the drive-through facility shall comply with Chapter 30, Article III, Section 30-302 b.
- e. Illumination. Signs may be internally or externally lit but the light shall be contained to the drive-through lane only, and in accordance with Sections 30-117 and 30-118 of this Code.
- f. Landscaping. All free standing signs shall be located within a landscaped area, separated from and protected from vehicular circulation or parking areas.

2. Drive-through Menu Boards.

- a. Number. One drive-through menu board is allowed per drive-through lane.
- b. Dimensions. Drive-through menu boards shall not exceed 49 square feet in size.
- c. Digital Order Screens. Drive-through menu boards may include a digital order screen that complies with the regulations outlined in Section 30-208.4 of this Code.

3. Drive-through Pre-sell Menu Boards.

- a. Number. One drive-through pre-sell menu board is allowed per drive-through lane.
- b. Dimensions. Drive-through pre-sell menu boards shall not exceed 24 square feet in size.
- c. Location. Drive-through pre-sell menu boards should be located in close proximity to the drive-through menu board.

4. Drive-through Digital Order Screens.

- a. Number. One digital order screen display is allowed per drive-through lane.
- b. Dimensions. Digital order screens shall not exceed two square feet in size.
- c. Display. When not engaged, the digital order screen shall have a non-glare, unobtrusive static display.

5. Other allowed drive-through structures.

- a. Speaker Bollard: One speaker bollard is allowed per drive-through lane. The speaker bollard may include a digital order screen. No business or product signage shall be permitted on the speaker exterior. The sound from the speaker shall not be audible at or beyond the property line, and the speaker shall be equipped with an adjustable volume control.
- b. Clearance Bar: One clearance bar structure is allowed per drive-through lane. A clearance bar shall not include business or product signage and shall be of a simple design that complements the building design and signage.
- c. Canopy: One canopy is allowed per drive-through lane and shall not display business or product signage or additional advertising. Canopies shall be of a simple design that complements the building design and signage.

Summary Chart of Allowable Restaurant Drive-Through Signage and Fixtures

	Number	Dimensions	Illumination	Location
Drive - through Menu Board	One per drive-through lane.	Not to exceed 49 square feet.	Per Section 30-117 and 30-118 of the Municipal Code. May include a digital order screen.	Shall be positioned away from the primary street frontage. Must be located 15 feet from residential property line.
Drive - through Pre-sell Menu Board	One per drive-through lane.	Not to exceed 24 square feet.	Per Section 30-117 and 30-118 of the Municipal Code.	Shall be positioned away from the primary street frontage, and in close proximity to the Drive-through Menu Board. Must be located 15 feet from residential property line.
Drive - through Digital Order Screen	One per drive-through lane.	Not to exceed two (2) square feet.	Per Section 30-117 and 30-118 of the Municipal Code. When not in use, an unobtrusive static display must be shown.	Shall be positioned away from the primary street frontage. Must be located 15 feet from residential property line.
Speaker bollard	One per drive-through lane.	NA	If the speaker bollard has a digital order screen, no advertising may be displayed.	Shall be positioned away from the primary street frontage. Must be located 15 feet from residential property line.
Clearance Bar and Canopy	One per drive-through lane.	NA	NA	NA

**PROPOSED DRIVE-THROUGH RESTAURANT SIGNAGE
ATTACHMENT II**

DC 15-156, January 26, 2016

**PLANNING ADVISORY INQUIRY RESPONSE –
ELECTRONIC MENU BOARD SIGNS**

Later, Charmain

From: Ann Dillemath
Sent: Thursday, September 10, 2015 9:51 AM
To: Later, Charmain
Subject: PAS Inquiry Response - Electronic Menu Board Signs

Charmain,

Regarding your request for information as to how Illinois suburbs similar in size to Arlington Heights regulate electronic menu signs for restaurant drive-throughs:

The short answer is that most communities do not directly address electronic menu boards for drive-through restaurants (and quite a few do not specifically regulate menu boards for drive-through restaurants at all). My colleague Mary Donoghue and I searched a wide range of Illinois local codes and did not find any examples of communities similar in size to Arlington Heights that regulated electronic menu boards. Two codes that did were from smaller communities. Buffalo Grove exempts electronic menu boards from EMC regulations elsewhere in the code, and Sterling allows one electronic message menu sign per business with no additional regulations.

I've provided links to those codes below, as well as to other drive-through menu board sign regulations from several Illinois communities large and smaller just to give you an idea of how sign codes address this signage type. Typically, number and size are regulated; some codes also specify standards for height and placement. Three of the examples below — Carpentersville, Mundelein, and Streamwood — address electronic/video display screens on menu boards, but this application appears limited to customer order information or a small part of the sign (e.g., a maximum of 2 square feet), so this does not seem to be addressing a completely electronic menu board. Streamwood does include a provision that menu boards and associated speaker video displays may not include additional advertising, which echoes Buffalo Grove's stipulation that menu boards may only advertise products sold at that place of business.

In case it is of interest, I also did a national search for electronic or digital drive-through menu board signs, and only found a handful of communities that regulate these. The codes that I found exempted electronic/digital menu board signs from electronic message center regulations or definitions.

I hope you find this material helpful! Thank you for using the PAS Inquiry Answer Service, and please let us know if we can be of further assistance. **Please return the Outlook read receipt attached to this message or otherwise let us know that you have received this Inquiry Response.**

Electronic Menu Sign Regulations, Illinois:

Buffalo Grove (Illinois), Village of. 2015. *Code of Ordinances*. Title 14: Sign Code, Chapter 14.20, Special Signs, Section 14.20.070, Electronic Message Signs. Chapter 14.16: Location and Placement, Section 14.16.030: Business Districts.

Available at

https://www.municode.com/library/il/buffalo_grove/codes/code_of_ordinances?nodeId=TIT14SICO_CH14_16LOPL_14.16.030BUDI.

- Drive-through signs are exempt from the general electronic message board regulations; may only feature products sold at the place of business.
- 14.20.070 - Electronic message signs.
 - A. Electronic menu boards used at drive-through lanes shall comply with the requirements set forth in Section 14.16.030.F.
- 14.16.030.F. Each outlot in a Business zoned district may be permitted one menu board per drive thru for food establishments. The menu board may be changed at any time provided that the copy only features products sold at the place of business. The size of the menu board shall be limited to fifty square feet, including all attachments. Electronic screens to display point of sale information are exempt from electronic message board requirements as set forth in Section 14.20.070.

Sterling (Illinois), Village of. 2015. *Code of Ordinances*. Chapter 102, Zoning; Article VI, Signs; Section 102-269, Changeable Copy Signs and Electronic Message Signs. Available at

https://www.municode.com/library/IL/sterling/codes/code_of_ordinances?nodeId=CICO_CH102ZO_ARTV1SI_S102-269CHCOSIELMESI .

- Electronic message menu signs limited to one in number; video displays on menu signs of less than 3 SF are not included.
- Sec. 102-269. - Changeable copy signs and electronic message signs.
(b) Number. . . . Video displays for electronic message menu signs that apply to ordering systems for drive-thru restaurants that do not exceed three square feet in size shall not be included. Electronic message menu signs shall be limited to one in number for each occupant.

Menu Sign Regulations—Suburbs of similar size to Arlington Heights (50,000-100,000 pop)
Cicero (Illinois), Town of. 2015. *Code of Ordinances*. Appendix A: Zoning, Appendix II: Roosevelt Road Corridor, Section 10.12.1: Signs. Available at

https://www.municode.com/library/il/cicero/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZO_APXIIROROCO.

- Specific regulations for drive-through signage in the Roosevelt Road Corridor; does not address electronic display.
- 10.12.1.1 One ground sign is permitted per street front and may be permitted as a monument or pole sign. However, drive-through establishments are permitted an additional menu board sign whether constructed on a pole or as a monument provided the menu board is no more than 40 square feet in area and is not more than 6 feet in height.

Evanston (Illinois), City of. 2015. *Code of Ordinances*. Title 4: Building Regulations, Chapter 10 Sign Regulations, Section 4-10-6: Exempt Signs. Available at

https://www.municode.com/library/il/evanston/codes/code_of_ordinances?nodeId=TIT4BURE_CH10SIRE4-10-6EXSI.

- Regulates the number and size of menu signs, not electronic display.
- Menu board signs. One (1) menu board sign for a drive-in or drive-through facility, provided that the sign does not exceed twenty-five (25) square feet or eight (8) feet in height.

Mount Prospect (Illinois), Village of. 2015. *Village Code*. Chapter 7: Sign Regulations, Article III: General Provisions, Section 7.325: Special Signs. Available at

http://www.sterlingcodifiers.com/codebook/index.php?book_id=802.

- Regulates the number and size of menu signs; also requires light from the sign to be contained to the drive-through lane only.
- C. Menu Board: One menu board for a drive-in or drive-through restaurant shall be permitted in addition to other signs permitted under these regulations, provided such sign does not exceed thirty two (32) square feet in area or eight feet (8') in height from finished grade, and light from the menu board is contained to the drive-through lane only.

Schaumburg (Illinois), Village of. 2015. *Code of Ordinances*. Title 15: Land Usage, Chapter 155: Signs, Commercial Uses, Section 155.95: Commercial Use Signs. Available at

https://www.municode.com/library/il/schaumburg/codes/code_of_ordinances?nodeId=TIT15LAUS_CH155SI_COUS_S155.95COUSSI.

- Regulates number, area, location, and height of menu signs, but does not address electronic display.
- (B)Ground Signs:
 - (1)Number:
 - (a)There shall not be more than one (1) ground sign for each building.
 - (b)There shall not be more than one (1) menu board, a sign display for a type C restaurant, which displays the varieties of food and drink available to the customer, for each restaurant drive-through facility.
 - (2)Area:
 - (a)The gross surface area of a ground sign shall not exceed one hundred (100) square feet for each exposed face, nor exceed an aggregate gross surface area of two hundred (200) square feet.
 - (b)The gross surface area of a menu board sign shall not exceed thirty (30) square feet of gross surface area.
 - (3)Location:
 - (a)A ground sign may be located in any required yard but shall not extend over any lot line.
 - (b)A menu board sign may only be located along a drive-through lane, but shall not extend over any lot line.
 - (4)Height:
 - (a)A ground sign shall not project higher than fifteen feet (15'), as measured from base of sign.
 - (b)A menu board sign shall not project higher than seven feet (7'), as measured from base of sign.
 - (5)Design: Ground signs shall be limited to monument style signs having the poles enclosed by an architectural design compatible with the primary structure with regards to style, colors and materials.

Menu Sign Regulations—Suburbs Smaller than Arlington Heights (30,000-50,000 pop)

Carpentersville (Illinois), Village of. 2015. *Code of Ordinances*. Title 16: Zoning, Chapter 16.40: Signs, Section 16.40.110: Special Signs. Available at https://www.municode.com/library/il/carpentersville/codes/code_of_ordinances?nodeId=TIT16ZO_CH16.40SI_16.40.110SPSI.

- Allows for two drive-through signs, and one may contain an ordering display screen limited to 2 SF.
- G. Drive-through Restaurants.
 1. Number. In addition to the signs otherwise allowed by this chapter, a drive-through restaurant shall be allowed not more than two additional signs to be located adjacent to each separate legally authorized drive through lane.
 2. Height. Such sign shall not exceed six feet in height.
 3. Sign Area. The sign area of the first sign to be installed along a drive-through lane shall not exceed fifty (50) square feet. If a second sign is installed on the same drive-through lane it shall not exceed thirty-two (32) square feet.
 4. One of the two signs installed along a drive-through lane may include an illuminated ordering display screen which does not exceed two square feet in area.
 5. Illumination. The signs may be illuminated subject to the standards in Section 16.40.050.E.
 6. Projection. No wall-mounted sign shall project more than twelve (12) inches from the wall to which it is attached.
 7. Setback. The sign shall not encroach upon the required building setbacks on a lot.
 8. Sign Landscaping. All freestanding signs shall be located within a landscaped area separated and protected from vehicular circulation and parking areas. The plantings within these areas shall include a combination of shrubs, perennials and groundcovers.
 9. Decorative Sign Base. All freestanding signs shall be designed and constructed with an integral decorative base constructed of wood, metal, masonry, or ornamental stone to conceal the sign's support structure(s) and to visually compliment the building materials used on the principal building(s) on the lot. The area of the decorative sign base shall not be computed as part of the sign area.

Mundelein (Illinois), Village of. 2015. *Code of Ordinances*. Title 21: Sign Regulations, Chapter 21.24: Sign Permit Required: Permanent and Temporary Signs, Section 21.24.100: Menuboard. Available at https://www.municode.com/library/il/mundelein/codes/code_of_ordinances?nodeId=TIT21SIRE_CH21.24SIPEREPETESI_21.24.100ME.

- Allows for electronic screen displaying customer order information to be included in menu boards.
- 21.24.100 Menuboard
 - A. Menuboard are permitted for all drive-through facilities.
 - B. Menuboard are limited to a maximum of one per drive-through lane.
 - C. Menuboard are limited to seventy-five square feet in sign area and eight feet in height. The menuboard may be designed as separate freestanding signs grouped together and may include the use of preview boards designed as separate freestanding signs installed a distance earlier in the drive-through lane, however the total area of all signs must not exceed seventy-five square feet.
 - D. Menuboard are permitted an additional ten square feet of sign area for temporary signs attached to the top or sides of the menuboard.
 - E. Menuboard must be located a minimum of fifteen feet from any residential district lot line. This is measured from sign face to lot line, including any public right-of-way.
 - F. Menuboard may be internally illuminated. Menuboard may also contain an electronic screen that displays order information for each customer.
- Ordinance also contains an illustration of an acceptable menuboard, but electronic screen not indicated.

Streamwood (Illinois), Village of. 2015. *Code of Ordinances*. Title 11, Zoning; Chapter 10, Signs; Section 11-10-3-2, Commercial Districts; part F, Menu Boards And Outdoor Speakers Accessory To Drive-Through Facilities. Available at http://www.sterlingcodifiers.com/codebook/index.php?book_id=392.

- Menu boards are limited to 32 SF in size, and may include a video display, but no additional advertising on the display or structure is allowed.
- F. Menu Boards And Outdoor Speakers Accessory To Drive-Through Facilities: Only one menu board for an approved drive-through facility shall be permitted; such menu board shall not exceed thirty two (32) square feet in size, and shall not be encumbered with attachments or additional advertising. Speakers incidental to the use of the menu board shall, where feasible, be incorporated therein. If a separate speaker, with video display is provided, no additional advertising on the display or exterior of the structure shall be permitted. The speaker must match the menu board in color, material and design. (Ord. 2009-34, 12-3-2009, eff. 1-1-2010)

West Chicago (Illinois), City of. 2015. *Code of Ordinances*. Appendix A: Zoning, Article XII: Signs, Section 12.8.3: Drive-Through Restaurant Signs. Available at https://www.municode.com/library/il/west_chicago/codes/code_of_ordinances?nodeId=COOR_APXAZO_ARTXIIISI_12.8-3_DRIVE-THROUGH_RESTAURANT_SIGNS.

- Regulates number, size, height, placement of menu boards, but does not address electronic display.
- In addition to the signs permitted by other sections of this article, drive-through restaurants shall be permitted to have menu display signs for drive-through customers. All menu display signs shall comply with the following regulations:
 - (A) Menu display signs shall be freestanding or flush-mounted.
 - (B) Each drive-through restaurant shall be permitted to have a maximum of two (2) menu display signs.

- (C)The area of an individual sign shall not exceed thirty-two (32) square feet.
- (D)The maximum sign height shall not exceed eight (8) feet.
- (E)The sign(s) shall be located in the side or rear yard only and shall be placed so as not to be readable from the public right-of-way.
- (F)Shall be located at least fifty (50) feet from any residential district property line.

Wheeling (Illinois), Village of. 2015. *Code of Ordinances*. Title 21: Signs, Chapter 21.07: Special Use Signs, Section 21.07.020: Signs for Specific Special Uses. Available at https://www.municode.com/library/il/wheeling/codes/code_of_ordinances?nodeId=TIT21SI_CH21.07SPUSSI_21.07.020SISPSPUS.

- Regulates number, size of menu boards, but does not address electronic display.
- (b)Drive-Thru Signs. Any use necessitating a drive-thru function will be permitted to have wall signs and freestanding signs as regulated in this code depending on use district. In addition, the property will be allowed additional signage relating to the function of the drive-thru:
 - (1)Menu board shall be limited to two signs per property (not including the speaker if unattached). The menu board is limited to sixty square feet and can be internally or externally illuminated.

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Ann Dillemath, AICP
American Planning Association
Research Associate | Planning Advisory Service

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Making Great Communities Happen

**PROPOSED DRIVE-THROUGH RESTAURANT SIGNAGE
ATTACHMENT III**

DC 15-156, January 26, 2016

**STAFF SUMMARY - RESEARCH OF
OTHER COMMUNITIES**

Summary of PAS Research - Digital Menu Boards

Community	Regulates electronic signs?	Menu Board Size	Menu Board Number	Other code requirements
Buffalo Grove	Exempts from electronic message board requirements	50 sf	1/drive thru	Display to feature only products sold at the place of business.
Sterling	Video displays of < 3 sf. are not included in number of sign limitations	Not specified	1	One electronic message menu sign per occupant.
Cicero	no	40 sf; 6' H	up to 2	none
Evanston	no	25 sf; 8' H	1	none
Mt. Prospect	no	32 sf; 8' H	1	Light must be contained in drive thru
Schaumburg	no	30 sf; 7' H	1	
Carpentersville	May contain an ordering screen display of 2 sf	50 sf for first, 30 sf for second; 6' H	2	Must be landscaped
Mundelein	May include an electronic screen that displays order information	75 sf; 8' H	1	Allows an additional 10' for temporary signs attached to menu boards. Allows groups and preview boards but total area can not exceed 75 sf. Must be located 15 feet from residential property.
Streamwood	May include video display but not encumbered with attachments or other advertising	32 sf; no H specified	1	If a speaker with a video display is provided, no additional advertising on the display or structure is allowed.
West Chicago	no	32 sf; 8' H	2	Cannot be readable from public ROW and set back 50ft from residential property
Wheeling	no	60 sf; no H specified	2	Allowed additional advertising and signage related to the function of the drive-through.

**PROPOSED DRIVE-THROUGH RESTAURANT SIGNAGE
ATTACHMENT IV**

DC 15-156, January 26, 2016

**STAFF RESEARCH – SAMPLE OF EXISTING
DRIVE-THROUGH RESTAURANT SIGNAGE
IN ARLINGTON HEIGHTS**

Sample of Arlington Heights Existing Drive-through Restaurant Signage

	Culver's <i>2060 E. Northwest Hwy</i>	McDonald's <i>15 E. Dundee</i>	McDonald's <i>1920 N. A. H.</i>	Dunkin Donuts <i>1818 W. Northwest Hwy</i>
Type of Sign	<i>(HxW of sign face)</i> <i>sf</i>	<i>(HxW of sign face)</i> <i>sf</i>	<i>(HxW of sign face)</i> <i>sf</i>	<i>(HxW of sign face)</i> <i>sf</i>
Pre sell menu board	5'-2" x 4'-7" 23.7 OAH = 6'-2"	none	none	none
Menu Board	5'-2" x 8'-10" 45.7 OAH = 6'-2"	8'-7" x 4'-9" 40.8 OAH = 6'-5"	5'-3" x 9' 47.6 OAH = 6'-8"	5'-4" x 9'-3" 49 OAH = 7'-3"
Order Confirmation	1'-9" x 4'-8" 8.4 OAH = 4'-8"	9'-4" x 11'-3" speaker on canopy sign	stand alone speaker	none
cardboard attached to menu boards	no	yes	yes	yes
cardboard yard sign	yes	yes	yes	no
Clearance bar height	none	10'-2" x 18' (double lanes)	11' x 10'	8'-11" x 6'-5" speaker attached

<i>(Size of sign face)</i>	Starbuck's <i>2964 W. Euclid</i>	Starbuck's <i>1808 S. A H. Road</i>	Taco Bell <i>1530 W. Algonquin</i>	Pete's Coffee <i>1017 W. Dundee</i>
Type of Sign	<i>(HxW)</i> <i>sf</i>	<i>(HxW)</i> <i>sf</i>	<i>(HxW)</i> <i>sf</i>	<i>(HxW)</i> <i>sf</i>
Pre sell menu board	none	4' x 3' 12 OAH = 6'	none	none
Menu Board	4'-1" x 8'-1" 33 OAH = 6'-1"	4'-1" x 8'-1" 33 OAH = 6'	5'-1" x 4'-6" 22.8 no OAH	Size not in files. Changed sign from Caribou to Pete's - permit NA?
Order Confirmation	none in file speaker bollard	4'-1" x 10" speaker bollard	speaker bollard	speaker bollard
cardboard attached to menu boards	no	no	no	no
cardboard yard sign	no	no	temp. menu sign	no
Clearance bar height	no	no dimensions in file		



Item: Sign Code Modifications - Manual Change Bulletin Boards/Changeable Panel Signs - DC#15-157

Department: Planning & Community Development

BACKGROUND

Recently, the Village received an inquiry about installing a ground sign that would include both a permanent business identification sign panel and a printed, changeable product advertisement sign panel. In 2010, the Sign Code was amended to add a definition for Manual Change Bulletin Boards and to establish design considerations for manual change bulletin boards. At that time, the type of manual change bulletin board envisioned was the traditional type of manual change bulletin board that involves the changing of individual letters affixed to a background. Printed, changeable product advertisement sign panels were not envisioned.

Additionally, the Sign Code does not currently regulate the maximum sizes or the proportions of manual change bulletin boards incorporated into ground, monument or wall signs in the Business (B), Manufacturing (M), and Institutional (I) districts.

RECOMMENDATION

A public meeting was held by the Design Commission on February 23, 2016 where Commissioner Bombick moved and Commissioner Fitzgerald seconded:

A motion to recommend approval to the Village Board of Trustees for sign code modifications to Chapter 30, Section 30-101, Section 30-305 'Manual Change Bulletin Boards for Ground Signs', as outlined in Attachment 1 dated January 26, 2016, with the following revision:

1. Change 50 percent to 33 percent.
2. Omit "or exceed the maximum of 30 square feet, whichever is less".

Roll Call Vote: Commissioner Bombick, Fitzgerald, Fasolo, Kubow and Chairman Eckhardt voted in favor. The motion carried.

A public meeting was held by the Design Commission on February 23, 2016 where Commissioner Bombick moved and Commissioner Fitzgerald seconded:

A motion to recommend approval to the Village Board of Trustees for sign code modifications to Chapter 30, Section 30-405, 'Manual Change Bulletin Boards for Wall Signs' as outlined in Attachment 1 dated January 26, 2016, with the following revision:

1. Change 50 percent to 33 percent.

Roll Call Vote: Commissioner Bombick, Fitzgerald, Fasolo, Kubow and Chairman Eckhardt voted in favor. The motion carried.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Staff Report	Board or Commission Report
DC Minutes 2/23/16 DRAFT	Minutes
Attachment 1 - Proposed Chapter 30 Text Amendments	Exhibits
Attachment II - Examples of Changeable Panel Signs	Exhibits

MANUAL CHANGE BULLETIN BOARDS / CHANGEABLE PANEL SIGNS

DC 15-157, January 26, 2016

Department of Planning and Community Development

Prepared by: Nora Boyer

STAFF REPORT

- A. Background
- B. Possible Options
- C. Recommendations

ATTACHMENTS

- I. Proposed Chapter 30 Text Amendments, dated January 26, 2016
 - II. Examples of Changeable Panel Signs, dated January 26, 2016
-

A. BACKGROUND:

Recently, the Village received an inquiry from the owner of Elle Gant Home Design (1002 W. Dundee) and the LED Craft sign company about installing a ground sign at the Elle Gant Home Design business location that would include both a permanent business identification sign panel and a printed, changeable product advertisement sign panel. The proposed ground sign is 6 feet tall with a total sign area of 27 square feet (54" (h) x 72" (w)). The proposed sign face is composed of:

- An upper, business identification sign panel that is 1/3 of the sign area (18" (h) x 72" (w) or 9 square feet). ; and
- A lower printed, changeable, product advertisement panel that is 2/3 of the sign area (36" (h) x 72" (w) or 18 square feet).

The LED Craft sign company provided 5 examples of printed, changeable, product advertisement panels.

ISSUES: Staff has the following concerns with respect to the proposed sign:

- 1) In 2010, the Sign Code was amended (Ordinance 10-001) to add a definition of Manual Change Bulletin Board and design considerations for manual change bulletin boards. The Sign Code states that manual change bulletin boards may be incorporated into permitted ground, monument, and wall signs in the Business (B), Manufacturing (M), and Institutional (I) districts as the lower portion of the overall signs. The type of manual change bulletin board envisioned when the Sign Code was amended was the traditional type of manual change bulletin board that involves the changing of letters affixed to a background. Printed, changeable product advertisement sign panels were not envisioned.
- 2) The Village does not require sign permits when the letters are changed on a traditional manual change bulletin board but does require sign permits when sign panels are changed. Under this policy, a business would be required to obtain a sign permit every time a printed, changeable sign panel is changed.

- 3) There is concern regarding the proposed proportions of the permanent business identification panel relative to the changeable product advertisement panel. On the proposed sign, 1/3 of the sign area is composed of the business identification panel and 2/3 of the sign area is composed of the changeable product advertisement panel. The Sign Code does not regulate the maximum sizes or the proportions of manual change bulletin boards incorporated into ground, monument or wall signs in the Business (B), Manufacturing (M), and Institutional (I) districts. However, signs where the majority of the sign area would be changeable product advertisement panels are contrary to the Village's intent that product messaging be subordinate to business identification.
- 4) If done right, this may be an aesthetically nice concept. However, allowing printed, changeable product advertisement panels would circumvent current permit requirements unless permits are obtained every time the panels are changed. Additionally, the majority of the sign areas of signs should be permanent.

RESEARCH:

Manual Change Bulletin Boards

In 2010, the Sign Code was amended by adding a definition and design considerations for manual change bulletin boards. These amendments to the Sign Code were recommended by the Design Commission and approved by the Village Board as Ordinance 10-001.

The definition of Manual Change Bulletin Board is "a portion of a ground sign or wall sign used to advertise a sale, event or a product utilizing manual change copy." It appears from the discussion in the minutes of the Design Commission meetings that the type of manual change bulletin board discussed was the traditional type with changeable letters affixed to a background.

The amendments to the Sign Code made by Ordinance 10-001 also added Sections 30-305 Manual Change Bulletin Boards to Article III of the Sign Code (concerning ground signs) and Section 30-405 Manual Change Bulletin Boards to Article IV of the Sign Code (concerning wall signs). These new sections of the Code state that manual change bulletin boards shall be incorporated into ground, monument, and wall signs as the lower portion of the overall sign. It is believed that the intent behind requiring that the manual change bulletin board be the lower part of the sign is that the changing message be subordinate to the portion of the sign that identifies the business.

Further, Section 30-305 and 30-405 added the following design considerations for manual change bulletin boards to the Sign Code: "high quality sign that is attractive and contributes to the sign and overall character of the corridor; overall legibility of text and cohesiveness to the overall sign should be considered; consider using one consistent font color and types that creates a high contrast against the background or field area; the font should create a legible message; and it is preferred that the text be balanced, either centered, or right or left justified."

Existing Changeable Panel Signs

There is one printed, changeable panel sign existing in Arlington Heights. It is the ground sign for the Southminster Presbyterian Church located at 916 E Central Road. The church originally requested to install a ground sign with an electronic message board and requested variations for the height and sign area of the ground sign. During the Design Commission review process, the church decided to change their proposal to a ground sign which is composed of an identification panel and a printed, changeable panel.

B. POSSIBLE OPTIONS:

Option 1: Make no change in the current code.

- Continue to allow traditional manual change bulletin boards that involve changing letters on a background. Changeable panel signs would continue to not be allowed.

Option 2: Modify the Sign Code, but do not change current policy.

- Amend the definition of Manual Change Bulletin Boards describing them as a portion of a ground sign or wall sign used to advertise a sale, event or a product utilizing manual change ~~copy~~ text.
- Continue to allow traditional manual change bulletin boards that involve changing letters on a background. Changeable panel signs would continue to not be allowed.

Option 3: Modify the Sign Code to allow ground signs and wall signs with manual change bulletin boards that utilize either changeable text or changeable printed product advertisement sign panels.

- Amend the definition of Manual Change Bulletin Boards to permit manual change bulletin boards with either changeable text or changeable printed product advertisement sign panels.
- Amend Sections 30-305 Manual Change Bulletin Boards under the Code provisions concerning ground signs and Section 30-405 Manual Change Bulletin Boards under Code provisions concerning wall signs to add the following regulations:
 - The maximum size of manual change bulletin boards with changeable letters or changeable, printed product advertisement panels shall not exceed 50% of the total allowed sign area or 30 square feet, whichever is less.
 - Messages on manual change bulletin boards and changeable printed panels shall be limited to pertinent information related to the business operation, products produced or sold or service rendered on-site. No off premise advertising is permitted.

C. RECOMMENDATIONS:

It is recommended that the Design Commission recommend approval of the proposed sign code revisions as follows:

1. Modify the current code as outlined in Option 3 above. See Attachment I, Proposed Chapter 30 Text Amendments.

DRAFT

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
DESIGN COMMISSION MEETING
HELD AT THE ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
FEBRUARY 23, 2016**

Chair Eckhardt called the meeting to order at 6:35 p.m.

Members Present: Ted Eckhardt, Chair
Alan Bombick
John Fitzgerald
Jonathan Kubow
Anthony Fasolo

Members Absent: None

Also Present: Doug Overstreet, Overstreet Builders for *407 N. Gibbons Ave.*
Robert Thornton, Overstreet Builders for *407 N. Gibbons Ave.*
Dominic Grimaudo, Owner of *407 N. Gibbons Ave.*
Steve Hautzinger, Staff Liaison

REVIEW OF MEETING MINUTES FROM FEBRUARY 9, 2016

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KUBOW, TO APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016. ALL WERE IN FAVOR. THE MOTION CARRIED.

ITEM 5. SIGN CODE MODIFICATIONS

DC#15-157 – Manual Change Bulletin Boards/Changeable Panel Signs

Mr. Hautzinger began by presenting photos of the existing ground sign at Southminster Presbyterian Church at 916 E. Central Road in Arlington Heights. This sign includes a fixed sign panel on top with a changeable sign panel below. He explained that the interchangeable panel on this sign is used as a type of manual change bulletin board as shown in the photos. In 2010, the sign code was amended to add a definition for Manual Change Bulletin Boards and to establish design considerations for manual change bulletin boards. However, the current definition of a manual change bulletin board is not clear regarding the type of manual change bulletin board that is allowed. It is Staff's understanding that the type of manual change bulletin board allowed is one with individual interchangeable letters, such as used at Walgreens stores. Printed, changeable product advertisement panels were not envisioned.

Mr. Hautzinger reported that the Village recently received an inquiry from a business owner about installing a new ground sign that would include both a permanent business identification sign panel on top and a printed, changeable produce advertisement sign panel on the bottom. The proposed ground sign would be 6-feet tall with a total sign area of 27 square feet. The proposed sign face is composed of an upper, business identification sign panel that is 1/3 of the sign area and a lower printed, changeable product advertisement panel that is 2/3 of the sign area. This sign raised the question of whether the proposed changeable sign panel is a manual change bulletin board or not. Staff feels that this type of sign looks very nice, and is an attractive way of using a manual change bulletin board that has a nicer appearance than individual changeable letters. However, there is concern about the size of the changeable panel on this current proposal, and the sign code does not currently regulate the maximum size or proportions of manual change bulletin boards incorporated into ground, monument or wall signs.

Chair Eckhardt asked how the Southminster Presbyterian Church was different than a business with a code compliant sign that decides to change the sign panel design after one year. **Mr. Hautzinger** replied that a permit is required for re-facing of signs, whereas the Southminster Church bulletin board can be changed at will without a permit.

Mr. Hautzinger reviewed the possible options regarding Manual Change Bulletin Boards/Changeable Panel Signs being proposed at this time:

Option 1: Make no change in the current code.

- Continue to allow traditional manual change bulletin boards that involve changing letters on a background. Changeable panel signs would continue to not be allowed.

Option 2: Modify the Sign Code, but do not change current policy.

- Amend the definition of Manual Change Bulletin Boards describing them as a portion of a ground sign or wall sign used to advertise a sale, event or a product utilizing manual change copy text.
- Continue to allow traditional manual change bulletin boards that involve changing letters on a background. Changeable panel signs would continue to not be allowed.

Option 3: Modify the Sign Code to allow ground signs and wall signs with manual change bulletin boards that utilize either changeable text or changeable printed product advertisement sign panels.

- Amend the definition of Manual Change Bulletin Boards to permit manual change bulletin boards with either changeable text or changeable printed product advertisement sign panels.
- Amend Sections 30-305 Manual Change Bulletin Boards under the Code provisions concerning ground signs and Section 30-405 Manual Change Bulletin Boards under Code provisions concerning wall signs to add the following regulations:
 - o The maximum size of manual change bulletin boards with changeable letters or changeable, printed product advertisement panels shall not exceed 50% of the total allowed sign area or 30 square feet, whichever is less.
 - o Messages on manual change bulletin boards and changeable printed panels shall be limited to pertinent information related to the business operation, products produced or sold or service rendered on-site. No off premise advertising is permitted.

Staff is recommending Option 3, to modify the Sign Code to allow ground signs and wall signs with manual change bulletin boards that utilize either changeable text or changeable printed product advertisement sign panels. **Mr. Hautzinger** reviewed the language being proposed for the text amendments to the existing Sign Code, Section 30-101 Definitions, Section 30-305 Manual Change Bulletin Boards (ground signs) and Section 30-405 Manual Change Bulletin Board (wall signs).

Chair Eckhardt asked how 30 square feet was established as a maximum for manual change bulletin boards. **Mr. Hautzinger** replied that the permitted size of ground signs were evaluated with 80 square feet being the maximum allowed, and 50% of that being 40 square feet, which was used as a tool in determining the maximum amount allowed for a manual change bulletin board. **Chair Eckhardt** was okay with the 30 square feet established. **Commissioner Fitzgerald** had no problem with the appearance of the current sign proposal; however, the fact that it can be changed by the business, means that 60% of the sign cannot be controlled, which he was concerned about. **Mr. Hautzinger** agreed with this concern and reiterated that stores with manual change bulletin boards, such as Walgreens, are currently allowed to change their bulletin boards with no policing, and there have been no problems with this to his knowledge.

Chair Eckhardt raised the point that manual change signs may be place holders for electronic signs in the future, and he asked how the commissioners felt about allowing 50% of a ground sign, with a maximum 30 square feet, as a manual change bulletin board sign or a future electronic sign. **Commissioner Kubow** felt that a ground sign should be a 2/3 to 1/3 ratio, with the manual change bulletin board being only 1/3. He felt that 50/50 was too much and the focus should be on the business and not advertisement, otherwise the sign becomes obnoxious. **Commissioner Fitzgerald** agreed. **Commissioner Kubow** was glad to see 50% as a start, but felt that 66/33 or 60/40 was more appropriate. **Mr. Hautzinger** clarified that currently, the Sign Code has no restriction on this, and existing signs could become non-compliant with this new requirement.

Chair Eckhardt said that an area of square footage should be established that is acceptable to the future of electronic signs because future electronic signs could just be fitted into the existing manual change portion of signs without changing the entire sign. **Commissioner Fasolo** was in favor of a ratio of 66/33, the opposite of the 'Home Design' sign presented by Staff. **Chair Eckhardt** said that it appeared as though the commissioners preferred a ratio of 2/3 to 1/3, or around 33% maximum for a manual change bulletin board. **Mr. Hautzinger** suggested 60/40 as a cleaner ratio.

A MOTION WAS MADE BY COMMISSIONER BOMBICK, SECONDED BY COMMISSIONER FITZGERALD, TO RECOMMEND APPROVAL TO THE VILLAGE BOARD FOR SIGN CODE MODIFICATIONS TO CHAPTER 30,

SECTION 30-101, SECTION 30-305, MANUAL CHANGE BULLETIN BOARDS FOR GROUND SIGNS (DC#15-157) AS OUTLINED IN ATTACHMENT I DATED JANUARY 26, 2016, WITH THE FOLLOWING REVISIONS:

- 1. CHANGE 50 PERCENT TO 33 PERCENT.**
- 2. OMIT "OR EXCEED A MAXIMUM OF 30 SQUARE FEET, WHICHEVER IS LESS".**

**BOMBICK, AYE; FITZGERALD, AYE; FASOLO, AYE; KUBOW, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

Mr. Hautzinger pointed out that the previous discussion focused on ground signs; however, wall signs are also being proposed as part of the text amendments. Although manual change bulletin boards associated with wall signs is less common than with ground signs, the same language was being proposed. He commented that wall signs can be much larger than ground signs, and Staff was proposing to maintain the 30 square foot maximum requirement for wall signs.

Commissioner Kubow suggested adjusting the proportion for a wall sign; for wall signs larger than 100 square feet the ratio should be 75/25. **Commissioner Bombick** referenced the very large wall sign at Floor & Décor on Rand Road and pointed out how large 1/3 of that overall sign would be for a manual change panel or letters. **Commissioner Fitzgerald** suggested staying with the 2/3 to 1/3 ratio for wall signs, not to exceed a maximum of 30 square feet. The other commissioners agreed.

A MOTION WAS MADE BY COMMISSIONER BOMBICK, SECONDED BY COMMISSIONER FITZGERALD, TO RECOMMEND APPROVAL TO THE VILLAGE BOARD FOR SIGN CODE MODIFICATIONS TO CHAPTER 30, SECTION 30-405, MANUAL CHANGE BULLETIN BOARDS FOR WALL SIGNS (DC#15-157) AS OUTLINED IN ATTACHMENT I DATED JANUARY 26, 2016, WITH THE FOLLOWING REVISION:

- 1. CHANGE 50 PERCENT TO 33 PERCENT.**

**BOMBICK, AYE; FITZGERALD, AYE; FASOLO, AYE; KUBOW, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

**MANUAL CHANGE BULLETIN BOARDS / CHANGEABLE PANEL SIGNS
ATTACHMENT I**

DC 15-157, January 26, 2016

PROPOSED CHAPTER 30 TEXT AMENDMENTS

AS RECOMMENDED BY THE DESIGN COMMISSION

ON FEBRUARY 23, 2016

Section 30-101 Definitions

22. Manual Change Bulletin Board. A portion of a ground sign or wall sign used to advertise a sale, event or a project utilizing manual change copy text affixed to a background or manual change printed sign panels.

Section 30-305 Manual Change Bulletin Boards (ground signs)

- a. The manual change bulletin board shall be incorporated into a ground sign or monument sign as the lower portion of the overall sign. In no instance shall the manual change bulletin board portion of the sign comprise more than 50 33 percent of the sign area, or exceed a maximum of 30 square feet, whichever is less. Messages on manual change bulletin boards and changeable printed panels shall be limited to information related to the business operation, products produced or sold or service rendered on-site. No off premise advertising is permitted.
- b. The following are design considerations for these signs: high quality sign that is attractive and contributes to the sign and overall character of the corridor; overall legibility of text and cohesiveness to the overall sign should be considered; consider using one consistent font color and type that creates a high contrast against the background or field area; the font should create a legible message; and it is preferred that the text be balanced, either centered, or right or left justified.

Section 30-405 Manual Change Bulletin Boards (wall signs)

- a. The manual change bulletin board shall be incorporated into a wall sign as a portion of the overall wall sign. In no instance shall the manual change bulletin board portion of the sign comprise more than 50 33 percent of the sign area, or exceed a maximum of 30 square feet, whichever is less. Messages on manual change bulletin boards and changeable printed panels shall be limited to information related to the business operation, products produced or sold or service rendered on-site. No off premise advertising is permitted.
- b. The following are design considerations for these signs: high quality sign that is attractive and contributes to the sign and overall character of the corridor; overall legibility of text and cohesiveness to the overall sign should be considered; consider using one consistent font color and type that creates a high contrast against the background or field area; the font should create a legible message; and it is preferred that the text be balanced, either centered, or right or left justified.

**MANUAL CHANGE BULLETIN BOARDS / CHANGEABLE PANEL SIGNS
ATTACHMENT II**

DC 15-157, January 26, 2016

**EXAMPLES OF CHANGEABLE PANEL SIGNS -
FOR REFERENCE ONLY**

Southminster Presbyterian Church, 916 E. Central Road





SAMPLE SIGN FACE DESIGNS



LED CRAFT
ledcraftinc.com



ETL LISTED
CONFORMS TO
UL STD 48
UL STD 1433

Drawing Date	10/23/2015		
Drawing Name	EHD.PDF		
Company	ELLEGANT HOME DESIGN		
Address	1002 W DUNDEE RD		
City	ARLINGTON HEIGHTS	IL	Zip: 60004

NOTE: This initial concept is for visual presentation only. Final design, dimensions and customization is subject to customer approval prior to production.

© LED Craft, Inc. This drawing is the property of LED Craft, Inc. until invoice is paid in full.



Item: Sign Code Modifications - Residential Ground Signs - DC#15-167

Department: Planning & Community Development

BACKGROUND

The Zoning Code allows certain non-residential uses (ex. places of worship and schools) to be located in residential zoning districts. Signage for such uses is regulated under Sign Code Section 30-203 Residential (R) Districts Signage Provisions. However, the current requirements are confusing, with differing requirements for ground signs and manual change bulletin boards. Additionally, code requires public notification and review for certain sizes of this type of signage that may be overly burdensome. Finally, the current size restrictions for this type of signage may be too restrictive and do not take into consideration the location of signs along major roads versus residential streets.

RECOMMENDATION

A public meeting was held by the Design Commission on February 23, 2016 where Commissioner Bombick moved and Commissioner Fasolo seconded:

A motion to recommend approval to the Village Board of Trustees for sign code modifications to Chapter 30, Section 30-203, Residential (R) Districts signage provisions as outlined in Attachment 1 dated January 26, 2016.

Roll Call Vote: Commissioner Bombick, Fitzgerald, Fasolo, Kubow and Chairman Eckhardt voted in favor. The motion carried.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
--------------------	-------------

DC Minutes 2/23/16 DRAFT
Staff Report
Attachment 1 - Chapter 30 Text
Amendments
Summary of Church Ground Sign
Variations

Minutes
Board or Commission Report
Exhibits
Exhibits

DRAFT

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
DESIGN COMMISSION MEETING
HELD AT THE ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
FEBRUARY 23, 2016**

Chair Eckhardt called the meeting to order at 6:35 p.m.

Members Present: Ted Eckhardt, Chair
Alan Bombick
John Fitzgerald
Jonathan Kubow
Anthony Fasolo

Members Absent: None

Also Present: Doug Overstreet, Overstreet Builders for *407 N. Gibbons Ave.*
Robert Thornton, Overstreet Builders for *407 N. Gibbons Ave.*
Dominic Grimaudo, Owner of *407 N. Gibbons Ave.*
Steve Hautzinger, Staff Liaison

REVIEW OF MEETING MINUTES FROM FEBRUARY 9, 2016

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KUBOW, TO APPROVE THE MEETING MINUTES OF FEBRUARY 9, 2016. ALL WERE IN FAVOR. THE MOTION CARRIED.

ITEM 6. SIGN CODE MODIFICATIONS

DC#15-167 – Residential Ground Signs

Mr. Hautzinger explained that the Zoning code allows certain non-residential uses such as schools, churches, Park District facilities, and the library to be located in residential zoning districts. Signage for such uses is regulated under Section 30-203, which states that only the following signs are permitted in residential districts:

- Manual change bulletin boards, not over 12 square feet in area for public, charitable, educational or religious institutions when located on the premises of said institutions. Any sign more than 12 square feet in area must be reviewed by the Design Commission and approved by the Village Board of Trustees. The application for such approval must comply with the notification requirements for sign variation.
- Ground signs accessory to a permitted non-residential use, provided that the height of such sign shall not exceed six feet and the surface area of such sign shall not exceed 25 square feet. Proposed signs, which are greater than 12 square feet, must comply with the notification requirements of this Section.

Staff has concerns with the current residential ground sign requirements with respect to code clarity, with differing requirements for ground signs and manual change bulletin boards. Additionally, code requires public notification and review for certain sizes of this type of signage that may be overly burdensome and also gives no incentive for an applicant to comply with code when a code compliant sign requires the same public review process as a sign variation. Finally, the current size restrictions for this type of signage may be too restrictive and does not take into consideration the location of signs along major roads versus residential streets.

Research conducted on residential ground signs in the Village found 10 sign reviews for religious institutions in residential districts with signs in excess of 12 square feet. One application was withdrawn, leaving nine applications approved by the Design Commission; 4 were at or below 25 square feet with the majority located on secondary streets, and 5 were ranging from 30 to 50 square feet with the majority located on major arterial streets.

Staff is proposing the following 3 options at this time:

Option 1: Make no change to the current code.

- Continue to permit manual change bulletin boards not in excess of 12 square feet and ground signs not in excess of 12 square feet without review by the Design Commission or approval by the Village Board.
- Continue to require review by the Design Commission and approval by the Village Board for manual change bulletin boards in excess of 12 square feet.
- Continue to require Design Commission review of ground signs over 12 square feet up to 25 square feet.
- Continue to require public notification, as required for sign variations, for manual change bulletin boards in excess of 12 square feet and ground signs over 12 square feet up to 25 square feet.

Option 2: Clarify the existing code requirements. Omit the notification requirements.

- Combine the code sections for residential ground signs, and clarify that manual change bulletin boards are allowed as part of the ground sign, not as separate signs.
- Allow residential ground signs up to 25 sf without Design Commission review, and omit the requirements for public notification.
- The maximum size for manual change bulletin boards would remain as 12 square feet.
- Any signs exceeding the permitted sizes shall require sign variations.

Option 3: Omit the notification requirements. Increase the maximum allowed sign size along major roads. Increase the maximum manual change bulletin board size. Include design criteria.

- Combine the code sections for residential ground signs, and clarify that manual change bulletin boards are allowed as part of the ground sign, not as separate signs.
- Allow residential ground signs up to 25 sf without Design Commission review, and omit the requirements for public notification.
- Allow residential ground signs up to 48 sf when located along major roads, with speed limit of 40 mph or greater. This size is consistent with the requirement for ground signs in the O-T (Office Transitional) Zoning District.
- Increase the maximum size for manual change bulletin boards to 75% of the permitted ground sign area or 30 sf, whichever is less. Non-residential uses, such as churches and schools, often use the majority of their sign area for displaying community messages.
- Add design criteria for sign to be compatible with the architecture of the building.
- Any signs exceeding the permitted sizes would require sign variations.

Staff is recommending Option 3, to modify the Sign Code to omit the notification requirements, increase the maximum allowed sign size along major roads, increase the maximum manual change bulletin board size, and include design criteria. **Mr. Hautzinger** reviewed the language being proposed for the text amendments to the existing Sign Code, Section 30-101 Definitions, Section 30-305 Manual Change Bulletin Boards (ground signs) and Section 30-405 Manual Change Bulletin Board (wall signs) **Mr. Hautzinger** reviewed the language being proposed for the text amendments to the existing Sign Code, Section 30-203. Existing subsection 'b' in this section would be removed, and existing subsection 'h' would be change to 'b' with the following revised language:

- Ground signs accessory to a permitted non-residential use, provided that the height of such sign shall not exceed six feet and the surface area of such sign shall not exceed 25 square feet. Signs located on a roadway with a speed limit of 40 miles per hour or greater may be up to 48 square feet in area. A manual change bulletin board may be incorporated as part of the ground sign, but the bulletin board may not exceed 75 percent of the permitted sign size or 30 square feet, whichever is less. The area of the manual change bulletin board shall not increase the overall permitted sign size. All signs must be designed to be compatible with the architectural style of the development. Refer to Article III of this Chapter for additional requirements for ground signs.

Chair Eckhardt acknowledged that the big change is the percentage permitted and the maximum size for manual change bulletin boards. He asked how 75% was achieved and **Mr. Hautzinger** replied that this was based on observations of existing signs seen at schools, churches and Park District facilities where the majority of the sign is often used as a manual change bulletin board to communicate

information to the public. **Chair Eckhardt** acknowledged that most of these types of signage are changeable bulletin boards. **Commissioner Kubow** said that part of him wanted to stay consistent; 33/66 with 66 percent at the top and 33 percent at the bottom; however, thinking about what is trying to be accomplished with the changeable signage, it was not necessarily advertisements. Therefore, he would say the opposite for residential ground signs; 66/33, with 33 percent at the top and 66 percent at the bottom. **Mr. Hautzinger** pointed out the amended definition of the previous item reviewed for a manual change bulletin board, which now allows for the option of an interchangeable manual change bulletin board with individual letters or a changeable panel.

Commissioner Bombick felt the revisions being proposed were appropriate and knowing that the Village has been consistent over the years in terms of allowing different size signs based on the speed and size of the road. **Chair Eckhardt** felt the maximum 75% being proposed in Option 3 was reasonable; to make it less than 75% would take away from what is trying to be accomplished with a manual change bulletin board. There were no further comments.

A MOTION WAS MADE BY COMMISSIONER BOMBICK, SECONDED BY COMMISSIONER FASOLO, TO RECOMMEND APPROVAL TO THE VILLAGE BOARD FOR SIGN CODE MODIFICATIONS TO CHAPTER 30, SECTION 30-203, RESIDENTIAL (R) DISTRICTS SIGNAGE PROVISIONS (DC#15-167) AS OUTLINED IN ATTACHMENT I DATED JANUARY 26, 2016.

**BOMBICK, AYE; FITZGERALD, AYE; FASOLO, AYE; KUBOW, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

RESIDENTIAL GROUND SIGNS

DC 15-167, January 26, 2016

Department of Planning and Community Development

Prepared by: Nora Boyer and Steve Hautzinger

STAFF REPORT

- A. Background
- B. Possible Options
- C. Recommendations

ATTACHMENTS

- I. Proposed Chapter 30 Text Amendments, dated January 26, 2016
 - II. Summary of Church Ground Sign Variations, dated January 26, 2016
-

A. BACKGROUND:

The Zoning Code allows certain non-residential uses (ex. places of worship and schools) in residential zoning districts. Signage for such uses is regulated under Sign Code Section 30-203 Residential (R) Districts Signage Provisions, which states that only the following signs are permitted in residential districts:

Section 30-203 (b) states:

“Manual change bulletin boards, not over 12 square feet in area for public, charitable, educational or religious institutions when located on the premises of said institutions. Any sign more than 12 square feet in area must be reviewed by the Design Commission and approved by the Village Board of Trustees. The application for such approval must comply with the notification requirements for sign variation.”

Section 30-203 (h) states:

“Ground signs accessory to a permitted non-residential use, provided that the height of such sign shall not exceed six feet and the surface area of such sign shall not exceed 25 square feet. Proposed signs, which are greater than 12 square feet, must comply with the notification requirements of this Section.”

Table 1. Summary of Residential Ground Sign Requirements:

	Permitted with Administrative Approval	Requires DC Review	Notification Required for Design Commission Review	Requires Village Board Review
Manual Change Bulletin Board	12 sf and under	If over 12 sf	Same as for a variation (posting of sign and mailing)	Village Board approval required if over 12 sf up to 25 sf. Variation required if over 25 sf.
Ground Sign	12 sf and under	If over 12 sf up to 25 sf	Same as for a variation (posting of sign and mailing)	Variation required if over 25 sf.

ISSUES: Staff has the following concerns with respect to the current residential ground sign requirements:

- 1) Code Clarity. The current sign code requirements are confusing, with differing requirements for ground signs and manual change bulletin boards.
- 2) Levels of Review and Notification Requirements. There is no incentive for an applicant to comply with code when a code compliant sign requires the same public review process as a sign variation. Additionally, there is a lack of cohesive policy with respect to the review requirements for manual change bulletin boards and ground signs in residential districts. Both types of signs must follow the Sign Code's notification requirements for sign variations as outlined in Section 30-804. However, bulletin boards in excess of 12 square feet require both Design Commission review and Village Board approval, while ground signs in excess of 12 square feet up to 25 square feet require only Design Commission review. Staff feels that the levels of review and notification requirements are overly burdensome and should be omitted.
- 3) Sign Size. Based on previous sign variation requests from numerous churches, Staff feels that the sizes of manual change bulletin boards and ground signs in residential areas may be too restrictive.

RESEARCH: Since 1995, there have been ten sign reviews for religious institutions in residential districts proposing signs in excess of 12 square feet. One of the applications (for a 44 square foot sign) was approved by the Design Commission but was withdrawn prior to reaching the Village Board. All nine of the other applications were approved.

The following is a summary of the nine approved signs:

- Four were at or below 25 square feet. The majority of which are located on secondary arterial, collector, and local streets.
- Five ranged from 30 to 50 square feet. The majority of which are located on major arterial streets.

Section 30-203 addresses the maximum size of signage in residential districts, and Article III "Ground Signs" of the Sign Code addresses the number of permitted ground signs. Section 30-302 allows no more than one ground sign per street frontage. If the building has more than one street frontage, an additional ground sign is permitted, provided that there is a minimum of 800 feet of separation between the ground signs as measured along the right-of-way. Research reveals that only one non-residential use located in a residential zoning district that has more than one ground sign. These signs do not meet the 800 foot separation requirement, and therefore, required a variation. Since the vast majority of non-residential uses in residential districts have just one ground sign, the manual change bulletin boards (if present) are incorporated into the ground sign.

B. POSSIBLE OPTIONS :

Option 1: Make no change to the current code.

- Continue to permit manual change bulletin boards not in excess of 12 square feet and ground signs not in excess of 12 square feet without review by the Design Commission or approval by the Village Board.
- Continue to require review by the Design Commission and approval by the Village Board for manual change bulletin boards in excess of 12 square feet.
- Continue to require Design Commission review of ground signs over 12 square feet up to 25 square feet.
- Continue to require public notification, as required for sign variations, for manual change bulletin boards in excess of 12 square feet and ground signs over 12 square feet up to 25 square feet.

Option 2: Clarify the existing code requirements. Omit the notification requirements.

- Combine the code sections for residential ground signs, and clarify that manual change bulletin boards are allowed as part of the ground sign, not as separate signs.
- Allow residential ground signs up to 25 sf without Design Commission review, and omit the requirements for public notification.
- The maximum size for manual change bulletin boards would remain as 12 square feet.
- Any signs exceeding the permitted sizes shall require sign variations.

Option 3: Omit the notification requirements. Increase the maximum allowed sign size along major roads. Increase the maximum manual change bulletin board size. Include design criteria.

- Combine the code sections for residential ground signs, and clarify that manual change bulletin boards are allowed as part of the ground sign, not as separate signs.
- Allow residential ground signs up to 25 sf without Design Commission review, and omit the requirements for public notification.
- Allow residential ground signs up to 48 sf when located along major roads, with speed limit of 40 mph or greater. This size is consistent with the requirement for ground signs in the O-T (Office Transitional) Zoning District.
- Increase the maximum size for manual change bulletin boards to 75% of the permitted ground sign area or 30 sf, whichever is less. Non-residential uses, such as churches and schools, often use the majority of their sign area for displaying community messages.
- Add design criteria for sign to be compatible with the architecture of the building.
- Any signs exceeding the permitted sizes would require sign variations.

C. RECOMMENDATION:

It is recommended that the Design Commission recommend approval of the proposed sign code revisions as follows:

1. Modify the current code as outlined in **Option 3** above. See Attachment I, Proposed Chapter 30 Text Amendments.

**RESIDENTIAL GROUND SIGNS
ATTACHMENT I**

DC 15-167, January 26, 2016

**PROPOSED CHAPTER 30
TEXT AMENDMENTS**

Date: 1-26-16

Section 30-203 Residential (R) Districts Signage Provisions. Only the following signs are permitted in Residential Districts. All requirements and restrictions outlined in this Section pertain only to those properties zoned Residential.

~~b. Manual change bulletin boards, not over 12 square feet in area for public, charitable, educational or religious institutions when located on the premises of said institutions. Any sign more than 12 square feet in area must be reviewed by the Design Commission and approved by the Village Board of Trustees. The application for such approval must comply with the notification requirements for sign variations.~~

h. **b.** Ground signs accessory to a permitted non-residential use, provided that the height of such sign shall not exceed six feet and the surface area of such sign shall not exceed 25 square feet. **Signs located on a roadway with a speed limit of 40 miles per hour or greater may be up to 48 square feet in area. Proposed signs, which are greater than 12 square feet, must comply with the notification requirements of this section. A manual change bulletin board may be incorporated as part of the ground sign, but the bulletin board may not exceed 75 percent of the permitted sign size or 30 square feet, whichever is less. The area of the manual change bulletin board shall not increase the overall permitted sign size. All signs must be designed to be compatible with the architectural style of the development. Refer to Article III of this Chapter for additional requirements for ground signs.**

**RESIDENTIAL GROUND SIGNS
ATTACHMENT II**

DC 15-167, January 26, 2016

**SUMMARY OF CHURCH
GROUND SIGN VARIATIONS**

Summary of Church Ground Sign Variations

	Overall Sign Area	Bulletin Board Sign area	Reviewed/Approved by	Comments
Living Christ Church DC95-007 625 E Dundee - Major arterial	48 square feet	26 square feet	DC and Village Board approval	Variation for 48 SF sign where 25 sf is permitted.. Sign includes a bulletin board over 12 sf
Arlington Countryside Church DC96-023 916 E Hintz - Major arterial	24 square feet	None	DC and Village Board approval	Approval of a 24 sf sign where 12 sf is permitted.
Northwest Covenant Church DC96-025 511 W Rand - Major arterial	30 square feet	None	DC and Village Board approval	Variation for a 30 sf sign where 25 sf is permitted, allow 35' separation of signs where 800' is required, allow advertisement of off premises services.
First Presbyterian Church DC97-022 302 N Dunton - Local Street	25 square feet	None	DC approval and Village Board approval	Village Board approval was required for 6' setback where 15' is required, variation and review was required for a ground sign over 12 sf
St. Simon's Church DC97-036 717 Kirchoff – Sec. arterial	24 square feet	None	DC approval and Village Board approval	Review of ground sign of 24 sf where 12 sf is permitted
Cross and Crown Community Church DC98-023 1122 W Rand - Major Arterial	50 square feet	30 square feet	DC and Village Board approval	Variation for: 50 sf sign where 25 sf is permitted. Allow 9'2" tall sign where 6' is permitted. Bulletin board is over 12 sf. Set back of 3 ft where 15 ft is required
Lutheran Church of Cross DC01-016 2025 S Goebbert - Collector	40 square feet	20 square feet	DC and Village Board approval	Variation granted for 40 sf sign where 25 sf is permitted, 20 sf bulletin bd where 12 sf is permitted, & 3' setback where 15 ft is required
Southminster Presbyterian Church	48 square feet	16 square feet (panel)	DC and Village Board approval	Variation granted for 48 sf sign where 25 sf is permitted and 7' height where 6' is permitted

DC07-008 916 E Central - Major arterial				
Our Lady of the Wayside DC07-149 434 W Park - Local Street	24 square feet	17 square feet	DC and Village Board approval	Variations granted included set-back of 12 feet where 15 ft is required, second ground sign within 252 ft where 800 feet is required. Approval of bulletin board with 4 rows of 6 in. letters.

Summary of Church Ground Sign Variations arranged by Street Size

	Overall Sign Area	Bulletin Board Sign area
Major Arterial		
Living Christ Church, 625 E Dundee (DC95-007)	48 square feet	26 square feet
Arlington Countryside Church, 916 E Hintz (DC96-023)	24 square feet	None
Northwest Covenant Church, 511 W Rand (DC96-025)	30 square feet	None
Cross and Crown Comm. Church, 1122 W Rand (DC98-023)	50 square feet	30 square feet
Southminster Presbyterian Church, 916 E Central (DC07-008)	48 square feet	16 square feet (panel)
	Average: 40	
Secondary Arterial		
St. Simon's Church, 717 Kirchoff (DC97-036)	24 square feet	None
Collector		
Lutheran Church of Cross, 2025 S Goebbert (DC01-016)	40 square feet	20 square feet
Local Street		
First Presbyterian, 302 N Dunton (97-022)	25 square feet	None
Our Lady of the Wayside, 434 W Park (DC07-149)	24 square feet	17 square feet



Item: Ordinance - Code Amendments - Chapters 2, 3, 8, 12, 13 and 19

Department: Manager/Legal

An Ordinance Amending Chapters 2, 3, 8, 12, 13 and 19 of the Arlington Heights
Municipal Code
(Miscellaneous Code Amendments)

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Chapters 2, 3, 8, 12, 13, 19	Ordinance

AN ORDINANCE AMENDING CHAPTERS 2, 3, 8, 12, 13 AND 19
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Chapter 2, Elected Officers, Article II, The Board of Trustees, of the Arlington Heights Municipal Code, is amended as follows (the language being deleted is stricken and the language being added is highlighted):

a. That Section 2-204, Village Board Meetings, is hereby amended as follows:

Section 2-204 Village Board Meetings. The following shall be the procedures for Village Board meetings:

a. Order of Business. The Order of Business to be observed at all meetings of the Village Board shall be as follows, except that a majority vote of all Trustees present may suspend the following order of business:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Approval of Minutes
- V. Accounts Payable
- VI. Recognitions and Presentations
- VII. Public Hearings
- VIII. Citizens to be Heard
- IX. Old Business
- X. Consent Agenda
- XI. Approval of Bids
- XII. New Business
- XIII. ~~Legal Ordinances and Resolutions~~
- XIV. **Report of the Village Manager**
- XV. Appointments
- XVI. Petitions and Communications
- XVII. ~~Report of the Village Manager~~
- XVII. Adjournment

b. That Section 2-205 Citizens to be Heard, is hereby amended as follows:

Section 2-205 Citizens to be Heard. Any citizen wishing to be heard on an item not on the formal agenda at a Village Board meeting may make such a request at that Board meeting by filling out a speaker's card and handing it to the Village Clerk. All such citizens shall be given three minutes in which to make a statement. **Speakers may not give any or all of their time to another speaker.**

c. That Section 2-206, Rules of Procedures, is hereby amended as follows:

Section 2-206 Rules of Procedure. The following rules of procedure shall govern the conduct of all meetings of the Board of Trustees, although these rules, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

Rule 1. The President shall decide all questions of order. In all cases where these rules are not applicable, the Board shall be governed by parliamentary law as laid down in Roberts' Rules of Order, as revised.

Rule 2. Trustees discussing a question shall address the President, and no Trustee has the floor unless recognized by the President. No person can address the Board unless recognized by the President.

Rule 3. A roll call vote of yeas and nays shall be taken and recorded ~~on the journal of proceedings~~ **in the minutes** for all ordinances or propositions which create any liability against or obligation on the part of the Village or for the expenditure or appropriation of its money, and in all other instances where **a request for a roll call vote** ~~therefor~~ is made by any Trustee. This rule shall not apply to any items included in the Consent Agenda.

~~Rule 4. All resolutions and amendments shall be reduced to writing at the request of the President or any Trustee, and shall be handed to the Village Clerk who shall read them to the Board.~~

~~Rule 4~~ **5.** ~~Standing and Special Committees, to whom references are made, shall in all cases~~ **issue written reports stating their findings and conclusions.** ~~in writing a statement of facts with their opinion.~~ **Special** Committees may consider only such matters as are referred to them by vote of the Board of Trustees or by the Village President.

~~Rule 6. Any report to the Board shall be deferred, for final action thereon, to the next regular meeting of the Board after the report is made, upon the request of any two Trustees present.~~

~~Rule 5~~ **7.** The vote upon the adoption of an ordinance, motion or resolution of the Board may be reconsidered at the same meeting at which the vote was taken or at the next regularly scheduled meeting on motion of any Trustee not present at the time such ordinance, motion or resolution was adopted, or on the motion of any Trustee previously voting on the prevailing side of such ordinance, motion or resolution, but no ordinance, motion or resolution shall be rescinded except by the same number of votes which were required to pass the matter sought to be reconsidered.

If a request for reconsideration of any matter signed in the manner of election petitions by at least one percent of the registered voters as computed at the last general election at which Representatives to the United States Congress were elected, is presented to the Village Clerk prior to the next regular meeting of the Board of Trustees following the action taken, which meeting shall be at least two weeks later,

the Board shall reconsider such matter in the same manner as if a motion to reconsider had been made by a Trustee voting on the prevailing side of such ordinance

or motion, whether or not the matter was reconsidered previously. Final action shall be taken at that meeting on all matters reconsidered.

Rule 6 8. When a question is before the Board, no motion shall be in order but the following: 1) to adjourn; 2) to lay on the table; 3) the previous question; 4) to postpone definitely; 5) to postpone to a certain time, and 6) to amend. These motions are privileged and have precedence in the order in which they succeed each other in this rule. Motions to adjourn, to lay on the table and for the previous question shall be decided without debate.

Rule 7 9. A motion to adjourn is always in order except: 1) when a member is in possession of the floor; 2) when the yeas and nays are being called; 3) when the members are voting; 4) when adjournment was the last preceding motion; or 5) when it has been decided that the previous question shall be taken.

~~Rule 10. All persons appearing before the Board shall make such appearances only in their own behalf or as a member of some civic, municipal, religious, business or neighborhood organization. All persons may also be represented before the Board by their attorneys.~~

SECTION TWO: That subsection g of Section 3-102, Powers and Duties, located in Chapter 3, Appointed Officers, Article I, Village Manager, of the Arlington Heights Municipal Code, is amended as follows (the language being deleted is stricken and the language being added is highlighted):

Section 3-102 Powers and Duties. The powers and duties of the Manager shall be:

- g. Make Purchases for Departments; Board Approval. To make all necessary purchases of supplies and equipment for all departments in the Village and for that purpose the Manager is authorized to make expenditures of ~~\$10,000~~ **\$20,000** or less without preliminary authorization by the Board; provided, however, that all expenditures and payments, regardless of amounts, shall be subject to approval by the Board of Trustees.

SECTION THREE: That subsection d of Section 8-202, Facilitating the Use of Alcoholic Beverages by Underage Persons as Residential Premises, located in Chapter 8, Public Safety,

Morals and Welfare, Article II, Underage Drinking, of the Arlington Heights Municipal Code, is amended as follows (the language being deleted is stricken and the language being added is highlighted):

Section 8-202 Facilitating the Use of Alcoholic Beverages by Underage Persons as Residential Premises.

- d. Any person violating any of the provisions of this Section shall be subject to the following mandatory penalties:
 - 1. a fine not less than ~~\$5~~ **\$1,000** nor more than ~~\$750~~ **\$5,000**; and
 - 2. community service, not less than seven days nor more than 30 days, to be served by the minor and one of his or her parents or the person in control of the premises; and
 - 3. either evaluation of the minor to be conducted by the Central States Institute of Addiction and attendance at classes based on that evaluation or attendance at the Alcohol/Drug Education Deferred Prosecution Program of the Third Municipal District.
- e. In addition to the penalties listed in Subsection d. above, any person violating the provisions of this Section may be imprisoned for a period not to exceed six months.

SECTION FOUR: That Section 12-1010, Notice Regulating Soliciting and Peddling, located in Chapter 12, Merchants, Article X, Peddlers and Solicitors, of the Arlington Heights Municipal Code, is amended as follows (the language being deleted is stricken and the language being added is highlighted):

Section 12-1010 Notice Regulating Soliciting and Peddling. Notice of the determination of the occupant's refusal of invitation to any solicitors or peddlers shall be given in the following manner:

A weatherproof card, at least three inches by four inches in size, shall be exhibited upon or near the main entrance door to the residence containing words such as those set forth below:

NO SOLICITORS OR PEDDLERS

The letters shall be at least one-third inch in height. Cards are available **throughout Village Hall** ~~from the Village Clerk's office~~ at no cost. A card exhibited at a residence shall constitute sufficient notice to any solicitor or peddler of the occupant's refusal to allow solicitors or peddlers.

SECTION FIVE: That Chapter 13, Alcoholic Liquor Dealers, Article V, Fees, Classification, Hours of Operation, of the Arlington Heights Municipal Code, is amended as follows (the language being deleted is stricken):

a. That subsection j of Section 13-501, Classification, is hereby deleted in its entirety, with the subsequent subsections in Section 13-501, relettered accordingly:

Section 13-501 Classification. Licenses issued hereunder shall be divided into one of the following classes:

j- ~~Class "F" licenses which shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises where sold. Such license may be issued and retained only for premises which are utilized for a total of at least 150 dates per year for outdoor commercial sporting events of which at least 50 such dates are for night time outdoor commercial sporting events.~~

~~The annual fee for such license shall be \$200,000; provided, however, that in the event more than 84 night commercial sporting events take place on the premises, there shall be an additional charge of \$3,000 for each additional night; and further provided that in the event less than 60 events per year take place at night on the premises, there shall be a reduction in the amount of \$3,000 for each night less than 60 during which commercial sporting events take place. In the event that there are existing liquor licenses issued for the premises, those licenses shall remain in effect in the same manner as if a Class "F" license had not been issued. Only one such Class "F" license shall be in force at any one time.~~

b. That portion of Section 13-503, Hours of Operation, related to selling alcohol on certain holidays, is hereby amended as follows:

Section 13-503 Hours of Operation

On the morning of January 1, the sale of alcoholic beverages is permitted as follows:

Class A - 2 AM	Class DD - 2 AM
Class AA - 2 AM	Class F - 1 AM
Class AA Adjunct - 3 AM	Class G - 2 AM
Class B - 2 AM	Class I - 2 AM
Class BB - 2 AM	Daily - Not-for-Profit - 30 Minutes Before Closing
Class C - 2 AM	Daily - Special - 30 Minutes Before Closing

SECTION SIX: That the definition “Approved Solid Waste Container” located in Section 19-101, Definitions, Article I, Garbage and Refuse, Chapter 19, Health and Sanitation, of the Arlington Heights Municipal Code, is hereby amended as follows (the language being added is highlighted):

Section 19-101 Definitions. Unless otherwise expressly stated, the following words or terms, for the purposes of this Article, shall have the meanings indicated in this Section.

- a. Approved Solid Waste Container. Garbage carts, **landscape waste carts**, recycling carts and recycling bins, as provided by the Village’s solid waste contractor.

SECTION SEVEN: The provisions of this Ordinance are severable, and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of this Ordinance.

SECTION EIGHT: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION NINE: This Ordinance shall be in full force and effect from and after its passage and approval and publication in pamphlet form, in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 7th day of March, 2016.

Village President

ATTEST:

Village Clerk



Item: Heart's Place - 120-122 E. Boeger Dr. - Early Review

Department: Planning & Community Development

Background

Up Development has indicated that they have the property under control in order to proceed with a Plan Commission application. The proposal includes 16 apartment units for Permanent Supportive Housing serving persons with disabilities. Supportive services on site would include providing life skills, employment support, and case management. More information can be found in the attached "Heart's Place Narrative". The petitioner has indicated that they will meet or exceed the Village's Affordable Housing Guidelines (see attached "Affordability and Project Rental Rates").

Previously in 2010, Boeger Place, a 30 unit development which required several variations including density and parking, was denied by the Board.

Current Request

16, 2 bedroom residential units for Permanent Supportive Housing in a 2 floor building with 33 parking spaces.

Conclusion

It is recommended that the Village Board evaluate the conceptual site plan and preliminary information available at this time and provide preliminary feedback regarding the proposed development.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Staff Memo 3/3/16

Request for Early Review Letter

Plans

Project Narrative

Project Rental Rates & Affordability

Type

Memorandum

Correspondence

Exhibits

Correspondence

Correspondence

MEMORANDUM

TO: Randy Recklaus, Village Manager

FROM: Bill Enright, Deputy Director Planning and Community Development

DATE: March 3, 2016

RE: Village Board – March 7, 2016
Early Review: Heart's Place
120 E. Boeger Drive

Please find attached information regarding Heart's Place as proposed by Up Development LLC. Included is a letter from Jessica Berzac dated February 1, 2016, requesting early review by the Village Board. Also included is a concept site plan and building elevations and a project narrative and affordability rental rates.

The Early Review Process, instituted by the Board in March 2001, allows developers, under certain circumstances consistent with the stated Guidelines for Early Review (see attached), to present projects to the Board in order to gauge the acceptability of development proposals. It should be understood that the results of the Village Board Early Review do not commit the Village to approving or denying a development proposal if and when the proposal moves through the review process. It is simply an opportunity for a developer to obtain a degree of preliminary feedback from the Board.

Project Background

Up Development has indicated that they have the property under control in order to proceed with a Plan Commission application. The proposal includes 16 apartment units for Permanent Supportive Housing serving persons with disabilities. Supportive services on site would include providing life skills, employment support, and case management. More information can be found in the attached "Heart's Place Narrative". The petitioner has indicated that they will meet or exceed the Village's Affordable Housing Guidelines (see attached "Affordability and Project Rental Rates").

Previously in 2010, Boeger Place, a 30 unit development which required several variations including density and parking, was denied by the Board.

Comprehensive Plan and Zoning

The petitioner's site plan indicates the proposed zoning as R-6 Multi Family. However, given the support services provided, the proper zoning classification for this use would be Institutional. The proposal is not consistent with the Village's Comprehensive Plan which designates the site as Commercial, therefore an amendment to the Comprehensive Plan to Institutional is required. In addition the west half of the site is zoned B-1 and the east half B-2, therefore rezoning to Institutional and a Planned Unit Development is required.

The density requirements for Institutional would permit 16 units on this site, which is what the petitioner is proposing. The petitioner's site plan indicates 25 parking spaces with an additional 8 spaces landbanked if needed. Therefore 33 spaces can be provided and 32 are required for the residential units. Parking shall be required for any office space at 1 space per 300 square feet, therefore the petitioner shall clarify where on site services shall occur. Institutional requires a minimum zoning district size of 2.0 acres. This site is 0.927 acres therefore a variation is required. In addition Institutional zoning district's less than 4 acres must have frontage on a

PlnCom/EarlyReview/2016/HeartsPlace

street classified at least as Collector on the Arlington Heights Thoroughfare Plan. This property fronts a local street, therefore a variation is required. Other variations may be required once full size to scale plans are provided, although it appears that the setback requirements are being met.

Storm water detention will be required for the site per current Village requirements.

Current Request

- 16, 2 bedroom residential units for Permanent Supportive Housing in a 2 floor building with 33 parking spaces.

Key Issues

The petitioner shall provide a full summary of how the proposed supportive housing meets the Village's Housing Goals as outlined in the Village's Consolidated Plan. In addition, Staff will conduct a full zoning code analysis once full sized and to scale plans are submitted. Staff would also recommend moving the gazebo to an area not within the landbanked parking area in order to facilitate installation of the landbanked parking in the future if needed.

Conclusion

It is recommended that the Village Board evaluate the conceptual site plan and preliminary information available at this time and provide preliminary feedback regarding the proposed development.

Guidelines for Early Review of Development Proposals by Village Board of Trustees

The following are guidelines for appearing before the Village Board as part of an early review process for development proposals. The guidelines suggested are as follows:

1. Development proposals which are not consistent with the Village of Arlington Heights Comprehensive Plan Land Use Map.
2. Planned Unit Developments in the Central Business District.
3. Land Use Variations pertaining to uses.
4. Planned Unit Developments and rezonings (of 10 or more dwelling units for residential proposals) which seek variations of 25% or greater to the allowed density (measured by FAR and/or dwelling units allowed) and/or height requirements.
5. Development recommended for denial by Staff Development Committee.
6. Any other projects as the Village Managers deems unique enough to warrant early review by the Village Board.

Developers seeking early review must at least meet one of the above guidelines.

Developers must request early review, in writing, to the Village Manager, stating the nature of the development proposal and how it meets one or more of the guidelines. The Village Manager shall, at his/her discretion, determine if and when the development proposal shall be presented to the Village Board for early review. In addition, 12 sets of the conceptual site plan (to scale on 24" x 36" blueprint) indicating location of buildings, parking areas, driveways, etc., shall be submitted for distribution of the Village Board.

It should be understood by all that the results of the Village Boards early review do not commit the Village to approving or denying a development proposal if and when the proposal moves through the review process.



UP Development, LLC
900 West Jackson Blvd., 2W
Chicago, Illinois 60607

T 312.870.4747

F 312.870.4748

February 1, 2016

Randall Recklaus
Village Manager, Arlington Heights
33 South Arlington Heights Road
Arlington Heights, IL 60005
rrecklaus@vah.com

RE: Request for Early Review of the Village Board

Mr. Recklaus:

I hope this message finds you well. My name is Jessica Berzac and I am writing on behalf of UP Development, LLC. We currently have site control over 120-122 E. Boeger Place, a vacant property in northwest Arlington Heights. As you may know, our development team is interested in constructing a 2-story, 16 unit Permanent Supportive Housing building in that vacant area.

The Staff Development Committee reviewed our team's concept on January 5, 2016 and recommended that we pursue Early Review of the Village Board in order to receive early feedback on our development plan. For this reason, I write to request the Early Review of the Village Board, preferably on February 15, 2016 as I will already be in town for other business. Attached for your reference please find a copy of the Heart's Place Site Plan, as well as a Project Narrative describing the development. Thank you, and I look forward to your reply.

Regards,

Jessica Berzac
Vice President of Development
UP Development, LLC
900 West Jackson Blvd, Suite 2W
Chicago, IL 60607
jessica@updevelopers.com
(312) 870-4747

EXISTING ZONING REGULATIONS BASED ON ARLINGTON HEIGHTS, ILLINOIS



PROPOSED FLOOR PLANS

SCALE: 1" = 15'-0"

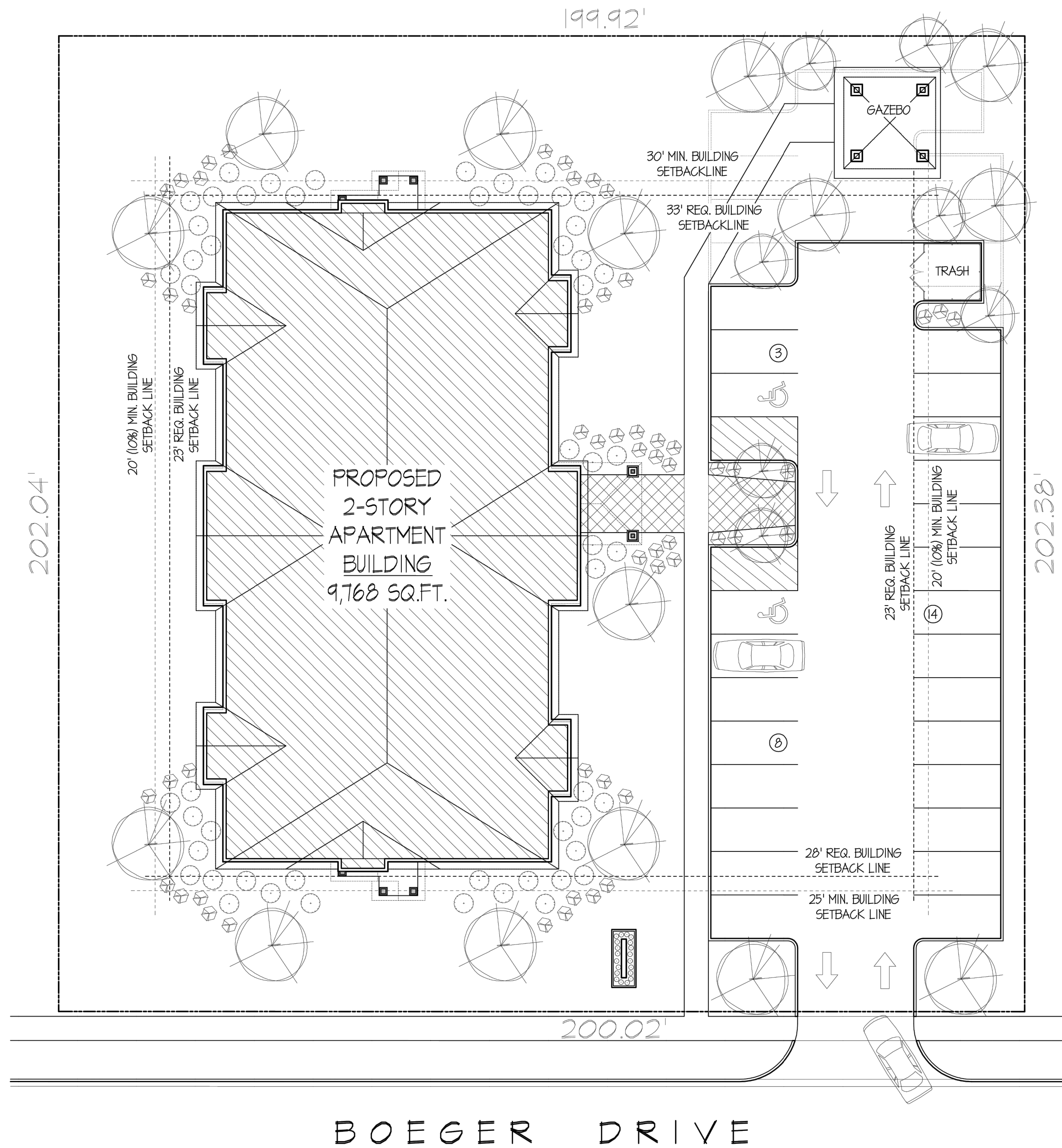
ZONING REGULATIONS

BASED ON THE VILLAGE OF ARLINGTON HEIGHTS, IL, ZONING ORDINANCE

EXISTING ZONING:	B-1, BUSINESS DISTRICT LIMITED RETAIL B-2, GENERAL BUSINESS DISTRICT
PROPOSED ZONING:	R-6, MULTIPLE-FAMILY DWELLING DISTRICT
MINIMUM LOT AREA:	1 ACRE
EXISTING LOT AREA:	40,400 sq. ft. / 0.921 ACRE
MINIMUM LOT SIZE (MULTIPLE-FAMILY):	2-BEDROOM OR LESS = 2,500 sq. ft. / UNIT
PROPOSED:	(16) 2-BEDROOM UNITS = 40,000 sq. ft.
MINIMUM LOT WIDTH AT BUILDING LINE:	N/A
MAXIMUM BUILDING HEIGHT:	40 FEET
PROPOSED BUILDING HEIGHT:	28 FEET

REQUIRED MINIMUM YARDS:	
FRONT = 25' + 1' FOR EACH FOOT BUILDING HEIGHT EXCEEDS 25' = 28'	
REAR = 30' + 1' FOR EACH FOOT BUILDING HEIGHT EXCEEDS 25' = 33'	
SIDE = 10% LOT WIDTH + 1' FOR EACH FOOT BUILDING HEIGHT EXCEEDS 25' = 23'	
MAXIMUM BUILDING LOT COVERAGE:	35% OF 40,400 sq. ft. = 14,140 sq. ft.
PROPOSED BUILDING L.C.:	10,076 sq. ft.
DWELLING STANDARDS:	MIN. 750 sq. ft. FOR TWO BEDROOM UNIT
MAXIMUM FLOOR AREA RATIO:	150% = 60,600 sq. ft.
PROPOSED FLOOR AREA RATIO:	14,504 sq. ft. = 48%

PARKING REQUIREMENTS:	
PARKING REQUIRED:	2 SPACES FOR EACH DWELLING UNIT 32 SPACES REQUIRED OF WHICH 2 SHALL BE HANDICAPPED STALLS
PARKING PROVIDED:	33 SPACES (INCLUDES 2 HC STALLS) (INCLUDES 8 LAND BANKED STALLS)



PROPOSED ARCHITECTURAL SITE PLAN

SCALE: 1" = 15'-0"

REVISIONS

NO.	DATE	MNGR	DESCRIPTION
1			

K-PLUS ENGINEERING, LLC

WWW.KPLUS.COM
312.207.1600
15 SPINNING WHEEL ROAD
HINSDALE, IL 60521
329 W. 18TH STREET
CHICAGO, IL 60616

PRELIMINARY SITE PLAN

SITE PLAN

ARLINGTON HEIGHTS, IL

PROJ MGR: MDL
PROJ ENG: AKP
DATE: 2/9/2016
PROJ NO.

DRAWING NO:

1

OF 2 SHEETS

F:\CUSTOMERS\TIMAGLIA ARCHITECTS - HEART'S PLACE\ZONING REGULATIONS BASED ON ARLINGTON HEIGHTS, ILLINOIS



FRONT (EAST) ELEVATION

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



BOEGER ROAD (SOUTH) ELEVATION

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

REVISIONS

NO.	DATE	INGR	DESCRIPTION
1			

K-PLUS ENGINEERING, LLC



WWW.KPLUS.COM
312.207.1600

329 W. 18TH STREET
CHICAGO, IL 60616
15 SPINNING WHEEL ROAD
HINSDALE, IL 60521

PRELIMINARY SITE PLAN

ELEVATION

ARLINGTON HEIGHTS, IL

PROJ MGR: MDL
PROJ ENG: AKP
DATE: 2/9/2016
PROJ NO.

DRAWING NO:

2

OF 2 SHEETS

Heart's Place Narrative

Heart's Place will be a new construction apartment building at 120 & 122 E. Boeger Drive in Arlington Heights, IL. This is the same site as the previously IHDA-approved Boeger Place (2010 LIHTC Award), which was denied by the Village Board. Now re-designed as a small family PSH development, Heart's Place will be a 16-unit apartment building targeted towards people living with disabilities and needing access to services. The first floor will be a mixture of residences, office space, and community space. The second floor will consist of private residential apartments. The whole building will be monitored by a camera surveillance system and all apartments will have intercom access to the front entrance for guests. The unit mix will incorporate 2 bedroom apartments of various sizes and targeted to different referral lists, all qualified as supportive households. As the Village of Arlington Heights' Affordable Housing Guidelines call for, this development would inject much-needed affordable housing units into the housing stock of the community while providing accessible and attainable units for the disabled.

Residents considered for Heart's Place will include adults with any sort of disabling condition that is serious enough to cause a disability, but not so serious as to require institutional or supervised living. All residents will maintain leases and live independently. Social services will be made available both onsite and in the community for residents who desire them. These supportive, wraparound services will be based on individual assessment, need and desire. A full spectrum of services will be offered, targeted towards providing life skills, employment support, and case management that will benefit persons with disabilities, regardless of their specific disability. During the tenant selection process, priority consideration will be given to families with disabled heads of household, as well as single parent households at risk of homelessness or domestic violence. We intend to partner with Wings, Kenneth Young Center and Alexian Bros. Center for Behavioral Health.

It is important for the long-term success of the development that the residents be surrounded by community assets as well as job opportunities. The Heart's Place site is located in a well-established mixed-use area and is conveniently located near many public and private amenities. The site is surrounded by single family and multifamily subdivisions, as well as commercial development (Walgreens, Firestone, etc). Additional amenities within walking distance include retail stores, restaurants, a bank, and a pharmacy, in addition to parks, schools, and healthcare facilities. Arlington Heights also offers many opportunities for employment in multiple sectors likely to have wages consistent with affordable housing, such as retail, service, manufacturing, and hospitality.

Affordability and Project Rental Rates

Heart's Place

120-122 E. Boeger Drive, Arlington Heights

Heart's Place will provide 16 2-bedroom units of rental housing in the northwestern area of Arlington Heights. **In compliance with the local Housing Commission guidelines for buildings with 6-25 units, the project will provide a minimum of 10% of all units at rents deemed "affordable" per the Guidelines.** These 2 units will be maintained at affordable rents for tenants (subject to annual inflation and local Guideline updates) in perpetuity, and recorded by deed restriction for compliance.

We plan to pursue a variety of different financing mechanisms which will determine the final rental mix. First we will pursue the Illinois Low Income Housing Tax Credit Program, but a 16 unit development is really too small to be able to secure investors, in which case we'll pursue low interest rate loans and grants. We hold expertise in these highly competitive programs, all of which would more than satisfy the local guidelines for affordability. Ideally, all of the units will be rented at affordable rates.

Proposed market rents are contemplated at \$1298 per month for each apartment at Heart's Place. This figure is contingent on the development receiving an allocation of LIHTCs from the state, as well as project-based subsidies from other sources. Rental subsidies would ensure the tenants do not pay more than 30% of their income towards the rent. The maximum tenant contribution for a 2BR unit is \$1,026. This rental figure is subject to change as the financing mix changes.

We understand the VAH commitment to the creation of affordable housing and respect the "fee in lieu" imposed on developers who cannot create viable solutions to house a diverse local population. We believe affordable housing is critical for the community and are committed to ensuring Heart's Place complies with the guidelines for a minimum of 10% of the units to be rented at affordable rates in perpetuity.



Item: Update - Storm Water Discussion

Department: Engineering - Public Works

The following information is an update to the public meetings held on January 20, 2016 with CDM Smith and February 3, 2016 with Christopher Burke that summarized the findings of the two study areas, the Combined Sewer Tributary Area (CSTA) and the separate sewer area.

MEETING OVERVIEW

Both consultants presented the results in a concise and understandable format that was useful for the residents. The presenters, Dan Lau with CDM Smith and Thomas Burke from Christopher Burke, provided information that explained the challenges encountered during the analysis of the sewer systems. The CSTA model was more complicated than the separated sewer areas due to the various restricted flows and interconnections throughout the system. This more complicated model was also more difficult and time consuming to calibrate to effectively mirror our existing system. Staff had to verify flow depths at specific locations during heavy rains. Both consultants also discussed the rainfall data and how each model used the most critical intensities to best represent rainfall events.

The meeting format was extremely beneficial for residential feedback. The small breakout groups allowed for a more informal atmosphere where residents felt comfortable providing their insightful experience to both the Village and the consultants. A number of residents brought up issues that will be discussed with both consultants prior to the completion of the final report.

A total of 60 residents attended the two public meetings, approximately 30 at each meeting. The break-out format worked extremely well and the interaction with residents was positive. Staff is reviewing the input from residents and will work with both consultants and make a final set of edits to both the CDM Smith and Christopher Burke reports. Residents who were unable to attend the meeting are able to view the presentation portions of the meeting on cable access and the Village website. Staff is working on a project website for the Stormwater Discussion that will include the executive summary of the report and project updates as they occur. This project website should be up and running sometime next week. Final reports will be issued by the consultants once the final edits are discussed.

Staff is currently evaluating various ways to measure the cost-benefits of the various improvements identified as well as possible funding sources that could realistically be utilized and their impacts.

NEXT PHASE

The next meeting, which will be scheduled late this spring, will summarize all the problem areas addressed in both reports along with the previously studied areas of Grove Street and Cypress Street. In addition to total costs, Staff will be presenting some preliminary thoughts on how to evaluate the projects for cost-effectiveness and possible funding scenarios and their impacts on tax payers. The focus of the meeting will be to obtain further direction from the Village Board for the next phase.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Closed Session

Department: Village Manager's Office

Request for Closed Session per 5 ILCS 120/2(c): Discussion of minutes lawfully closed, whether for purposes of approval of the minutes or the semi-annual review of the minutes

- and -

5 ILCS 120/2(c)(5): Purchase or lease of real property for the use of the public body, including discussing whether a particular parcel should be acquired

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount: