

**AGENDA  
OF BUSINESS TO BE BROUGHT BEFORE THE MEETING  
OF THE CITY COUNCIL OF ELMHURST, ILLINOIS, 209 NORTH YORK  
MONDAY, FEBRUARY 4, 2008**

- 1. Executive Session 7:00 p.m. – Land Acquisition and Litigation (Conference Room #2)**
- 2. Open Session 7:30 p.m. – Call to Order/ Pledge of Allegiance/Roll Call**
- 3. Continuation of Public Hearing – Prospect Avenue Annexation Agreement**
- 4. Receipt of Written Communications and Petitions from the Public**
- 5. Public Forum**
- 6. Consent Agenda**
  - a. Minutes of the Regular Meeting Held on Monday, January 22, 2008 (City Clerk Spencer): Approve as published
  - b. Minutes of the Executive Session Held on Monday, January 22, 2008 (City Clerk Spencer): Receive and place on file
  - c. Accounts Payable – January 31, 2008 Total \$ 1,137,659.89
  - d. Report – Dedication of Right-of-Way for Euclid Avenue and Release of Easement (PW&B)
  - e. Report – Lease of a Remote Surveillance Camera (PA&S)
  - f. Report – Liquor License Request: Nana's Hot Dogs & Italian Beef and Nana's PastaRanté (PA&S)
  - g. Report – Resolution Authorizing the City Manager to Sign Electric Purchase Contracts (PA&S)
  - h. Report – E-Mail Policy for Public Officials in Relation to the Open Meetings Act (F,CA&AS)
  - i. Report – Retention Policy for Electronic Mail (F,CA&AS)
  - j. Report – Case Number 08 ZBA-01 / Elmhurst Storage Wall Sign Variation (DP&Z)
  - k. Report – Proposed Code Revisions (DP&Z)
  - l. O-01-2008 – An Ordinance Authorizing the Sale By Auction and Disposal of Personal Property Owned By the City of Elmhurst
  - m. O-02-2008 – An Ordinance Authorizing the Sale By Auction and Disposal of Personal Property Owned By the City of Elmhurst
  - n. O-03-2008 – An Ordinance Vacating a Roadway Easement Adjacent to the Euclid Avenue Right-of-Way
  - o. ZO-01-2008 – An Ordinance Granting Lot Frontage Variations on the Property Commonly Known as 411 and 415 South Spring Road (Martens)
  - p. R-01-2008 – A Resolution Approving the Concurrent Preliminary and Final Plat of Subdivision for the Chelsea Manor Subdivision
  - q. R-03-2008 – A Resolution Accepting A Right-of-Way Dedication for a Portion of Euclid Avenue
- 7. Reports and Recommendations of Appointed and Elected Officials**
  - a. Report From Youth Commission (Darin Evans)
  - b. Updates (Mayor Marcucci)

8. Other Business
9. Announcements
10. Adjournment

*Note: It is requested that cell phones be turned off or in vibrate mode during formal City Council Meetings. Please refrain from talking on cell phones in the Council Chambers during said meetings.*

NOTE: Any person who has a disability requiring a reasonable accommodation to participate in this meeting, should contact Valerie Johnson, ADA Compliance Officer, Monday through Friday, 9:00 a.m. to 4:30 p.m., City of Elmhurst, 209 N. York Street, Elmhurst, IL 60126, or call 630-530-8095 TDD, within a reasonable time before the meeting. Requests for a qualified interpreter require five (5) working days' advance notice.

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MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF THE ELMHURST, ILLINOIS  
HELD ON MONDAY, JANUARY 22, 2008  
209 NORTH YORK STREET  
ELMHURST, ILLINOIS

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**MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF ELMHURST, ILLINOIS  
HELD ON TUESDAY, JANUARY 22, 2008  
209 NORTH YORK STREET  
ELMHURST, ILLINOIS**

**EXECUTIVE SESSION**

1. Executive session was called to order at 7:00 p.m. by Mayor Marcucci for the purpose of discussing Land Acquisition and Sale of Land.

Present: Diane Gutenkauf, Norman Leader, Pat Shea, Michael Bram, Stephen Hipskind, George Szczepaniak, Steve Morley, Donna Lomnicki, Mark A. Mulliner

Absent: Michael J. Regan (arrived at 7:15 p.m.), Susan J. Rose (arrived at 7:44 p.m.), John Gow (arrived at 7:08 p.m.), Moira Moriarty (arrived at 7:06 p.m.), Chris Nybo (arrived at 7:06 p.m.)

Also in attendance: City Treasurer Pigoni, City Attorney Kubiesa, City Manager Borchert

Alderman Gutenkauf moved to convene into executive session for the purpose of discussing Land Acquisition and Sale of Land. Alderman Hipskind seconded. Roll call vote:

Ayes: Gutenkauf, Hipskind, Leader, Shea, Bram, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: None

9 yeas, 0 nays, 5 absent  
Motion duly carried

Alderman Moriarty moved to adjourn executive session. Alderman Morley seconded. Voice vote. Motion carried. Executive session adjourned at 8:00 p.m.

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE/ROLL CALL**

Attendance: 85

2. The Regular Meeting of the Elmhurst City Council was called to order by Mayor Marcucci at 8:07 p.m.

Present: Michael J. Regan, Diane Gutenkauf, Norman Leader, Pat Shea, Michael Bram, Susan J. Rose, John Gow, Stephen Hipskind, Moira Moriarty, Chris Nybo, George Szczepaniak, Steve Morley, Donna Lomnicki, Mark A. Mulliner

Absent: None.

Also in Attendance: City Treasurer Pigoni, City Attorney Kubiesa, City Manager Borchert, Fire Chief Kopp, Deputy Fire Chief Bacidore

**RECEIPT OF WRITTEN COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

3. Mr. Daniel Cusack of 0 South 579 Kirk submitted a letter regarding the new Elmhurst Hospital Campus. The letter discussed two (2) topics: the redevelopment of Harvard Street and the extension of the berm to Euclid Avenue and support for the homeowners who have not yet sold their properties.

A petition in support of the Harvard Berm Plan to across Euclid, Kirk and Kendall Avenues was likewise submitted.

**PUBLIC FORUM**

4. Daniel Cusack  
0S579 Kirk  
Elmhurst, IL 60126

Spoke regarding the Elmhurst Hospital new campus stating his concerns regarding the redevelopment of Harvard Avenue and beyond the hospital access service drive.

Robert Keating  
14 Caroline Drive  
Streamwood, IL 60107

Spoke of the vacation on Euclid Avenue for the Elmhurst Hospital new campus.

Charles H. Flagg  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke of the Elmhurst Hospital campus requesting Euclid Avenue a two way street and Harvard Avenue be one way out.

Daniel Gregory  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke regarding Harvard Avenue stating it should be closed.

Ed Snyder  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke of Euclid Avenue and Harvard Avenue traffic flow using Euclid Avenue. He stated Euclid Avenue will become a main street.

Roberta Elliot  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke of her opposition to Euclid Avenue and Harvard Avenue opened to traffic.

Carol Visage  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke on behalf of the Royal York residents opposition to access to Harvard Avenue across the berm which will create traffic in their neighborhood.

Donald Ziemann  
15W780 Filmore St.  
Elmhurst, IL 60126

Spoke regarding his concern for safety regarding the road changes at Harvard Avenue and Euclid Avenue.

Dennis Heart  
110 W. Butterfield Rd.  
Elmhurst, IL 60126

Spoke regarding the berm plan and ask City staff to going along with it as well.

Leo Fronza  
401 Hill Street  
Elmhurst, IL 60126

Spoke to express gratitude to the Mayor, City Council, Public Works and Buildings Committee, Development, Planning and Zoning Committee, the Planning and Zoning Commission, City staff, neighbors and residents. Thank you for partnering with us to build a new hospital. He also thanked the community for their broad support.

## CONSENT AGENDA

5. The following items on the Consent Agenda were presented:
- a. MINUTES OF THE REGULAR MEETING HELD ON MONDAY, JANUARY 7, 2008 (City Clerk Spencer): Approve as published
  - b. MINUTES OF THE EXECUTIVE SESSION HELD ON MONDAY, JANUARY 7, 2008 (City Clerk Spencer): Receive and place on file
  - c. ACCOUNTS PAYABLE – JANUARY 22, 2008 TOTAL \$ 800,407.76
  - d. REPORT – SOLID WASTE CONTRACT RENEWAL The following report of the Public Works and Buildings Committee was presented:

December 10, 2007

TO: Mayor Marcucci and Members of the City Council  
RE: Solid Waste Contract Renewal

The Public Works and Buildings Committee met on Monday, November 26, 2007 and again on December 10, 2007 to discuss renewal of the City's solid waste contract which will expire on March 31, 2008. The Committee considered renewing the contract with the City's current waste hauler, Allied Waste Services. In 1991 the City competitively bid a comprehensive waste collection and disposal service that included collection of recyclables. Allied, formerly known as Browning Ferris Industries (BFI), was the successful bidder in providing the services. It should be noted that Allied Waste has been the City's contract waste hauler for several decades. In 1995 and again in 2000 the City entered into five-year contract extensions with BFI. The current three-year contract extension from 2005 will expire, as noted in March, 2008.

The program has essentially remained the same since 1991. At that time, extensive discussion and investigation went on regarding of the type of program the City would want to provide. It was decided at that time that a modified volume based program was the most appropriate and "user friendly" for the residents of Elmhurst. The Committee reviewed the program and finds that a modified volume based program would continue to serve the residents of Elmhurst in the best way possible.

Attached is a proposal provided by Allied Waste for a three-year and a five-year contract extension. Staff research confirms that the rates currently charged to the City of Elmhurst are highly competitive. In addition, research indicates that the increases being asked for are much lower than increases being currently experienced by other DuPage communities.

In addition, Allied has asked for two new contract provisions, a "Change in Law" provision and a "Fuel Recovery Provision". The Committee felt that the "Change in Law" provision was too open ended to accept. However, the Committee felt that the "Fuel Recovery Provision" would provide some financial protection to the vendor and allow Allied to avoid building a "cushion" into their proposal which provides the City with the best price possible. The "Fuel Recovery" adjustment does not occur until the third year of the contract.

Also, Allied has offered to launch a pilot program for recycling at the train station. Public recycling facilities have been notoriously unsuccessful due to contamination of the recyclable materials. However, a commuter station has the highest probability of success.

The contract extension provides the same services as previously provided and is highlighted as follows:

- The contract term will be for five years ending March 31, 2013.
- An annual unlimited spring cleanup day will be included in the service fee and there will continue to be no extra charge to the resident.
- 96-gallon totes will continue to be offered to residents as an alternative option to the basic 33-gallon can.
- Replacement recycling bins will continue to be provided at cost to residents by the City.
- Two weeks of fall leaf pickup.

- Christmas trees will be collected.
- The contract will specify Wednesday Thursday and Friday as the City's collection days.

Additional services:

- Pilot recycling project at the Elmhurst railroad station.

The Committee concurs that this program has been working well and should continue. The Committee finds that the adjustments outlined in the attached proposal are fair and reasonable.

It is, therefore, the recommendation of the Public Works and Buildings Committee that the Attorney be directed to prepare an agreement for contract extension with Allied Waste Services for five years for solid waste services as outlined above and that the appropriate City officials be authorized to sign said contract extension.

Respectfully submitted,  
Public Works and Building Committee

/s/ John E. Gow  
Chairman

/s/ Michael Regan  
Vice-Chairman

/s/ Donna Lomnicki

/s/ Pat Shea

- e. REPORT – REJECTION OF BIDS: TWO (2) FORD F-650 CHASSIS CAB WITH 10' HENDERSON MUNIBODY II DUMP BODY AND EQUIPMENT The following report of the Public Works and Buildings Committee was presented:

January 14, 2008

TO: Mayor Marcucci and Members of the City Council  
RE: Rejection of Bids: Two (2) Ford F-650 Chassis Cab with 10' Henderson Munibody II Dump Body and Equipment

The Public Works and Buildings Committee met on Monday, January 14, 2008 to discuss bids received for two (2) Ford F650 Chassis Cabs with 10' Munibody II Dump Body and Equipment. Invitations to Bid were sent out to four area dealers. A legal ad appeared in the newspaper and four sets of specifications were picked up. A public bid opening was held on November 13, 2007. The results are listed below:

<u>Dealer</u>	<u>Total Price PW28 W/Trade</u>	<u>Total Price PW29 W/Trade</u>
Freeway Ford, Lyons, IL	\$97,204.90	\$95,704.90
Sutton Ford, Matteson, IL	\$98,249.00	\$97,749.00
Currie Motors, Frankfort, IL	\$99,795.00	\$98,795.00
Northwest Ford Truck, Franklin Park, IL	\$102,998.90	\$99,198.90

The bid from Freeway Ford, Lyons, IL, for the F650 Chassis Cab with 10' Henderson Muni Body II Dump and equipment meets all specifications. The price reflects the trade-in allowance of \$11,350.00 for PW-28 and a trade-in allowance of \$12,850.00 for PW-29. These units will be used in the Public Works Department, Streets Division.

Funds have been provided in the FY 2007/2008 budget under the following account number: \$160,000.00 in 110-6041-432-8006. The total bid price includes snow plows and salt equipment. The bid total for PW-28 and PW-29 is \$32,909.80 over budget.

The cost increase of the vehicles over the budgeted amount is due to federal requirements for the manufacturer to meet the new 2008 emission standards and to increases in steel costs for the dump body, snow plow and salt equipment.

Therefore, due to the bids being substantially over budget, it is the recommendation of the Public Works and Buildings Committee that the bids be rejected and that the vehicles be rebudgeted for replacement in the FY08/09 fiscal year.

Respectfully submitted,  
Public Works and Building Committee

/s/ John E. Gow

Chairman

/s/ Michael Regan

Vice-Chairman

/s/ Donna Lomnicki

/s/ Pat Shea

f. REPORT – FIRE STATION 2 FACILITY STUDY The following report of the Public Works and Buildings Committee was presented:

January 14, 2008

TO: Mayor Marcucci, Members of the City Council  
RE: Fire Station 2 Facility Study

The Public Works and Buildings Committee met on October 23, 2006; June 25, 2007; July 9, 2007; December 10, 2007 and again on January 14, 2008 to discuss the Fire Station 2 Facility Study.

When Fire Station 2 was opened in 1980 it housed three firefighters per shift, one fire engine and the department averaged approximately three calls per day. Today, this station has nine firefighters assigned per shift, staffing a fire engine, a fire truck and one ambulance and the department averages 17 calls per day.

Fortunately, there was enough forethought put into the design of Fire Station 2 to allow the Fire Department to get to this point. But unfortunately, some of the things that were unknowns at the time this station was designed have caused us some operational and functional difficulties.

When the current station was opened, the fire service was just getting into Emergency Medical Service, was not yet involved in hazardous materials mitigation and recovery, or technical rescue operations (confined space, trench rescue, rope rescue). Most importantly, there was no planning for women in the fire service. One other thing that has affected Fire Station 2 is the increased development in the southern areas of Elmhurst, including providing fire protection to the area known as Yorkfield.

In November of 2006, the City Council approved an agreement with FGM Architects to perform a Facility Study of Fire Station 2. This analysis considered the current structural, mechanical, plumbing, electrical and fire protection systems, along with a space-needs analysis. This building analysis also reviewed three possible options for building and service expansion with cost estimates. The three options evaluated were:

1. Remodel and addition to existing building,
2. Remodel with new residential area, or
3. Construct entirely new building.

In July of 2007, the Public Works and Buildings Committee reviewed the completed Fire Station 2 Facility Study, along with cost estimates, and supported Option #3 (construction of entirely new building) (see FGM Conclusion and Final Recommendations – attached) as the most appropriate option. At that time, the Committee directed staff to approach the Park District staff to begin discussion for obtaining the needed property.

In November of 2007, the City Council approved an intergovernmental agreement with the Park District to lease the needed property for 100 years and in December of 2007 the City Council approved the purchase of the railroad right of way for Fire Station expansion.

It is, therefore, the recommendation of the Public Works and Buildings Committee that the City Council accept option #3 (construction of an entirely new building) and proceed with previously authorized land acquisition and lease agreements for the new building.

Respectfully submitted,  
Public Works and Building Committee

/s/ John E. Gow  
Chairman

/s/ Michael Regan  
Vice-Chairman

/s/ Donna Lomnicki

/s/ Pat Shea

- g. REPORT – FIRE STATION 2 DESIGN AND CONTRACT ADMINISTRATION The following report of the Public Works and Buildings Committee was presented:

January 14, 2008

TO: Mayor Marcucci, Members of the City Council  
RE: Fire Station 2 Design and Contract Administration

The Public Works and Buildings Committee met on December 10, 2007 and on January 14, 2008 to discuss the proposal for design and construction administration for replacement of Fire Station 2 from FGM Architects.

In July of 2007 and again on January 14, 2008, the Public Works and Buildings Committee reviewed the completed Fire Station 2 Facility Study, along with cost estimates, and supported construction of an entirely new building as the most appropriate option.

In November of 2007, the City Council approved an intergovernmental agreement with the Park District to lease the needed property for 100 years and in December of 2007 the City Council approved the purchase of railroad right of way for Fire Station 2 expansion.

The next step in pursuing the rebuild of Fire Station 2 is to enter into an agreement with FGM Architects for design and contract administration. FGM Architects was selected through a "Qualifications Based Selection" process (QBS). FGM was selected as the most qualified firm for this process. FGM Architects has successfully designed and constructed over 70 fire stations.

The proposal includes schematic design, design development, construction documents, bidding phase and construction for a fee of 8% of construction costs. As of October 2007, the construction costs are estimated to be between \$3,957,314 and \$4,551,892 relating to design, and contract administration fees of between \$316,585 and \$364,151.

Funding for this project has been planned for in the 5-year capital budget (110-4020-422-80-23). There was \$200,000 approved in the FY2006/07 Budget for Architectural & Engineering Services, \$2,500,000 in FY2007/08 for design and construction, and \$1 million in FY2008/09 for construction. Because construction will not begin in 2007/08 and upon completion of the facility study with more accurate cost estimates, it has been proposed that construction costs be placed in the 2008/09 capital budget in the amount of \$5,260,000.

It is, therefore, the recommendation of the Public Works and Buildings Committee, that upon approval of the City Council to reconstruct Fire Station 2, the City Council accept the proposal from FGM Architects for design and contract administration as outlined above for a fee of 8%.

Respectfully submitted,  
Public Works and Building Committee

/s/ John E. Gow

Chairman

/s/ Michael Regan

Vice-Chairman

/s/ Donna Lomnicki

/s/ Pat Shea

- h. REPORT – ELECTRONIC (MOVING IMAGE) SIGNS – INFORMATIONAL REPORT The following report of the Development, Planning and Zoning Committee was presented:

January 16, 2008

TO: Mayor Marcucci and Members of City Council  
RE: Electronic (Moving Image) Signs – Informational Report  
Request for review of electronic (moving image) signs

The Development, Planning and Zoning Committee met several times in October, November and December, 2007, and January 14, 2008 to review and discuss electronic signs and associated zoning requirements. During these discussions, the Committee and City Staff reviewed the emergence of such signs, especially the larger video/moving picture signs that have been constructed in other communities in the region.

The Committee and staff also reviewed existing Zoning Ordinance requirements and existing electronic (moving image) signs in Elmhurst. Staff noted that administrative controls have been placed on such signs as part of the zoning approval process, and that it is necessary to continue efforts to control such signs through various enforcement methods. Staff also noted that current zoning regulations prohibit the video/moving picture signs seen in other communities and that current regulations have effectively minimized the presence of moving image signs in the community. However, the Committee and Staff concurred that some adjustments can be considered to existing zoning regulations to provide added safeguards and improve the tools for more effective administration and enforcement in the future.

At this time, staff is making preparations to review a variety of text amendments with the Zoning & Planning Commission including electronic sign regulations. Therefore, this report is provided for the information of the City Council, with the understanding that text amendment requests (including electronic signs) will be forthcoming in the future, once the Zoning & Planning Commission concludes their review of these requests.

Respectfully submitted,  
Development, Planning and Zoning  
Committee

/s/ Susan J. Rose

Chairman

/s/ Norman Leader

Vice-Chairman

/s/ Diane Gutenkauf

Alderman Lomnicki pulled item **5f. Report – Fire Station 2 Facility Study**. Alderman Bram pulled item **5d. Report – Solid Waste Contract Renewal**. Alderman Szczepaniak pulled item **5g. Report – Fire Station 2 Design and Contract Administration**.

Alderman Rose moved to accept the contents of the Consent Agenda less items **5d. Report – Solid Waste Contract Renewal**, **5f. Report – Fire Station 2 Facility Study** and **5g. Report – Fire Station 2 Design and Contract Administration**. Alderman Moriarty seconded. Voice vote unanimous, motion carried. Alderman Gutenkauf moved to approve the contents of the Consent Agenda less items **5d. Report – Solid Waste Contract Renewal**, **5f. Report – Fire Station 2 Facility Study** and **5g. Report – Fire Station 2 Design and Contract Administration**. Alderman Hipskind seconded.

Roll call vote:

Ayes: Gutenkauf, Hipskind, Regan, Leader, Shea, Bram, Rose, Gow, Moriarty, Nybo, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: None

Results: 14 ayes, 0 nays, 0 absent  
Motion duly carried

Alderman Gow moved to approve item **5d. Report – Solid Waste Contract Renewal.**

Alderman Regan seconded.

Alderman Gow stated item **5d. Report – Solid Waste Contract Renewal** is a proposed five (5) year contract with Allied Waste. They have done a good job and the committee felt no need to go out for a bid. The last Citizen's Survey showed excellent ratings from the community. A five (5) year contract was preferred over the three (3) year contract because cost was a factor.

Alderman Bram stated he pulled item **5d. Report – Solid Waste Contract Renewal** because he had some concerns with a five (5) year contract, yearly cost increases, size of totes, no discounts for seniors and his preference for a three (3) year contract.

The Public Works and Buildings Committee Aldermen Regan, Lomnicki and Shea expressed their support of the five (5) year proposed contract with Allied.

Alderman Shea stated Allied Waste is willing to pilot an automated system.

City Manager Borchert stated Public Works Director Hughes reviewed his research with the City staff before he gave the Public Works and Buildings Committee his report and recommendation. There is a 1% advantage for the five (5) year over the three (3) year contract.

Alderman Gow stated a pilot recycling program will take place at the Train Station.

Roll call vote to approve item **5d. Report – Solid Waste Contract Renewal:**

Ayes: Gow, Regan, Gutenkauf, Leader, Shea, Rose, Hipskind, Moriarty, Nybo, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: Bram

Results: 13 ayes, 1 nays, 0 absent  
Motion duly carried

Alderman Gow moved to approve item **5f. Report – Fire Station 2 Facility Study.** Alderman Regan seconded.

Alderman Gow stated the Public Works and Buildings Committee determined option #3 (to construct an entirely new building) is the best solution as a follow-up to the City Council authorized land acquisition and lease agreements.

Alderman Lomnicki stated she was in full support of option #3 but pulled item **5f. Report – Fire Station 2 Facility Study** to state that she originally was for option #2 because option #3 had a much larger price tag. Alderman Lomnicki visited Fire Station #2 and concluded a new building was much needed.

Roll call vote on item **5f. Report – Fire Station 2 Facility Study:**

Ayes: Gow, Regan, Gutenkauf, Leader, Shea, Bram, Rose, Hipskind, Moriarty, Nybo, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: None

Results: 14 ayes, 0 nays, 0 absent  
Motion duly carried

Alderman Gow moved to approve item **5g. Report – Fire Station 2 Design and Contract Administration**. Alderman Regan seconded.

Alderman Gow stated to reconstruct Fire Station #2 the City is to enter into an agreement with FGM Architects for design and administration. The FGM proposal includes construction for a fee of 8% of the construction costs. Other quotes came in at 7.75% to 9.8%. Alderman Gow stated the data is competitive and FGM for no additional cost will clean-up if needed.

Alderman Szczepaniak pulled item **5g. Report – Fire Station 2 Design and Contract Administration** stating 8% of the cost is substantial. Fees should be capped and oversight is necessary.

City Manager Borchert stated he is working with staff and bidding will go out. There will be open bidding. He stated through this process the contractor will have control of the cost.

Roll call vote on item **5g. Report – Fire Station 2 Design and Contract Administration**:

Ayes: Gow, Regan, Gutenkauf, Leader, Shea, Bram, Rose, Hipskind, Moriarty, Nybo, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: None

Results: 14 ayes, 0 nays, 0 absent  
Motion duly carried

#### COMMITTEE REPORTS

6. a. REPORT – ELMHURST MEMORIAL HOSPITAL PROPOSED RIGHT-OF-WAY AND STREET MODIFICATIONS The following report of the Public Works and Buildings Committee was presented:

January 14, 2008

TO: Mayor Marcucci and Members of the City Council

RE: Elmhurst Memorial Hospital Proposed Right-of-Way and Street Modifications

The Public Works and Buildings Committee met on Monday, November 26, 2007 and Monday, December 10, 2007 to discuss the construction of a new Elmhurst Memorial Hospital located on Brush Hill Road in the southern portion of Elmhurst. The proposed facility will be a state of the art hospital costing nearly \$400,000,000 to construct. A large portion of the property upon which the hospital will be constructed currently does not lie within incorporated Elmhurst, consequently an annexation agreement will need to be approved by the City Council to incorporate all of the land that the hospital will occupy. That annexation agreement will be an all encompassing document to cover the numerous City issues regarding the construction of such a large facility.

The two items which will be contained in the annexation agreement that fall under the purview of the Public Works and Buildings Committee are approving the transfer of rights-of-way to and from the hospital to allow for the construction of the facility and the commensurate infrastructure improvements. The second item for the Public Works and Buildings Committee is the approval of a 50 percent public benefit participation for the construction of what will eventually become public infrastructure. This approval would be consistent with City support of other private facilities constructed in Elmhurst.

In order to facilitate construction of the new hospital the City will need to vacate certain portions of rights-of-way which currently exist in the City as well as rights-of-way which currently do not exist within incorporated Elmhurst but will after the annexation agreement is executed. In addition, the hospital will have to dedicate portions of their property as right-of-way to allow for the proposed infrastructure improvements to be constructed. These rights-of-way transfers are shown on Exhibit 'A' attached.

In order to support the new hospital the construction of new infrastructure will be required surrounding the hospital. See Exhibit 'B'. This infrastructure will include new roadways, new traffic signals and new ramps. Historically the City has always supported these types of privately constructed (but eventually publicly owned) infrastructure improvements by a monetary contribution of 50 percent for public benefit. During the construction of the Elmhurst Memorial Center for Health located at 1200 South York Street the City contributed 50 percent to the infrastructure costs necessary to support that facility.

The Public Works and Buildings Committee feels that the construction of a new, state of the art hospital within Elmhurst will be a tremendous benefit to Elmhurst as well as the greater surrounding community. The Public Works and Buildings Committee felt that supporting the project through the rights-of-way transfers and financially through the infrastructure construction costs is appropriate.

Therefore, it is the recommendation of the Public Works and Buildings Committee that the City Attorney be authorized to prepare the annexation agreement such that the transfer of right-of-way which are necessary can be completed and that the City of Elmhurst commits to 50 percent of the cost of public infrastructure improvements and that the appropriate City officials be authorized to sign and approve said agreement.

Respectfully submitted,  
Public Works and Building Committee

/s/ John E. Gow  
Chairman

/s/ Michael Regan  
Vice-Chairman

/s/ Donna Lomnicki

/s/ Pat Shea

Alderman Gow moved to approve item **6a. Report – Elmhurst Memorial Hospital Proposed Right-of-Way and Street Modifications**. Alderman Regan seconded.

Alderman Gow stated to facilitate construction of the new hospital the City will need to vacate certain portions of rights-of-ways which currently exist in the City and will exist in the City after annexation; and the City's commitment to 50/50 cost sharing. The Public Works and Buildings Committee feels that the construction of a new, state of the art hospital is a tremendous benefit to Elmhurst.

Alderman Nybo requested to abstain from voting because of his employment with the law firm who represents the hospital.

City Attorney Kubiesa stated if Alderman Nybo abstains from the vote, his vote will go with the majority.

Several comments and concerns were made from the dais on future rights-of-ways as well as access to the hospital and the costs associated therewith.

Roll call vote on item **6a. Report – Elmhurst Memorial Hospital Proposed Right-of-Way and Street Modifications**:

Ayes: Gow, Regan, Leader, Shea, Bram, Rose, Hipskind, Moriarty, Szczepaniak, Morley, Lomnicki, Mulliner

Nays: Gutenkauf

Abstain: Nybo

Results: 12 ayes, 1 nays, 1 abstain, 0 absent  
Motion duly carried

- b. REPORT – CASE NUMBER 07 P-04/ELMHURST MEMORIAL HOSPITAL REQUEST FOR PRELIMINARY PLANNED DEVELOPMENT UPON ANNEXATION The following report of the Development, Planning and Zoning Committee was presented:

January 16, 2008

TO: Mayor Marcucci and Members of City Council

RE: Case Number 07 P-04/Elmhurst Memorial Hospital Request for Preliminary Planned Development upon Annexation Request for approval of a preliminary Planned Development Conditional Use and related approvals for the purpose of constructing and operating a new Hospital facility, contingent upon annexation.

The Development, Planning and Zoning Committee met on November 26 and December 10, 2007, and January 14, 2008 to review the Zoning & Planning Commission report dated November 21, 2007 regarding the subject request. The Committee also reviewed the complete packet of documents and information submitted by the applicant, and the lengthy transcripts of the public hearings. The Committee especially noted the thorough work of the Zoning & Planning Commission in their review of the Elmhurst Hospital request.

The applicant, Elmhurst Memorial Healthcare, requests the following approvals:

- Text Amendment for new HCC District.
- Approval of a Preliminary Planned Development Plan/Conditional Use Permit and Setback Variations.
- Map Amendment (rezoning of land), upon annexation of applicable parcels, to C2 north of Harvard Street and Health Care Campus (HCC) south of Harvard Street.
- Approval of Preliminary Plat of Subdivision.
- Approval of Annexations.
- Vacation of Fillmore and Kirk Streets.

The size of this project and the numerous and detailed approvals requested by the applicant necessitated DP & Z Committee discussion over several meetings, as well review of related Hospital requests by other committees (specifically the Public Works Committee for street vacations and related topics). Overall, the Committee identified the importance of health care in a community, and in particular the unique and far-reaching benefit of the existing Elmhurst Hospital facility, as well as the positive impact of a new Elmhurst Hospital facility, to Elmhurst. Elmhurst Hospital's practice of working with its neighbors, at both the existing hospital and the newer Center for Health, was also noted as a positive aspect of this institution. This was reviewed in the context of the existing uses in the area, specifically the single-family residential area to the north of the hospital. However, the Committee also noted that there are other large institutional uses being developed to the west, including the Park Place senior living facility, and the relocated/expanded Elmhurst Christian Reformed Church.

The Committee then reviewed the aspects of the proposed HCC (Health Care Campus) Zoning District. Committee members discussed the flexibility provided by the new zoning district. As well, they noted that a development of this scale justifies creation of such a district. Further, the Committee reviewed the aspects of the Planned Development (PD) zoning process, which in this instance allows some development flexibility within firm boundaries established by the City. The Committee also briefly discussed the north parking lot area, which would be zoned C-2 (Commercial).

Hospital representatives informed the Committee that they are in discussion with adjacent property owners. They are working to acquire the remaining parcels adjacent to their large existing development area (which they already own), in order to establish a more complete development area. This led to some discussion by the DP & Z Committee regarding the Planned Development zoning allowances, and the resulting planned building dimensions, as they relate to nearby properties. The proposed Hospital meets all proposed 25' yard setback requirements, except for the setbacks adjacent to those properties south of Harvard that have not been acquired by the Hospital. Variations of 10 feet, from 25 feet to 15 feet, are therefore required since the City has imposed a greater setback than originally proposed by the applicant. Ultimately, the Committee supported the Planned Development and variations as reviewed, analyzed and approved by the Zoning & Planning Commission. The Committee cited the scale of the project, and building placement due to floodplain and stormwater management facilities, as aspects to support its proposed location and size.

Alderman Rose moved to approve item 8a. **R-02-2008 – A Resolution Approving An Intergovernmental Agreement with the Elmhurst Park District (Fire Station No. Two)**. Alderman Mulliner seconded.

Discussion ensued regarding the financial responsibility between the City and the Elmhurst Park District.

Roll call vote on item 8a. **R-02-2008 – A Resolution Approving An Intergovernmental Agreement with the Elmhurst Park District (Fire Station No. Two)**:

Ayes: Rose, Mulliner, Regan, Gutenkauf, Leader, Shea, Bram, Gow, Hipskind, Moriarty, Nybo, Morley, Lomnicki

Nays: Szczepaniak

Results: 13 ayes, 1 nays, 0 absent  
Motion duly carried

#### OTHER BUSINESS

9. Alderman Moriarty commented on the written legal opinion provided by City Attorney Kubiesa regarding the reconsideration of a motion.

#### ANNOUNCEMENTS

10. City Manager Borchert announced the City Employee Appreciation Dinner will be held Friday, January 25, 2008. He stated the City Council is invited and it's not too late to R.S.V.P. with the Mayor's & Manager's Office.

#### ADJOURNMENT

11. Alderman Morley moved to adjourn the meeting. Aldermen Hipskind seconded. Voice Vote. Motion carried. Meeting adjourned 11:25 p.m.

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Thomas D. Marcucci, Mayor

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Patty Spencer, City Clerk

55

CITY OF ELMHURST

ACCOUNTS PAYABLE SUMMARY SHEET

JANUARY 31, 2008

	<u>REGULAR</u>	<u>INTERIM</u>	<u>TOTAL</u>
<u>CHECKS</u>			
GENERAL FUND	\$642,593.42	\$224,407.69	\$867,001.11
LIBRARY FUND	1,745.89	-	1,745.89
REDEVELOPMENT FUND	12,171.45	58,207.36	70,378.81
INDUSTRIAL DEVELOPMENT FUND	112.50	24,096.03	24,208.53
MUNICIPAL UTILITY FUND	162,950.00	3,429.18	166,379.18
PARKING REVENUE SYSTEM FUND	7,946.37	-	7,946.37
	<u>827,519.63</u>	<u>310,140.26</u>	<u>1,137,659.89</u>

FINANCE REVIEW

*Marilyn K. Boston*

CITY MANAGER REVIEW

*Thomas P. Bulech*

TO THE CITY TREASURER,

THE PAYMENT OF THE ABOVE LISTED AMOUNTS HAS BEEN APPROVED BY THE CITY COUNCIL AT A MEETING HELD ON FEBRUARY 4, 2008 AND YOU ARE HEREBY AUTHORIZED TO PAY THEM FROM THE APPROPRIATE BUDGET ACCOUNT.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

PREPARED 01/28/2008, 11:22:16 EXPENDITURE APPROVAL LIST  
 PROGRAM: GM339L AS OF: 01/31/2008 CHECK DATE: 02/07/2008  
 CITY OF ELMHURST, ILLINOIS  
 CITY

INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0016127 15581	A & L GREAT LAKES LABORATORIES, INC	005788		01	01/31/2008	510-6057-502.30-33	LABORATORY SERVICES	710.50	
0009797 12248612	AASHTO	005827		01	01/31/2008	110-6040-431.40-33	BOOK	710.50	
0013279 4980	AC EQUIPMENT REPS., INC.	005772		01	01/31/2008	110-6046-418.50-01	FAN REPAIR	105.00	
0000009 251449 251511 251692 251566	ACE HARDWARE	005763 005764 005960 005810		01	01/31/2008	110-5030-421.50-01 110-5030-421.50-01 110-5030-421.40-98 510-6056-502.50-11	LOCKER REPAIR POLYSEAMSEAL EVIDENCE SUPPLIES PUMP #3 REPAIR	88.21 88.21 7.00 2.96 55.01 4.90	
0010266 1280160021	ACME TRUCK BRAKE & SUPPLY	006316		01	01/31/2008	110-6047-512.50-16	TRK/PARTS F-1	69.87	
0007385 88XW4701 B2TA8901 88XW4702 C0GK3901	ADI	006480 006481 006484 006485		01	01/31/2008	110-2008-413.40-31 110-2008-413.40-31 110-2008-413.40-31 110-2008-413.40-31	MINOR EQUIP PROX TAGS POWER SUPPLY CAT 5 CABLE	89.84 89.84 89.99 521.38 82.99 68.00	
0008328 64263798	ADT SECURITY SERVICES, INC.	005723		01	01/31/2008	110-7060-451.30-98	CAROL LARNE ALARM	762.36	
0014376 726147 726146 726145 726143 726144 726219 726218 726007	AEREX PEST CONTROL	005757 005758 005756 005754 005755 005754 005759 005753 005760		01	01/31/2008	110-4020-422.50-01 110-4020-422.50-01 110-5030-421.30-98 110-6046-418.50-01 110-6046-418.50-01 110-6046-418.50-01 110-6046-418.50-01 110-7060-451.50-01 110-7060-451.50-01	PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL PEST CONTROL	133.75 133.75 20.00 30.00 40.00 40.00 50.00 80.00 20.00 25.00	
0000803 54535	AIR ONE EQUIPMENT, INC	005747		01	01/31/2008	110-4020-422.50-08	CYLINDERS HYDROTEST	305.00	
0000078	ALLIED WASTE SERVICES #551						VENDOR TOTAL *	210.00	

210.00

BANK: 01

VEND NO	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK NO	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0000078	ALLIED WASTE SERVICES #551									
0551-002212404	006300	01	01/31/2008	110-6041-432.30-81		01	01/31/2008	WASTE DISPOSAL	511.29	
2200691	005716	01	01/15/2008	110-6045-441.30-65		01	01/15/2008	DEC REFUSE COLLECTION	113872	188,194.88
								VENDOR TOTAL *	511.29	188,194.88
0013773	ALMAGUER, VICTOR									
1/08-1/10/2008	005786	01	01/31/2008	110-5030-421.60-05		01	01/31/2008	EXPENSE REIMBURSEMENT	72.84	
1/08-1/10/2008	005787	01	01/31/2008	110-5030-421.60-11		01	01/31/2008	EXPENSE REIMBURSEMENT	6.45	
								VENDOR TOTAL *	79.29	
0013770	ALPINE SAP INC									
5018	005789	01	01/31/2008	510-6050-501.30-52		01	01/31/2008	RP2 TESTING	5,551.00	
								VENDOR TOTAL *	5,551.00	
0010695	AMERICAN LIGHT									
7120474-00	005860	01	01/31/2008	110-4020-422.40-98		01	01/31/2008	SUPPLIES	15.71	
7121609-00	006404	01	01/31/2008	110-4020-422.40-98		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005861	01	01/31/2008	110-5030-421.40-98		01	01/31/2008	SUPPLIES	15.71	
7121609-00	006405	01	01/31/2008	110-5030-421.40-98		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005862	01	01/31/2008	110-6041-432.40-98		01	01/31/2008	SUPPLIES	15.71	
7121609-00	006406	01	01/31/2008	110-6041-432.40-98		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005864	01	01/31/2008	110-6043-434.40-98		01	01/31/2008	SUPPLIES	15.71	
7121609-00	006407	01	01/31/2008	110-6043-434.40-98		01	01/31/2008	SUPPLIES	18.56	
7118185-00	005855	01	01/31/2008	110-6044-435.40-28		01	01/31/2008	LUMINARIES	394.60	
7120474-00	005865	01	01/31/2008	110-6044-435.40-28		01	01/31/2008	SUPPLIES	15.71	
7095748-00	006402	01	01/31/2008	110-6044-435.40-26		01	01/31/2008	MERCURY VAPOR LAMPS	7,956.40	
7121609-00	006408	01	01/31/2008	110-6044-435.40-26		01	01/31/2008	SUPPLIES	18.56	
7120706-00	005857	01	01/31/2008	110-6046-418.50-01		01	01/31/2008	BULBS	102.60	
7120474-00	005866	01	01/31/2008	110-6046-418.50-01		01	01/31/2008	SUPPLIES	15.71	
7120474-00	005873	01	01/31/2008	110-6046-418.50-01		01	01/31/2008	SUPPLIES	67.50	
7121609-00	006403	01	01/31/2008	110-6046-418.50-01		01	01/31/2008	SUPPLIES	95.80	
7121609-00	006409	01	01/31/2008	110-6046-418.50-01		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005869	01	01/31/2008	110-6047-512.40-98		01	01/31/2008	SUPPLIES	15.70	
7121609-00	006410	01	01/31/2008	110-6047-512.40-98		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005870	01	01/31/2008	510-6052-501.40-98		01	01/31/2008	SUPPLIES	15.70	
7121609-00	006411	01	01/31/2008	510-6052-501.40-98		01	01/31/2008	SUPPLIES	18.56	
7120474-00	005872	01	01/31/2008	510-6057-502.40-98		01	01/31/2008	SUPPLIES	15.70	
7121609-00	006412	01	01/31/2008	510-6057-502.40-98		01	01/31/2008	SUPPLIES	18.56	
								VENDOR TOTAL *	8,925.30	
0001637	AMERICAN WATER WORKS ASSOCIATION									
00119272	005792	01	01/31/2008	110-6040-431.60-37		01	01/31/2008	MEMBERSHIP DUES	165.00	
								VENDOR TOTAL *	165.00	
0016886	AMSAN									
091213	006147	01	01/31/2008	110-6042-433.40-46		01	01/31/2008	SALT	759.75	
								VENDOR TOTAL *	759.75	
0013255	ANDERSON ELEVATOR CO									
								VENDOR TOTAL *	759.75	

INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK NO	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0013255 79585	ANDERSON ELEVATOR CO	005793		01	01/31/2008	110-6046-418.30-25	MONTHLY MAINT FEE	149.06	
0016934 1048	ANTHONY PATTI	005886		01	01/31/2008	530-0000-341.50-00	PARKING PASS REFUND	90.00	
0010625 JAN 2008	ARCADE BUILDING	006361		01	01/31/2008	530-0088-503.30-59	SCHILLER CT PARKING LEASE	90.00	
0012722 1601	ARMOR SYSTEMS CORPORATION	005749		01	01/31/2008	530-0088-503.30-09	PARKING COLLECTIONS	751.50	
0016970 1161/1054	ARNOLD, STEPHANIE C	006276		01	01/31/2008	530-0000-341.50-00	PARKING PASS REFUND	80.00	
0000039 05-473923	ARROW UNIFORM	005842		01	01/31/2008	110-6041-432.40-62	UNIFORM SUPPLIES	80.00	
05-476834		006288		01	01/31/2008	110-6041-432.40-62	UNIFORM SUPPLIES	100.06	
05-473923		005844		01	01/31/2008	510-6052-501.40-62	UNIFORM SUPPLIES	100.06	
05-476834		006289		01	01/31/2008	510-6052-501.40-62	UNIFORM SUPPLIES	100.06	
0007267 17813	ASSOCIATED TECHNICAL SERVICES, LTD.	006345		01	01/31/2008	510-6052-501.30-52	LEAK LOCATION SVCS	400.24	
17791		006346		01	01/31/2008	510-6052-501.30-52	LEAK LOCATION SVCS	618.00	
17776		006347		01	01/31/2008	510-6052-501.30-52	LEAK LOCATION SVCS	709.00	
17771		006348		01	01/31/2008	510-6052-501.30-52	LEAK LOCATION SVCS	507.50	
17775		006349		01	01/31/2008	510-6052-501.30-52	LEAK LOCATION SVCS	615.00	
0007161 399753	ASSOCIATED TIRE	005921		01	01/31/2008	110-6047-512.50-16	PARTS & SUPPLIES	2,952.50	
0012277 63053030075410	AT&T	006041		01	01/31/2008	110-0086-453.30-75	MONTHLY PHONE	145.08	
63053030075410		006042		01	01/31/2008	110-0094-454.30-75	MONTHLY PHONE	64.73	
63078266949097		005725		01	01/31/2008	110-1001-411.30-75	MONTHLY PHONE	24.28	
30913629180961		006026		01	01/31/2008	110-1001-411.30-75	MONTHLY PHONE	25.22	
63053030075410		006028		01	01/31/2008	110-1001-411.30-75	MONTHLY PHONE	89.79	
63053030075410		006029		01	01/31/2008	110-2006-413.30-75	MONTHLY PHONE	1,132.75	
63053030075410		006030		01	01/31/2008	110-2007-413.30-75	MONTHLY PHONE	372.19	
63053030075410		006031		01	01/31/2008	110-2008-413.30-75	MONTHLY PHONE	178.00	
63078294775902		005774		01	01/31/2008	110-3015-414.30-75	MONTHLY PHONE	1,068.02	
								1,90.65	

PREPARED 01/28/2008, 11:22:16  
 PROGRAM: GM339L  
 CITY OF ELMHURST, ILLINOIS  
 CITY

EXPENDITURE APPROVAL LIST  
 AS OF: 01/31/2008 CHECK DATE: 02/07/2008

BANK: 01

INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0012277	AT&T			01	01/31/2008	110-3015-414.30-75	MONTHLY PHONE	250.82	
63053030075410	006032			01	01/31/2008	110-4020-422.30-75	MONTHLY PHONE	356.01	
63053030075410	006033			01	01/31/2008	110-4022-423.30-75	MONTHLY PHONE	210.37	
63053030075410	006034			01	01/31/2008	110-4025-424.30-75	MONTHLY PHONE	161.82	
63053050866185	006022			01	01/31/2008	110-5030-421.30-75	PHONE SERVICE	27.01	
30913629162241	006027			01	01/31/2008	110-5030-421.30-75	MONTHLY PHONE	89.94	
63053030075410	006035			01	01/31/2008	110-5030-421.30-75	MONTHLY PHONE	2,508.23	
630530335112328	006138			01	01/31/2008	110-5030-421.30-75	MONTHLY PHONE	107.84	
63053088927504	006139			01	01/31/2008	110-5030-421.30-75	MONTHLY PHONE	47.04	
63022650666240	006370			01	01/31/2008	110-5030-421.30-27	MONTHLY PHONE	183.02	
63053030075410	006036			01	01/31/2008	110-6040-431.30-75	MONTHLY PHONE	1,076.11	
63053030075410	006039			01	01/31/2008	110-7060-451.30-75	MONTHLY PHONE	242.73	
63083313263643	006371			01	01/31/2008	110-7060-451.30-75	MONTHLY PHONE	123.68	
63053030075410	006037			01	01/31/2008	510-6050-501.30-75	MONTHLY PHONE	153.73	
63053030075410	006038			01	01/31/2008	510-6055-502.30-75	MONTHLY PHONE	291.28	
63027936943334	005724			01	01/31/2008	530-0088-503.30-75	MONTHLY PHONE	25.63	
0011146	AT&T GLOBAL SERVICES, INC			01	01/31/2008	110-2008-413.50-25	PHONE SYSTEM MAINT	8,900.89	
IL736308	006488							1,219.70	
0003704	AUTO TRUCK GROUP							1,219.70	
332613	005687			01	01/31/2008	110-6042-433.50-16	COTTER PINS	5.04	
332711	005688			01	01/31/2008	110-6044-435.80-06	PW-73 UPFIT NEW TRUCK	2,318.00	
334244	006273			01	01/31/2008	510-6056-502.80-06	TRK/PARTS/NEW VEHICLE	449.97	
0009618	AVAYA, INC							2,773.01	
2195423479	006379			01	01/31/2008	110-7060-451.30-98	ALARM MAINT FEE	107.25	
0016529	BARNES DISTRIBUTION							107.25	
8836174001	006272			01	01/31/2008	110-6047-512.50-16	BOLTS/NUTS STOCK	274.08	
0008569	BATTERIES PLUS - 288							274.08	
288-094116	006343			01	01/31/2008	510-6056-502.50-08	BATTERY PACK REPAIRS	67.99	
07070504	006344			01	01/31/2008	510-6056-502.50-08	RETURNED MERCHANDISE	5.13-	
0000060	BERGHEGER, BRIAN							62.86	
01/23/2008	006384			01	01/31/2008	110-7060-451.60-11	EXPENSE REIMBURSEMENT	315.00	
0000059	BERGHEGER, BRIAN-PETTY CASH							315.00	
11/30-1/11	005719			01	01/15/2008	110-7060-451.30-49	POSTAGE EXPENSE	113875	
11/30-1/11	005720			01	01/15/2008	110-7060-451.60-65	PROGRAMS/EDUCATION EXPEN	100.30	

CHECK #: 113875  
 CHECK #: 113875

INVOICE NO	VENDOR NAME	VOUCHER P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK #	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
000059	BERGHEGER, BRIAN-PETTY CASH	005721	01 01/15/2008	110-7060-451.60-98	MISC EXPENSES	113875	40.95	
0013075	BERKELEY TRUCKING INC.	006350	01 01/31/2008	510-6052-501.30-81	HAULING SVCS		700.00	198.00
0000061	BERKHEIMER CO INC, G.W.	005762	01 01/31/2008	110-6046-418.50-01	HEATER REPAIR		700.00	
0000063	BERLAND'S HOUSE OF TOOLS	005797	01 01/31/2008	110-6046-418.40-98	PLASTIC BAG		23.52	
0016968	BHALLA, MAMTA	006277	01 01/31/2008	530-0000-341.50-00	PARKING PASS REFUND		75.00	
0016974	BIGGINS, JUDY	006375	01 01/31/2008	110-7060-451.60-65	SPEAKER/TEA TIME PROGRAM		75.00	
0016295	BONNELL INDUSTRIES INC	006266	01 01/31/2008	110-6042-433.50-16	VENDOR TOTAL *		50.00	
0108383-IN		006267	01 01/31/2008	110-6042-433.50-16	SNOW PLOW PARTS		470.00	
0108385-IN		006268	01 01/31/2008	110-6042-433.50-16	SNOW PLOW PARTS		495.00	
0108382-IN		006269	01 01/31/2008	110-6042-433.50-16	SNOW PLOW PARTS		519.00	
0108384-IN		006270	01 01/31/2008	110-6042-433.50-16	SNOW PLOW PARTS		490.00	
0108356-IN		006271	01 01/31/2008	110-6042-433.50-16	TRK/PARTS PW15		421.00	
0108386-IN					PLOW CUTTING EDGE/PW51		187.47	
0013493	BRADNER SMITH & COMPANY	005748	01 01/31/2008	110-4020-422.60-43	PAPER SUPPLIES		2,582.47	
0001899	BRISTOL HOSE & FITTING MAIN WAREHOUSE	005686	01 01/31/2008	110-5030-421.80-06	VENDOR TOTAL *		692.82	
00177211		005685	01 01/31/2008	110-6047-512.50-16	SET UP MIC, F-8		162.85	
00177495		006015	01 01/31/2008	110-6047-512.50-16	FOR STOCK		14.07	
00163317					CORRECTION		9.61-	
0009305	BULLSEYE IMPRINTING & EMBROIDERY	005986	01 01/31/2008	110-4020-422.40-62	UNIFORM SUPPLIES		167.31	
0006512	BUSINESS OFFICE SYSTEMS, INC.	005798	01 01/31/2008	110-5030-421.40-33	LOCKS=AND=KEYS		4,502.00	
138204					VENDOR TOTAL *		4,502.00	

PREPARED 01/28/2008, 11:22:16 EXPENDITURE APPROVAL LIST  
 PROGRAM: GM339L AS OF: 01/31/2008 CHECK DATE: 02/07/2008  
 CITY OF ELMHURST, ILLINOIS  
 CITY BANK: 01

VEND NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0006512	BUSINESS OFFICE SYSTEMS, INC.	006043		01 01/31/2008	110-5030-421.40-31	OFFICE FURNITURE	632.35	
138261								
0009267	C J C AUTO PARTS & TIRES	005820		01 01/31/2008	110-6042-433.50-16	STOCK	676.35	
23847		005821		01 01/31/2008	110-6047-512.50-16	PARTS/SUPPLIES	49.32	
26063		005822		01 01/31/2008	110-6047-512.50-16	AUTO/PARTS E-9	260.04	
23744		005823		01 01/31/2008	110-6047-512.50-16	AUTO/PARTS E-9	10.11	
23664							82.69	
						VENDOR TOTAL *	402.16	
0004296	CANTEEN CORP	005799		01 01/31/2008	110-6046-418.40-98	VENDING MACHINE REFILL	57.55	
309494		005835		01 01/31/2008	110-6046-418.40-98	VENDING MACHINE REFILL	90.33	
309821								
						VENDOR TOTAL *	147.88	
0012518	CAR REFLECTIONS	005915		01 01/31/2008	110-6047-512.50-16	PARTS & SUPPLIES	298.00	
010726		006265		01 01/31/2008	110-6047-512.50-16	DECALS/PW126,PD-9,PD-19,	266.00	
010725								
						VENDOR TOTAL *	564.00	
0006564	CARL A ANDERSON & SONS	005984		01 01/31/2008	110-6042-433.30-72	SNOW REMOVAL	3,960.00	
271207								
						VENDOR TOTAL *	3,960.00	
0008716	CASE LOTS INC.	006283		01 01/31/2008	110-2006-413.40-33	SUPPLIES	159.80	
003248		005837		01 01/31/2008	110-4020-422.40-98	SUPPLIES	57.20	
001539		006284		01 01/31/2008	110-6046-418.40-24	SUPPLIES	99.30	
003248		005839		01 01/31/2008	110-6047-512.40-98	SUPPLIES	57.20	
001539								
						VENDOR TOTAL *	373.50	
0011925	CDC ENTERPRISES INC.	005800		01 01/31/2008	510-6055-502.30-26	UPGRADES TO SCADA SYSTEM	1,150.00	
200800092		005801		01 01/31/2008	510-6055-502.30-26	UPGRADES TO SCADA SYSTEM	1,700.00	
200800091								
						VENDOR TOTAL *	2,850.00	
0012836	CERTIFIED FLEET SERVICES, INC	005684		01 01/31/2008	110-6047-512.50-16	ENG-1	49.68	
S11303		006264		01 01/31/2008	110-6047-512.50-16	SENSOR	296.58	
S11316								
						VENDOR TOTAL *	346.26	
0014402	CHICAGO PARTS & SOUND LLC	005683		01 01/31/2008	110-6047-512.50-16	PD-5 & STOCK	187.16	
259970		006260		01 01/31/2008	110-6047-512.50-16	TRK/PARTS PW116	125.00	
258876		006261		01 01/31/2008	110-6047-512.50-16	TRK/PARTS PD-6	117.99	
261037		006262		01 01/31/2008	110-6047-512.50-16	TRK/PARTS PD-6	47.99	
261039		006263		01 01/31/2008	110-6047-512.50-16	RETURNED MERCHANDISE	70.00	
261226								
						VENDOR TOTAL *	408.14	
0002348	CISZEWSKI, ARTHUR							

PREPARED 01/28/2008, 11:22:16  
 PROGRAM: GM339L  
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EXPENDITURE APPROVAL LIST  
 AS OF: 01/31/2008 CHECK DATE: 02/07/2008

BANK: 01

INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK NO	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0002348	CISZEWSKI, ARTHUR	006046		01	01/31/2008	110-5030-421.60-05	EXPENSE REIMBURSEMENT	15.75	
0000630	CLASSIC GRAPHIC INDUSTRIES INC	006292	01	01/31/2008			VENDOR TOTAL *	15.75	
58280		006121	01	01/31/2008	110-2006-413.40-33		PAPER SUPPLIES	141.75	
58237		006122	01	01/31/2008	510-6050-501.40-98		SHIPPING FEES	22.50	
58237			01	01/31/2008	510-6055-502.40-98		SHIPPING FEES	22.50	
0000112	COCA-COLA ENT LAKESHORE DIV.	006120	01	01/31/2008			VENDOR TOTAL *	186.75	
0338153011			01	01/31/2008	110-1001-411.60-98		VENDING MACHINE REFILL	87.45	
0000114	COM ED	005726	01	01/31/2008			VENDOR TOTAL *	87.45	
3459023041		005964	01	01/18/2008	110-6044-435.30-24		MONTHLY ELECTRIC	203.44	
0039091051		005966	01	01/18/2008	510-6051-501.30-24		1/1-2/2/07 SERVICE	113899	2,460.50
1173092059			01	01/18/2008	510-6057-502.30-24		1/1-2/2/07 SERVICE	113899	968.68
0014623	COMCAST CABLE		01	01/31/2008			VENDOR TOTAL *	203.44	3,429.18
879820089040137005987			01	01/31/2008	110-4020-422.60-98		CABLE SVC	82.36	
0004107	CONTINENTAL WEATHER SERVICE	005937	01	01/31/2008			VENDOR TOTAL *	82.36	
8845			01	01/31/2008	110-6042-433.30-98		SNOW FORECASTING SERVICE	170.00	
0007535	CONTRACTORS EQUIPMENT RENTAL	006351	01	01/31/2008			VENDOR TOTAL *	170.00	
054402			01	01/31/2008	510-6052-501.40-31		EQUIP RENTAL	903.00	
0000735	CRAFT MASTER ENGRAVING	006009	01	01/31/2008			VENDOR TOTAL *	903.00	
2856			01	01/31/2008	110-4020-422.40-98		PERSONNEL ID TAGS	93.05	
0013230	CROWE, RICHARD T	006389	01	01/31/2008			VENDOR TOTAL *	93.05	
10/15/2009			01	01/31/2008	110-7060-451.60-65		DEPOSIT/TEA TIME PROGRAM	200.00	
0004773	CUMBERLAND GENERAL STORE	006380	01	01/31/2008			VENDOR TOTAL *	200.00	
01/22/2008			01	01/31/2008	110-7060-451.60-65		EDUCATION SUPPLIES	157.98	
0016765	DELANEY, KIMBERLY	005718	01	01/15/2008			VENDOR TOTAL *	157.98	
01/11/08			01	01/15/2008	110-0082-416.60-28		GEN LIAB CLAIM SETTLEMENT	113874	446.00
0006182	DELTA SONIC						VENDOR TOTAL *	.00	446.00

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VEND NO INVOICE NO	VENDOR NAME VOUCHER P.O. NO	BK NO	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0006182 5064775	DELTA SONIC 005802	01	01/31/2008	110-6047-512.50-16	CAR WASHES	361.56	
0014277	DEX				VENDOR TOTAL *	361.56	
500209284 500209284	006020 006021	01	01/31/2008	110-1001-411.30-75	DIRECTORY CHARGES	32.00	
		01	01/31/2008	110-7060-451.30-75	DIRECTORY CHARGES	68.00	
0011759 11091	DICIANNI GRAPHICS 006186	01	01/31/2008	110-5030-421.60-08	CPA PICTURES	100.00	
					VENDOR TOTAL *	268.00	
0016969 1066	DILLION, EILEEN 006278	01	01/31/2008	530-0000-341.50-00	PARKING PASS REFUND	268.00	
					VENDOR TOTAL *	68.00	
0010805 177899	DISPATCH AUTOMOTIVE INC 005713	01	01/31/2008	110-6047-512.50-16	ALTERNATOR FOR STOCK	68.00	
					VENDOR TOTAL *	155.00	
0001402 01/14-01/16/08 01/14-01/16/08	DOHERTY, JAMES 006044 006045	01	01/31/2008	110-5030-421.60-05	EXPENSE REIMBURSEMENT	155.00	
		01	01/31/2008	110-5030-421.60-11	EXPENSE REIMBURSEMENT	43.90	
					VENDOR TOTAL *	213.60	
0014275 6010	DON RAGONA TRUCKING 005983	01	01/31/2008	110-6042-433.30-72	SNOW REMOVAL	257.50	
					VENDOR TOTAL *	1,391.25	
0016931 1/11/08	DOROTHY KUJAWA AND HUNT, KAISER 005715	01	01/15/2008	110-0082-416.60-28	GEN LIAB CLAIM SETTLEMENT	1,391.25	
					VENDOR TOTAL *	113871	30,000.00
0004790 49007	DRYDON EQUIPMENT, INC 006282	01	01/31/2008	510-6056-502.50-11	MOTOR REPLACEMENT	.00	
					VENDOR TOTAL *	9,339.13	
0000153 13521	DJ-COMM 006151	01	01/31/2008	110-5030-421.30-18	QUARTERLY SHARES	9,339.13	
					VENDOR TOTAL *	145,950.00	
0001763 1/17/2008	DUBIEL, BRUCE B. 006008	01	01/31/2008	110-4025-424.60-11	EXPENSE REIMBURSEMENT	145,950.00	
					VENDOR TOTAL *	14.63	
0000159 166-13596	DUPAGE COUNTY ANIMAL CARE & CONTROL 006153	01	01/31/2008	110-5030-421.60-01	ANIMAL CONTROL	14.63	
					VENDOR TOTAL *	270.00	
0016935	DUPAGE COUNTY CHIEFS OF POLICE				VENDOR TOTAL *	270.00	

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VENDOR NO	VENDOR NAME	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0016935	DUPAGE COUNTY CHIEFS OF POLICE	01	01/31/2008	110-5030-421.60-37	ANNUAL DUES	150.00	
0009400	DUPAGE COUNTY CHIEFS OF POLICE ASSN				VENDOR TOTAL *	150.00	
1/24/08	006173	01	01/23/2008	110-5030-421.60-11	MEETING REGISTRATIONS	113902	60.00
1/24/08	006174	01	01/23/2008	110-5030-421.60-11	MEETING REGISTRATIONS	113902	20.00
0004496	DUPAGE COUNTY SENIOR POLICE MGMT				VENDOR TOTAL *	.00	80.00
01/17/2008	005939	01	01/31/2008	110-5030-421.60-37	ANNUAL MEMBERSHIPS	90.00	
0007246	DUPAGE COUNTY TREASURER				VENDOR TOTAL *	90.00	
4326	005804	01	01/31/2008	110-5030-421.30-27	MONTHLY FEE	250.00	
0000165	DUPAGE MAYORS & MANAGERS CONFERENCE				VENDOR TOTAL *	250.00	
5104	006390	01	01/31/2008	110-1001-411.60-11	DINNER/MEETING	165.00	
0010489	DUPAGE SECURITY SOLUTIONS INC				VENDOR TOTAL *	165.00	
17703	006301	01	01/31/2008	510-6052-501.80-06	KEYS/NEW VEHICLE/PW136	13.33	
0016941	EICHSTAEDT, PAUL/CANDICE				VENDOR TOTAL *	13.33	
24234	005995	01	01/31/2008	110-0000-316.00-00	TRANSFER STAMP REFUND	1,200.00	
0000177	ELMHURST CHAMBER OF COMMERCE				VENDOR TOTAL *	1,200.00	
01/23/2008	006160	01	01/31/2008	110-1001-411.60-11	AWARDS/ANNUAL MEETING	45.00	
0001579	ELMHURST CITY CENTRE				VENDOR TOTAL *	45.00	
2006	005813	01	01/31/2008	110-0000-311.01-52	RE TAX DIST-SSA #6	5,504.78	
2006	005814	01	01/31/2008	110-0000-311.01-52	INT ON UNDISTRIB TAX SSA6	6.79	
2006	005815	01	01/31/2008	110-0000-311.01-53	RE TAX DIST-SSA #7	2,017.77	
2006	005816	01	01/31/2008	110-0000-311.01-53	INT ON UNDISTRIB TAX SSA7	3.98	
2006	006016	01	01/31/2008	110-0000-311.01-52	INT ON UNDISTRIB TAX SSA6	2.62	
2006	006017	01	01/31/2008	110-0000-311.01-53	INT ON UNDISTRIB TAX SSA7	4.04	
2006	005817	01	01/31/2008	310-0089-461.60-61	TIF I CONTRIB TO SSA #6	8,023.73	
2006	005818	01	01/31/2008	310-0089-461.60-61	TIF I CONTRIB TO SSA #7	3,260.22	
0014621	ELMHURST CLAIMS ACCOUNT (CLAIM SVC)				VENDOR TOTAL *	18,823.93	
7504366944	006127	01	01/31/2008	110-6025-424.20-07	SELF INSURED LOSS FUND	85.00	
7504366944	005743	01	01/31/2008	110-5030-421.20-07	SELF INSURED LOSS FUND	1,579.89	
7504366944	006123	01	01/31/2008	110-5030-421.20-07	SELF INSURED LOSS FUND	2,339.56	
7504366944	005744	01	01/31/2008	110-6040-431.20-07	SELF INSURED-LOSS-FUND	49.00	

EFT OR  
 HAND- ISSUED  
 AMOUNT

CHECK  
 AMOUNT

ITEM  
 DESCRIPTION

ACCOUNT  
 NO

BNK CHECK/DUE  
 DATE

VENDOR NAME  
 VOUCHER NO

INVOICE  
 NO

0014621 ELMHURST CLAIMS ACCOUNT (CLAIM SVC)  
 7504366944 006124 01 01/31/2008 110-6040-431.20-07 SELF INSURED LOSS FUND 626.31  
 7504366944 005745 01 01/31/2008 510-6050-501.20-07 SELF INSURED LOSS FUND 2,919.92  
 7504366944 006125 01 01/31/2008 510-6050-501.20-07 SELF INSURED LOSS FUND 1,583.90  
 7504366944 005746 01 01/31/2008 510-6055-502.20-07 SELF INSURED LOSS FUND 38,653.29  
 7504366944 006126 01 01/31/2008 510-6055-502.20-07 SELF INSURED LOSS FUND 5,052.62

VENDOR TOTAL \*

52,889.49

ELMHURST LINCOLN MERCURY

0010298  
 419617 005670 01 01/31/2008 110-6047-512.50-16 PD-7 20.23  
 419477 005671 01 01/31/2008 110-6047-512.50-16 PD-17 8.30  
 419539 005672 01 01/31/2008 110-6047-512.50-16 PD-17 49.98  
 419815 005673 01 01/31/2008 110-6047-512.50-16 E-18 92.07  
 419812 005674 01 01/31/2008 110-6047-512.50-16 E-21 15.64  
 419806 005675 01 01/31/2008 110-6047-512.50-16 PD-14 92.76  
 419716 005676 01 01/31/2008 110-6047-512.50-16 PD-5 34.57  
 419616 005677 01 01/31/2008 110-6047-512.50-16 PD-12 115.23  
 419605 005678 01 01/31/2008 110-6047-512.50-16 PD-7 20.03  
 419746 005679 01 01/31/2008 110-6047-512.50-16 E-21 22.02  
 419513 005680 01 01/31/2008 110-6047-512.50-16 F-10 175.84  
 419897 005681 01 01/31/2008 110-6047-512.50-16 PW117 20.72  
 419916 005682 01 01/31/2008 110-6047-512.50-16 PD-43 296.80  
 419953 005722 01 01/31/2008 110-6047-512.50-16 CORE CREDIT 50.00  
 420367 006252 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-10 36.84  
 420200 006253 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-12 61.16  
 420201 006254 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-12 1.23  
 420087 006255 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-12 18.29  
 420189 006256 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-12 234.86  
 419768 006257 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PD-8 65.63  
 420300 006258 01 01/31/2008 110-6047-512.50-16 TRK/PARTS PW70 143.98  
 C70495 006259 01 01/31/2008 110-6047-512.50-02 ALIGNMENT/PW79 79.95

VENDOR TOTAL \*

1,556.13

ELMHURST MEMORIAL OCCUPATIONAL

0013722  
 43407 006320 01 01/31/2008 110-2007-413.30-47 DRUG SCREEN 115.00  
 43370 006321 01 01/31/2008 110-2007-413.30-47 DRUG SCREEN/PHYSICAL 148.00

VENDOR TOTAL \*

263.00

ELMHURST POSTMASTER

0000193  
 #8630 006322 01 01/31/2008 110-1001-411.30-49 BOX/CALLER FEE 232.50  
 #8630 006323 01 01/31/2008 110-6040-431.30-49 BOX/CALLER FEE 232.50  
 #8630 006324 01 01/31/2008 510-6050-501.30-49 BOX/CALLER FEE 232.50  
 #8630 006325 01 01/31/2008 510-6055-502.30-49 BOX/CALLER FEE 232.50

VENDOR TOTAL \*

930.00

ENGINEMASTERS INC

0000195  
 59919 006287 01 01/31/2008 110-6047-512.50-16 FILTERS 43.20

VENDOR TOTAL \*

43.20

F.L. HUNTER & ASSOCIATES, INC.

0000799  
 0000799 0000799 01 01/31/2008 110-6047-512.50-16 FILTERS 43.20

VENDOR TOTAL \*

43.20

VENDOR NAME	VOUCHER NO	P.O. NO	BNK-CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
F.L. HUNTER & ASSOCIATES, INC.	005912		01 01/31/2008	110-1003-412.30-52	PROFESSIONAL SERVICES	980.00	
	005913		01 01/31/2008	110-1003-412.30-52	PROFESSIONAL SERVICES	1,710.00	
VENDOR TOTAL *						2,690.00	
FASTENAL COMPANY	006336		01 01/31/2008	510-6052-501.40-98	BOLTS	31.68	
	006019		01 01/31/2008	510-6057-502.50-08	TANK #3 REPAIR	125.46	
VENDOR TOTAL *						157.14	
FEDERAL SIGNAL - EMERG. PROD.	006249		01 01/31/2008	110-6047-512.50-16	SIREN/F-1	1,783.00	
VENDOR TOTAL *						1,783.00	
FEDEX	006326		01 01/31/2008	110-3015-414.30-49	SHIPPING FEES	21.63	
	006327		01 01/31/2008	110-6040-431.30-49	SHIPPING FEES	23.57	
VENDOR TOTAL *						45.20	
FELLER AND SONS COMM STAT	000837		01 11/08/2007	110-1001-411.40-33	SUPPLIES	111772	186.62-
	000837		01 01/18/2008	110-1001-411.40-33	SUPPLIES	113876	186.62
	006195		01 01/31/2008	110-2007-413.40-33	NAME BADGES	35.12	
	000838		01 11/08/2007	110-2008-413.40-73	INK CARTRIDGE/TONER	111772	1,365.60-
	000838		01 01/18/2008	110-2008-413.40-73	INK CARTRIDGE/TONER	113876	1,365.60
	3129511		01 01/31/2008	110-2008-413.40-73	INK RIBBONS	451.28	
	010006		01 11/08/2007	110-3015-414.40-33	WIRE RACK	111772	186.84-
	001006		01 01/18/2008	110-3015-414.40-33	WIRE RACK	113876	186.84
	006194		01 01/31/2008	110-3015-414.40-33	COAT HANGERS	27.10	
	001164		01 11/08/2007	110-4022-423.80-23	EASELS	111772	637.12-
	001164		01 01/18/2008	110-4022-423.80-23	EASELS	113876	637.12
VENDOR TOTAL *						513.50	
FERGUSON ENTERPRISES INC	005785		01 01/31/2008	110-6046-418.50-01	PUMP	285.60	
VENDOR TOTAL *						285.60	
FIFTH THIRD BANK	006172		01 01/23/2008	310-0089-461.90-01	LINE OF CREDIT INTEREST	113901	58,207.36
	006171		01 01/23/2008	320-0090-462.90-01	LINE OF CREDIT INTEREST	113901	24,096.03
VENDOR TOTAL *						.00	
FILTER RENU OF ILLINOIS, INC.	005976		01 01/31/2008	110-6047-512.50-02	FILTER RENEWED	35.98	
	006413		01 01/31/2008	110-6047-512.50-02	FILTERS RENEWED	105.58	
VENDOR TOTAL *						141.56	
FISHER SCIENTIFIC	006353		01 01/31/2008	510-6057-502.40-25	LAB-CHEMICALS	140.70	
VENDOR TOTAL *						140.70	

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VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
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0006869 FISHER SCIENTIFIC

0005438	FLEET SAFETY SUPPLY						VENDOR TOTAL *	140.70	
43101	005666	01	01/31/2008	110-5030-421.80-06			SET UP MIC F-9 & PW-27	90.11	
43108	005669	01	01/31/2008	110-5030-421.80-06			SET UP PD-34,35 & E-5,26	688.33	
43178	006251	01	01/31/2008	510-6036-502.80-06			FIREBOX/NEW VEHICLE/PW136	108.82	
43101	005667	01	01/31/2008	510-6057-502.80-06			SET UP MIC F-9 & PW-27	90.11	
43108	005668	01	01/31/2008	510-6057-502.80-06			SET UP PD-34,35 & E-5,26	688.33	

0003165 FLEXIBLE

2444	005851	01	01/31/2008	110-6041-432.40-52			WANDS	463.50	
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0010159 FLUID PUMP SERVICE INC

401777	006054	01	01/31/2008	510-6057-502.50-08			SEAL KITS	394.30	
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0000986 FREEMWAY FORD

33737	006274	01	01/31/2008	110-6047-512.80-06			F750 CHASSIS/SVC BODY/NEW	133,666.00	
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0010732 FULLIFE SAFETY CENTER

8587	006294	01	01/31/2008	110-6046-418.40-98			SUPPLIES	94.80	
8587	006295	01	01/31/2008	110-6047-512.40-98			SUPPLIES	94.80	
8587	006293	01	01/31/2008	510-6052-501.40-98			SUPPLIES	91.44	

0003749 G M MOUNTING & LAMINATING, INC.

000003571	005922	01	01/31/2008	110-6043-434.40-98			MAP LAMINATION	281.04	
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0016266 GATEHOUSE MEDIA SUBURBAN NEWSPAPERS

88888-131558	006319	01	01/31/2008	110-6040-431.60-37			SUBSCRIPTION	12.25	
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0009725 GENERAL MANUFACTURING INC

120,146	006398	01	01/31/2008	110-6047-512.50-01			DROP CORD LIGHTS	19.95	
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0007045 GLOCK INC

SLS/399431	005830	01	01/31/2008	110-5030-421.50-08			RANGE GUN SUPPLIES	178.38	
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0000242 GRATINGER

9539138959	006396	01	01/31/2008	110-4020-422.50-01			REEL/CORD	215.00	
9538452260	005936	01	01/31/2008	110-6041-432.40-98			LADDER	272.03	
9537546286	005970	01	01/31/2008	110-6041-432.40-98			SUPPLIES	855.00	

43.33

BANK: 01

VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
GRAINGER	0000242	005971		01 01/31/2008	110-6043-434-40-98	SUPPLIES	43.33	
	9537546286	005969		01 01/31/2008	110-6044-435-40-98	SUPPLIES	126.32	
	9536835300	006397		01 01/31/2008	110-6044-435-40-98	TAPE	70.48	
	9537546286	005972		01 01/31/2008	110-6046-418-40-98	SUPPLIES	43.33	
	9537546286	005973		01 01/31/2008	110-6047-512-40-98	SUPPLIES	43.32	
	9545615693	006280		01 01/31/2008	510-6050-501-40-31	HEATER REPLACEMENT	111.02	
	9537546286	005974		01 01/31/2008	510-6052-501-40-98	SUPPLIES	43.32	
	9537867286	005831		01 01/31/2008	510-6057-502-50-01	REPLACEMENT HEATER	1,377.00	
	9537546286	005975		01 01/31/2008	510-6057-502-40-98	SUPPLIES	43.32	
VENDOR TOTAL *							3,071.80	
GRAND AUTO PARTS	0011686	005704		01 01/31/2008	110-6042-433-50-16	FOR STOCK	51.00	
	113111	005700		01 01/31/2008	110-6047-512-50-16	PW-89	17.91	
	113394	005701		01 01/31/2008	110-6047-512-50-16	CREDIT	45.40	
	113484	005702		01 01/31/2008	110-6047-512-50-16	FOR STOCK	11.90	
	113548	005703		01 01/31/2008	110-6047-512-50-16	E-18	64.18	
	113463	005705		01 01/31/2008	110-6047-512-50-16	FOR STOCK	5.50	
	113108	005706		01 01/31/2008	110-6047-512-50-16	F-10	269.42	
	113113	005707		01 01/31/2008	110-6047-512-50-16	F-10	46.03	
	113162	005708		01 01/31/2008	110-6047-512-50-16	PW-129 AND STOCK	39.44	
	113267	005709		01 01/31/2008	110-6047-512-50-16	PD-17 AND STOCK	10.00	
	113263	005710		01 01/31/2008	110-6047-512-50-16	PD-12	56.92	
	113262	005711		01 01/31/2008	110-6047-512-50-16	PW-49	27.37	
	113294	005712		01 01/31/2008	110-6047-512-50-16	E-5	26.66	
	113549	005846		01 01/31/2008	110-6047-512-50-16	FILTERS	128.37	
	113547	006303		01 01/31/2008	110-6047-512-50-16	TRK/PARTS F-13	.80	
	113561	006304		01 01/31/2008	110-6047-512-50-16	TRK/PARTS F-13	6.48	
	113650	006305		01 01/31/2008	110-6047-512-50-16	TRK/PARTS PW33	46.50	
	113732	006306		01 01/31/2008	110-6047-512-50-16	TRK/PARTS PW143	49.00	
	113112	006307		01 01/31/2008	110-6047-512-80-06	TRK/PARTS/NEW VEHICLE	2.52	
	113733	006308		01 01/31/2008	110-6047-512-50-16	TRK/PARTS PW24	162.02	
	113958	006309		01 01/31/2008	110-6047-512-50-16	TRK/PARTS PW54	19.50	
	113738	006310		01 01/31/2008	110-6047-512-80-06	TRK/PARTS/NEW VEHICLE/PW1	15.64	
	113753	006311		01 01/31/2008	110-6047-512-50-16	TRK/PARTS PD-12	345.58	
	113731	006312		01 01/31/2008	110-6047-512-50-16	AUTO/PARTS E-31	1.83	
	113862	006313		01 01/31/2008	110-6047-512-50-16	STOCK	20.00	
	113664	006314		01 01/31/2008	110-6047-512-50-16	STOCK/BULBS	20.00	
	113781	006315		01 01/31/2008	110-6047-512-80-06	RETURNED MERCHANDISE	4.00	
VENDOR TOTAL *							1,447.71	
HANN AND ASSOCIATES, LTD	0000255	005996		01 01/31/2008	110-5030-421-30-48	SOCIAL SVC	4,041.38	
FEB 2008								
HD SUPPLY WATERWORKS, LTD.	0015904	006415		01 01/31/2008	510-6052-501-40-51	SERVICE LINES	312.00	
6638096								
VENDOR TOTAL *							4,041.38	
HEALTHCARE SERVICE CORPORATION	0011839						312.00	
VENDOR TOTAL *							312.00	

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INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0011839	HEALTHCARE SERVICE CORPORATION								
014582	066440	01	01/31/2008		110-1001-411-20-04	HEALTH INS	154.88		
014582	066441	01	01/31/2008		110-2006-413-20-04	HEALTH INS	753.34		
014582	066442	01	01/31/2008		110-2007-413-20-04	HEALTH INS	85.71		
014582	066443	01	01/31/2008		110-3015-414-20-04	HEALTH INS	231.57		
014582	066444	01	01/31/2008		110-4020-422-20-04	HEALTH INS	2,798.34		
014582	066445	01	01/31/2008		110-4025-424-20-04	HEALTH INS	3,359.38		
014582	066446	01	01/31/2008		110-5030-421-20-04	HEALTH INS	4,506.51		
014582	066447	01	01/31/2008		110-6040-431-20-04	HEALTH INS	3,073.51		
014582	066448	01	01/31/2008		110-7060-451-20-04	HEALTH INS	178.94		
014582	066449	01	01/31/2008		210-8070-452-20-04	HEALTH INS	745.82		
014582	066450	01	01/31/2008		510-6050-501-20-04	HEALTH INS	1,004.45		
014582	066451	01	01/31/2008		510-6055-502-20-04	HEALTH INS	1,031.52		
014582	066452	01	01/31/2008		530-0088-503-20-04	HEALTH INS	112.60		
0000129	HERITAGE CRYSTAL CLEAN, LLC						VENDOR TOTAL *	15,036.57	
10884010	005665	01	01/31/2008		110-6047-512-40-98	FOR PARTS WASHER	144.86		
0009456	HIGHWAY TECHNOLOGIES, INC.						VENDOR TOTAL *	144.86	
64963935-001	005917	01	01/31/2008		110-6041-432-40-52	SIGNS	338.00		
64964895-001	005918	01	01/31/2008		110-6041-432-40-52	SIGNS	208.00		
64964654-001	005919	01	01/31/2008		110-6041-432-40-52	SIGNS	420.98		
64964292-001	005920	01	01/31/2008		110-6041-432-40-52	SIGNS	409.34		
64965581-001	006296	01	01/31/2008		110-6041-432-40-52	SIGNS/BLANKS	424.46		
0012629	HNTB-GREAT LAKES DIVISION						VENDOR TOTAL *	1,800.78	
30-38145-PL-006006007	005766	01	01/31/2008		110-3015-414-60-10	PROFESSIONAL SERVICES	36,032.71		
0006864	HOME DEPOT 1919						VENDOR TOTAL *	36,032.71	
010867/1014996	005765	01	01/31/2008		110-4020-422-50-01	TRAINING TOWER MATERIALS	111.69		
009225/2573833	005766	01	01/31/2008		110-6046-418-50-01	SHELVING/SHOP TOOL	68.33		
4024410	005767	01	01/31/2008		110-6046-418-50-01	ICE MACHINE SWITCH	45.63		
0012341	HOME DEPOT 1982						VENDOR TOTAL *	225.65	
6026016	005928	01	01/31/2008		110-6042-433-40-98	MODIFY SALT SHED	220.28		
7017150	005929	01	01/31/2008		110-6042-433-40-98	REPAIR SALT SHED	24.67		
7017135	005930	01	01/31/2008		110-6042-433-40-98	MODIFY SALT SHED	23.64		
0010605	HOME DEPOT. 9150						VENDOR TOTAL *	268.59	
40573015	005768	01	01/31/2008		110-6046-418-50-01	ICE MACHINE CLEANER	95.08		
40732624	005769	01	01/31/2008		110-6046-418-50-01	AIR FILTERS	11.33		
40799334	005770	01	01/31/2008		110-6046-418-40-53	SHOP VAC	174.95		
0016937	ILLINOIS ASSOC OF WASTEWATER						VENDOR TOTAL *	281.36	

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INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0016937	ILLINOIS ASSOC OF WASTEWATER			01 01/31/2008	510-6050-501.60-11	CONFERENCE	109.00	
2/28-2/29/2008	005833							
0011740	ILLINOIS CENTURY NETWORK			01 01/31/2008	110-2008-413.30-52	T1 INTERNET	109.00	
0026075-IN	006489						310.00	
0001005	ILLINOIS SECRETARY OF STATE			01 01/31/2008	110-6047-512.60-55	PLATE RENEWAL	310.00	
PD-22	005750						78.00	
0016825	ILLINOIS STATE POLICE			01 01/31/2008	110-5030-421.30-98	LIQUOR LICENSE CHECKS	78.00	
IL022070L	005943						102.75	
0016800	INFOPRINT SOLUTIONS CO			01 01/31/2008	110-2008-413.50-22	LINE PRINTER MAINT	102.75	
1805948	006486						471.00	
0016943	INGRAM, STEVE			01 01/18/2008	110-7060-451.60-65	LECTURE/DEMO 1/27/08	471.00	275.00
1/26/08	005931							275.00
0006347	INLAND COMMERCIAL PROPERTY MGT INC			01 01/31/2008	530-0088-503.50-15	MONTHLY MAINT CONTRACT	.00	
002-525799	006159						1,150.00	
0016938	INTEGRYS ENERGY SERVICES INC			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	1,150.00	
11035375-1	005945						19.54	
11035714-1	005946			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	80.78	
11100833-1	005949			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	275.13	
11104583-1	005950			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	338.88	
11035725-1	005951			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	295.09	
11031262-1	005953			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	376.37	
11100866-1	005954			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	231.42	
11100853-1	005955			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	24.56	
11195405-1	005957			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	29.17	
11193106-1	005959			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	28.79	
11031177-1	006132			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	161.07	
11031157-1	006130			01 01/31/2008	110-6041-432.30-24	MONTHLY ELECTRIC	262.33	
11031180-1	006133			01 01/31/2008	510-6051-501.30-24	MONTHLY ELECTRIC	250.58	
11087387-1	006128			01 01/31/2008	510-6052-501.30-24	MONTHLY ELECTRIC	3,899.40	
11087355-1	006129			01 01/31/2008	510-6052-501.30-24	MONTHLY ELECTRIC	4,538.90	
11031158-1	006131			01 01/31/2008	510-6052-501.30-24	MONTHLY ELECTRIC	2,007.15	
11100403-1	005947			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	359.14	
11100869-1	005948			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	472.43	
11035725-1	005952			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	295.08	
11035728-1	005956			01-01/31/2008	510-6057-502.30-24	MONTHLY-ELECTRIC	98.49	

EXPENDITURE APPROVAL LIST  
 AS OF: 01/31/2008 CHECK DATE: 02/07/2008

PREPARED 01/28/2008, 11:22:16  
 PROGRAM: GM339L  
 CITY OF ELMHURST, ILLINOIS  
 CITY

BANK: 01

VENDOR NAME	VENDOR NO	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
INTEGRYS ENERGY SERVICES INC								
11195393-1	005958			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	708.14	
11031181-1	006134			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	48.07	
11031214-1	006135			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	961.36	
11104598-1	006136			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	39.64	
11111983-1	006137			01 01/31/2008	510-6057-502.30-24	MONTHLY ELECTRIC	413.04	
11031258-1	006024			01 01/31/2008	530-0088-503.30-24	MONTHLY ELECTRIC	1,916.08	
11031193-1	006025			01 01/31/2008	530-0088-503.30-24	MONTHLY ELECTRIC	2,655.73	
						VENDOR TOTAL *	20,786.36	
INTERSTATE BATTERY SYSTEM OF								
0010731	005664			01 01/31/2008	110-6047-512.50-16	PW-129 & STOCK	543.65	
47326						VENDOR TOTAL *	543.65	
IPELRA								
0007239	006048			01 01/31/2008	110-5030-421.60-11	REGISTRATION	195.00	
02/07/2008						VENDOR TOTAL *	195.00	
IRION, FRANCESCA								
0016973	006376			01 01/31/2008	110-7060-451.60-65	SPEAKER/TEA TIME PROGRAM	50.00	
04/17/2008						VENDOR TOTAL *	50.00	
JAECKLE DISTRIBUTORS INC.								
0013357	005812			01 01/31/2008	110-6046-418.50-01	LAMINATE/COUNTER TOP	50.88	
964441						VENDOR TOTAL *	50.88	
JENNIFER BENSMILLER								
0016933	005796			01 01/31/2008	110-0000-331.07-00	VEHICLE STICKER REFUND	18.00	
01/11/2008						VENDOR TOTAL *	18.00	
JIM & BECKY'S HORSE & CARRIAGE SVC								
0016975	006388			01 01/31/2008	110-7060-451.60-65	DEPOSIT/CARRIAGE	200.00	
04/13/2008						VENDOR TOTAL *	200.00	
JIM'S TOWING								
0000976	005836			01 01/31/2008	110-5030-421.60-27	TOWING SERVICES	350.00	
81463	005838			01 01/31/2008	110-5030-421.60-27	TOWING SERVICES	350.00	
81979	005841			01 01/31/2008	110-5030-421.60-27	TOWING SERVICES	165.00	
80918	005843			01 01/31/2008	110-5030-421.60-27	TOWING SERVICES	165.00	
80919	006187			01 01/31/2008	110-5030-421.60-27	TOW/STORE CASE 07-38555	350.00	
80904	006188			01 01/31/2008	110-5030-421.60-27	TOW/STORE CASE 07-38555	350.00	
81213	006417			01 01/31/2008	110-5030-421.60-27	TOWING SVC/CASE#08-2824	350.00	
82407						VENDOR TOTAL *	2,080.00	
JULIE INC								
0000312	005751			01 01/31/2008	110-6040-431.30-80	JULIE LOCATES	126.60	
12-07-0471	005752			01 01/31/2008	510-6050-501.30-80	JULIE LOCATES	126.60	
12-07-0471						VENDOR TOTAL *	253.20	
K.A. STEEL CHEMICALS INC.								
0013509						VENDOR TOTAL *	253.20	

EXPENDITURE APPROVAL LIST  
 AS OF: 01/31/2008 CHECK DATE: 02/07/2008

PREPARED 01/28/2008, 11:22:16  
 PROGRAM: GM339L  
 CITY OF ELMHURST, ILLINOIS  
 CITY

BANK: 01

VEND NO	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0013509	K.A. STEEL CHEMICALS INC.				01	01/31/2008	510-6057-502.40-10	LIQUID CHLORINE	2,432.35	
0491346-IN		006049							2,432.35	
0014647	KACZAROWSKI, BRETT							VENDOR TOTAL *		
01/23/2008		006456			01	01/31/2008	110-5030-421.60-45	EXPENSE REIMBURSEMENT	10.69	
01/23/2008		006457			01	01/31/2008	110-5030-421.40-31	EXPENSE REIMBURSEMENT	254.42	
01/19-01/20/08		006458			01	01/31/2008	110-5030-421.60-05	EXPENSE REIMBURSEMENT	114.41	
01/19-01/20/08		006459			01	01/31/2008	110-5030-421.60-08	EXPENSE REIMBURSEMENT	808.43	
0000314	KALE UNIFORMS							VENDOR TOTAL *	1,187.95	
189418		005845			01	01/31/2008	110-5030-421.40-11	UNIFORM SUPPLIES	72.04	
192038		006189			01	01/31/2008	110-5030-421.40-11	UNIFORMS	439.60	
192621		006190			01	01/31/2008	110-5030-421.40-11	UNIFORMS	84.45	
0007343	KDRMA							VENDOR TOTAL *	596.09	
01/14/2008		005853			01	01/31/2008	110-7060-451.60-65	PASSPORT PROGRAM BOOKLETS	290.00	
1/01-12/31/2008		005856			01	01/31/2008	110-7060-451.60-37	ANNUAL MEMBERSHIP	35.00	
0000323	KIEFT BROTHERS, INC.							VENDOR TOTAL *	325.00	
136334		005935			01	01/31/2008	110-6041-432.40-08	INLET REPAIR	154.00	
136958		006342			01	01/31/2008	510-6052-501.40-98	PIPE REPAIRS	5.50	
135362		006050			01	01/31/2008	510-6057-502.50-08	TANK REPAIR	38.00	
0015660	KINGS POINT TRUCK LANE							VENDOR TOTAL *	197.50	
13135		005659			01	01/31/2008	110-6047-512.50-02	PW-26 SAFETY LANE	21.00	
13152		005660			01	01/31/2008	110-6047-512.50-02	PW-49 SAFETY LANE	21.00	
13136		005661			01	01/31/2008	110-6047-512.50-02	PW-116 SAFETY LANE	31.00	
13305		006250			01	01/31/2008	110-6047-512.50-02	SAFETY TEST/PW4	21.00	
0015571	KNIGHT, HOPPE, KURNIK & KNIGHT, LLC							VENDOR TOTAL *	94.00	
46302		006012			01	01/31/2008	110-0081-415.30-36	PROFESSIONAL SERVICES	560.00	
0000331	KUBIESA, SPIROFF, GOSSELAR,							VENDOR TOTAL *	560.00	
45000-080M		006317			01	01/31/2008	110-0081-415.30-36	PROFESSIONAL SVCS	829.51	
45000-079M		006318			01	01/31/2008	110-0081-415.30-36	PROFESSIONAL SVCS	224.84	
58010		006473			01	01/31/2008	110-0081-415.30-61	PROFESSIONAL SVCS	2,500.00	
58010		006474			01	01/31/2008	110-0081-415.30-62	PROFESSIONAL SVCS	8,750.00	
58010		006475			01	01/31/2008	110-0081-415.30-63	PROFESSIONAL SVCS	3,250.00	
0016626	LAI, LTD							VENDOR TOTAL *	15,554.35	
7069		006060			01	01/31/2008	510-6052-501-50-18	VACUUM=REGULATOR	1,284.58	

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INVOICE NO	VENDOR NAME	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0016626	LAI, LTD							
0005710	LASALLE BANK N.A.					VENDOR TOTAL *	1,284.58	
389430884	005727	01		01/31/2008	110-2006-413.30-05	QUARTERLY FEES	357.05	
389430884	005728	01		01/31/2008	210-8070-452.30-05	QUARTERLY FEES	81.15	
389430884	005729	01		01/31/2008	510-6050-501.30-05	QUARTERLY FEES	51.40	
389430884	005730	01		01/31/2008	510-6055-502.30-05	QUARTERLY FEES	51.40	
0002524	LAW BULLETIN					VENDOR TOTAL *	541.00	
986655	005868	01		01/31/2008	110-5030-421.30-98	COURT DOCKET SERVICES	532.00	
0013313	LEACH ENTERPRISES, INC					VENDOR TOTAL *	532.00	
864069	005916	01		01/31/2008	110-6047-512.50-16	PARTS & SUPPLIES	110.29	
864289	006285	01		01/31/2008	110-6047-512.50-16	FILTERS	55.08	
864243	006286	01		01/31/2008	110-6047-512.50-16	FILTERS	31.84	
0006622	LENS ACE HARDWARE					VENDOR TOTAL *	197.21	
34600/1	005689	01		01/31/2008	110-6047-512.50-16	SEALANT FOR STOCK	19.96	
35159/1	006329	01		01/31/2008	510-6052-501.40-98	BULBS	31.16	
0005326	LESMA INSTRUMENT CO.					VENDOR TOTAL *	51.12	
1/872910	006053	01		01/31/2008	510-6056-502.50-11	SOLENOIDS REPLACEMENT	740.78	
1/862210	005875	01		01/31/2008	510-6057-502.50-10	TEMPERATURE GAUGE	249.79	
1/885891	006052	01		01/31/2008	510-6057-502.50-08	DAF #2 REPAIR	126.34	
1/885892	006281	01		01/31/2008	510-6057-502.50-08	DAF AIR CONTROL REPAIR	343.34	
0012723	LEXISNEXIS					VENDOR TOTAL *	1,460.25	
0712187448	006185	01		01/31/2008	110-5030-421.30-98	MONTHLY FEE	484.00	
0007885	LIBERTY SUBURBAN CHICAGO NEWSPAPERS					VENDOR TOTAL *	484.00	
6062	006013	01		01/31/2008	110-3015-414.30-54	PUBLIC NOTICE 08ZBA-02	394.00	
0000855	LINNEWEH, RICHARD					VENDOR TOTAL *	394.00	
01/15/2008	006154	01		01/31/2008	110-5030-421.60-11	EXPENSE REIMBURSEMENT	5.53	
01/15/2008	006155	01		01/31/2008	110-5030-421.60-05	EXPENSE REIMBURSEMENT	18.18	
0016939	LOESER, O. RICHARD					VENDOR TOTAL *	23.71	
01/15/2008	005993	01		01/31/2008	530-0000-341.50-00	REFUSE STICKERS REFUND	61.25	
0000346	LONG ELEVATOR & MACHINE CO INC					VENDOR TOTAL *	61.25	

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0000346	LONG ELEVATOR & MACHINE CO INC					110-7060-451.50-01	MONTHLY MAINT FEE	189.80	
10118529	005794	01	01/31/2008				VENDOR TOTAL *	189.80	
0007419	LORUSSO, PATTY						EXPENSE REIMBURSEMENT	6.00	
12/7/07-1/16/08005997		01	01/31/2008			110-2006-413.30-49	EXPENSE REIMBURSEMENT	6.25	
12/7/07-1/16/08005998		01	01/31/2008			110-2006-413.40-98	EXPENSE REIMBURSEMENT	109.31	
12/7/07-1/16/08005999		01	01/31/2008			110-2007-413.40-98	EXPENSE REIMBURSEMENT	13.49	
12/7/07-1/16/08006000		01	01/31/2008			110-2007-413.60-23	EXPENSE REIMBURSEMENT	12.04	
12/7/07-1/16/08006001		01	01/31/2008			110-2007-413.60-98	EXPENSE REIMBURSEMENT	13.80	
12/7/07-1/16/08006002		01	01/31/2008			110-3015-414.60-11	EXPENSE REIMBURSEMENT	3.52	
12/7/07-1/16/08006003		01	01/31/2008			110-4020-422.40-98	EXPENSE REIMBURSEMENT	13.00	
12/7/07-1/16/08006004		01	01/31/2008			110-4020-422.60-11	EXPENSE REIMBURSEMENT	10.00	
12/7/07-1/16/08006005		01	01/31/2008			110-4023-423.60-11	EXPENSE REIMBURSEMENT	4.06	
12/7/07-1/16/08006006		01	01/31/2008			110-4025-424.40-98	EXPENSE REIMBURSEMENT	40.00	
12/7/07-1/16/08006023		01	01/31/2008			510-6050-501.60-11	EXPENSE REIMBURSEMENT	231.47	
0007486	MAMMA MARIA'S PIZZA						VENDOR TOTAL *	113904	69.39
1/16/08	006175	01	01/23/2008			110-5030-421.60-54	MEETING REFRESHMENTS	.00	69.39
0016971	MB FINANCIAL BANK, NA						VENDOR TOTAL *	35.00	
8/2/07	006191	01	01/31/2008			110-5030-421.60-50	SUBPEONA FEES	35.00	
0007176	MCCANN INDUSTRIES INC						VENDOR TOTAL *	35.00	
07083679	005657	01	01/31/2008			110-6047-512.50-16	PW-22	207.70	
07083758	005658	01	01/31/2008			110-6047-512.50-16	PW-166 & STOCK	112.28	
07083999	006247	01	01/31/2008			110-6047-512.50-16	TRK/PARTS PW166	19.94	
07083998	006248	01	01/31/2008			110-6047-512.50-16	TRK/PARTS PW13	620.86	
0001049	MCI						VENDOR TOTAL *	960.78	
08611797999	005742	01	01/31/2008			110-0094-454.30-75	MONTHLY PHONE	.83	
08611797999	005732	01	01/31/2008			110-1001-411.30-75	MONTHLY PHONE	40.18	
08611797999	005733	01	01/31/2008			110-2006-413.30-75	MONTHLY PHONE	25.80	
08611797999	005740	01	01/31/2008			110-2007-413.30-75	MONTHLY PHONE	4.39	
08611797999	005741	01	01/31/2008			110-2008-413.30-75	MONTHLY PHONE	24.00	
08611797999	005734	01	01/31/2008			110-3015-414.30-75	MONTHLY PHONE	2.48	
08611797999	005735	01	01/31/2008			110-4020-422.30-75	MONTHLY PHONE	8.70	
08611797999	005736	01	01/31/2008			110-5030-421.30-75	MONTHLY PHONE	47.18	
08611797999	005737	01	01/31/2008			110-5040-431.30-75	MONTHLY PHONE	50.09	
08611797999	005738	01	01/31/2008			110-7060-451.30-75	MONTHLY PHONE	16.45	
08611797999	005739	01	01/31/2008			510-6055-502.30-75	MONTHLY PHONE	7.68	
0002941	MCMaster-CARR SUPPLY CO.						VENDOR TOTAL *	227.78	
78777220	006245	01	01/31/2008			110-6042-433.50-16	TRK/PARTS-PW75	17.33	

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MCMaster-CARR SUPPLY CO.								
0002941	006374		01	01/31/2008	110-6042-433.40-98	PUMP	629.42	
78862635	006244		01	01/31/2008	110-6047-512.50-16	CLEANING PADS	13.13	
78862636	006246		01	01/31/2008	110-6047-512.50-16	DRAIN PANS	21.52	
79130854	005809		01	01/31/2008	110-7060-451.50-01	PICTURE HOOK	33.44	
77375625	006338		01	01/31/2008	510-6052-501.40-98	FIRST-AID CASE	29.72	
78621630	006373		01	01/31/2008	510-6052-501.40-98	WISE REPAIR	33.95	
79235224	005656		01	01/31/2008	510-6056-502.80-06	PW-136 ( NEW)	32.34	
78621631	005879		01	01/31/2008	510-6057-502.50-08	VALVE REPAIR	8.70	
78482923								
						VENDOR TOTAL *	819.55	
MEADE ELECTRIC COMPANY INC								
0010734	006401		01	01/31/2008	110-6044-435.50-21	EVP REPAIR	755.82	
632851								
						VENDOR TOTAL *	755.82	
MECHANICAL INC.								
0013303	006057		01	01/31/2008	510-6057-502.50-01	DUCTWORK LUBRICATION	413.20	
CHI143765								
						VENDOR TOTAL *	413.20	
MEL'S ACE HARDWARE								
000366	005655		01	01/31/2008	110-6047-512.50-16	F-6	3.41	
404785	006242		01	01/31/2008	110-6047-512.50-16	TRK/PARTS PW7	14.37	
404834	006243		01	01/31/2008	110-6047-512.50-16	RETURNED MERCHANDISE	8.98	
404846	006330		01	01/31/2008	510-6052-501.40-98	ROSE REPAIR	4.27	
404806	006331		01	01/31/2008	510-6052-501.40-98	PIPE REPAIR	8.98	
404807	006332		01	01/31/2008	510-6052-501.40-98	B-BOX REPAIR	5.29	
404853	006333		01	01/31/2008	510-6052-501.40-98	CORD/REEL	26.98	
404771	006334		01	01/31/2008	510-6052-501.40-98	SQUEEGE	7.64	
404837	006335		01	01/31/2008	510-6052-501.40-98	PLUMBERS PUTTY	2.96	
404864	005882		01	01/31/2008	510-6056-502.50-11	PUMP #3 SWITCH REPAIR	6.29	
404801	006056		01	01/31/2008	510-6057-502.30-33	STYROFOAM COOLER	3.86	
404843								
						VENDOR TOTAL *	75.07	
METAL EXPRESS								
0006865	005653		01	01/31/2008	110-6047-512.50-16	STEEL FOR TRUCK 1	129.47	
ADD 17054								
						VENDOR TOTAL *	129.47	
METRO PARAMEDIC SERVICES, INC.								
0000368	006362		01	01/31/2008	110-0084-442.30-01	AMBULANCE SVC	20,460.83	
FEB 2008								
						VENDOR TOTAL *	20,460.83	
METROPOLITAN FAMILY SVCS DUPAGE								
0002641	005992		01	01/31/2008	110-0083-443.60-48	SENIOR SVCS	5,079.75	
NOV 2007								
						VENDOR TOTAL *	5,079.75	
METROPOLITAN LIFE INSURANCE CO								
0007364	006427		01	01/31/2008	110-1001-411.20-05	DENTAL INS	184.54	
00084	006428		01	01/31/2008	110-2006-413.20-05	DENTAL INS	1,073.33	
00084	006429		01	01/31/2008	110-2007-413.20-05	DENTAL INS	197.72	

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0007364	METROPOLITAN LIFE INSURANCE CO	006430		01 01/31/2008	110-3015-414-20-05	DENTAL INS	286.22	
00084		006431		01 01/31/2008	110-4020-422-20-05	DENTAL INS	3,447.85	
00084		006432		01 01/31/2008	110-4025-424-20-05	DENTAL INS	291.87	
00084		006433		01 01/31/2008	110-5030-421-20-05	DENTAL INS	5,794.12	
00084		006434		01 01/31/2008	110-6040-431-20-05	DENTAL INS	3,848.94	
00084		006435		01 01/31/2008	110-7060-451-20-05	DENTAL INS	143.11	
00084		006436		01 01/31/2008	210-8070-452-20-05	DENTAL INS	918.92	
00084		006437		01 01/31/2008	510-6050-501-20-05	DENTAL INS	1,222.09	
00084		006438		01 01/31/2008	510-6055-502-20-05	DENTAL INS	1,286.12	
00084		006439		01 01/31/2008	530-0088-503-20-05	DENTAL INS	135.58	
0016953	MID CENTRAL WATER WORKS ASSOCIATION	006018		01 01/31/2008	510-6050-501-60-37	MEMBERSHIP	18,830.41	
01/18/2008							50.00	
0008503	MIDWAY TRUCK PARTS	006241		01 01/31/2008	110-6042-433-50-16	SEAL KIT	50.00	
670623		005654		01 01/31/2008	110-6047-512-50-16	TRUCK #2	147.71	
670161							105.62	
0007838	MIDWEST REGISTRARS COMMITTEE	006381		01 01/31/2008	110-7060-451-60-37	MEMBERSHIP	253.33	
2008							10.00	
0007257	MOTION INDUSTRIES, INC.	005884		01 01/31/2008	510-6057-502-50-08	HEAT PUMP #5 REPAIR	10.00	
IL10-355351							37.40	
0000378	MOTOROLA	005652		01 01/31/2008	110-5030-421-80-06	PD-3,5,7,11,12,13 & STOCK	37.40	
89265822		005663		01 01/15/2008	110-5030-421-40-98	PD-3,5,7,11,12,13 & STOCK	161.46	
89265822							30.57	
0014420	NAPA AUTO PARTS	005001		01 07/31/2007	110-6047-512-50-16	CORE CREDIT	192.03	
166105		005002		01 07/31/2007	110-6047-512-50-16	AUTO PARTS/E-32	55.00-	
167051		004869		01 01/21/2008	110-6047-512-50-16	PW-8 PARTS	21.35	
184683		005714		01 01/31/2008	110-6047-512-50-16	PW-49	15.45	
185812							25.32	
0008471	NAVARRO, RALPH	006144		01 01/31/2008	510-6056-502-30-90	SEWER LINE REIMBURSEMENT	7.12	
322 E PARKVIEW							2,000.00	
0012229	NEWARK	005885		01 01/31/2008	510-6057-502-50-08	PEARTH UNIT REPAIR	2,000.00	
15250928							24.15	
0009496	NEXTEL COMMUNICATIONS						24.15	

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0009496	NEXTEL COMMUNICATIONS								
162511511-071	01 06181	01	01/31/2008	110-2007-413	30-75	MONTHLY MOBILE SERVICE	151.43		
162511511-071	01 06182	01	01/31/2008	110-2008-413	30-75	MONTHLY MOBILE SERVICE	307.45		
162511511-071	01 06184	01	01/31/2008	110-3015-414	30-75	MONTHLY MOBILE SERVICE	290.88		
162511511-071	01 06179	01	01/31/2008	110-4020-422	30-75	MONTHLY MOBILE SERVICE	316.47		
162511511-071	01 06180	01	01/31/2008	110-4022-423	30-75	MONTHLY MOBILE SERVICE	45.21		
162511511-071	01 06183	01	01/31/2008	110-5030-421	30-75	MONTHLY MOBILE SERVICE	1,529.61		
162511511-071	01 06176	01	01/31/2008	110-6040-431	30-75	MONTHLY MOBILE SERVICE	1,410.52		
162511511-071	01 06177	01	01/31/2008	510-6050-501	30-75	MONTHLY MOBILE SERVICE	451.37		
162511511-071	01 06178	01	01/31/2008	510-6055-502	30-75	MONTHLY MOBILE SERVICE	959.16		
						VENDOR TOTAL *	5,462.10		
0005845	NICOR GAS								
26-13-75-0650	2005779	01	01/31/2008	110-4020-422	30-29	MONTHLY GAS	74.27		
5423780000	5 005783	01	01/31/2008	110-4020-422	30-29	MONTHLY GAS	16.82		
9169580000	2 005784	01	01/31/2008	110-4020-422	30-29	MONTHLY GAS	16.82		
02-25-68-0000	0005776	01	01/31/2008	110-6046-418	30-29	MONTHLY GAS	1,292.73		
39-23-24-0000	0005781	01	01/31/2008	110-7060-451	30-29	MONTHLY GAS	233.11		
75-23-24-0000	4005775	01	01/31/2008	510-6056-502	30-29	MONTHLY GAS	160.27		
99-81-68-0000	9005777	01	01/31/2008	510-6056-502	30-29	MONTHLY GAS	192.32		
43-64-24-0000	6005778	01	01/31/2008	510-6056-502	30-29	MONTHLY GAS	228.62		
52-71-78-0000	8005780	01	01/31/2008	510-6056-502	30-29	MONTHLY GAS	57.20		
5333680000	7 005782	01	01/31/2008	510-6057-502	30-29	MONTHLY GAS	10,576.13		
						VENDOR TOTAL *	12,848.29		
0016976	NIXON, NANCY								
01/04/2008	006391	01	01/31/2008	530-0000-351	03-00	TICKET REFUND	250.00		
						VENDOR TOTAL *	250.00		
0004099	NORTH AMERICAN SALT CO.								
70128743	005978	01	01/31/2008	110-6042-433	40-46	SALT	2,579.04		
70128223	005979	01	01/31/2008	110-6042-433	40-46	SALT	7,340.48		
70129674	005980	01	01/31/2008	110-6042-433	40-46	SALT	6,807.94		
70127805	005981	01	01/31/2008	110-6042-433	40-46	SALT	4,569.52		
70126791	006148	01	01/31/2008	110-6042-433	40-46	SALT	1,717.82		
70131057	006193	01	01/31/2008	110-6042-433	40-46	SALT	15,565.42		
						VENDOR TOTAL *	38,580.22		
0000401	NORTH EAST MULTI-REGIONAL TRAINING								
103315	006149	01	01/31/2008	110-5030-421	60-11	TRAINING CLASS	300.00		
103335	006150	01	01/31/2008	110-5030-421	60-11	TRAINING CLASS	400.00		
						VENDOR TOTAL *	700.00		
0004439	NORTHERN ILLINOIS POLICE ALARM								
5638	006453	01	01/31/2008	110-5030-421	40-11	UNIFORM SUPPLIES	1,114.39		
5639	006454	01	01/31/2008	110-5030-421	40-11	UNIFORM SUPPLIES	47.67		
						VENDOR TOTAL *	1,162.06		

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0015918 NORTHERN ILLINOIS REAL ESTATE	110-3015-414.60-51	SUBSCRIPTION	75.00	
711203 006328 01 01/31/2008				
0012390 NORTHERN SAFETY CO, INC	110-6047-512.40-98	SUPPLIES	69.59	
P197815601016 006299 01 01/31/2008				
0016906 NORTHERN WATER WORKS SUPPLY	510-6052-501.40-67	METER STRAINER	540.84	
S01124013-001 006340 01 01/31/2008				
S01126331-001 006372 01 01/31/2008		METER PARTS	505.00	
0007565 NOTARY PUBLIC ASSOCIATION OF ILL	110-5030-421.60-37	NOTARY RENEWAL	1,045.84	
D. TERRY 005731 01 01/31/2008			45.00	
0016932 O'HARE AUTO BODY LTD	110-6047-512.50-02	PD-2	45.00	
21649 005646 01 01/31/2008			706.00	
0002470 O'HARE TOWING SERVICE	110-5030-421.60-27	TOWING SVC/CASE#08-1540	706.00	
30393 006418 01 01/31/2008			325.00	
0002228 O'HERRON CO. INC., RAY	110-5030-421.40-11	UNIFORM SUPPLIES	325.00	
39364 005944 01 01/31/2008			82.80	
39389 006047 01 01/31/2008		UNIFORM SUPPLIES	79.90	
0004998 O'SULLIVAN JOHN	510-0000-113.02-00	UB CR REFUND	162.70	
000058649 UT 01 01/31/2008			28.96	
0008660 OFFICE DEPOT	110-0083-443.60-48	SUPPLIES	28.96	
414679075-001 006140 01 01/31/2008			36.40	
414545233-001 005977 01 01/31/2008		RETURNED MERCHANDISE	39.16	
414971672-001 006143 01 01/31/2008		SUPPLIES	96.80	
41454234-001 006291 01 01/31/2008		PENS	39.16	
414679075-001 006141 01 01/31/2008		SUPPLIES	11.69	
414679075-001 006142 01 01/31/2008		SUPPLIES	122.36	
0008045 ORIENTAL TRADING CO INC	110-7060-451.60-65	EDUCATION SUPPLIES	267.25	
622085864-01 006383 01 01/31/2008			56.45	
0011207 PAIGE PERSONNEL SERVICES	110-6040-431.10-01	TEMP=SVCS	56.45	
H 00123346 006420 01 01/31/2008			102.50	

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0011207 PAIGE PERSONNEL SERVICES				
H 00123895 006423	110-6040-431.10-01	TEMP SVCS	105.00	
H 00123346 006421	510-6050-501.10-01	TEMP SVCS	102.50	
H 00123895 006424	510-6050-501.10-01	TEMP SVCS	105.00	
H 00123346 006422	510-6055-502.10-01	TEMP SVCS	102.50	
H 00123895 006425	510-6055-502.10-01	TEMP SVCS	105.00	
		VENDOR TOTAL *	622.50	
0004957 PANICO, DOMINIC				
1/16/08 005932	110-5030-421.40-11	PETTY CASH REIMBURSEMENT	113895	19.00
1/16/08 005933	110-5030-421.60-24	PETTY CASH REIMBURSEMENT	113895	27.56
1/16/08 005934	110-5030-421.60-11	PETTY CASH REIMBURSEMENT	113895	123.36
		VENDOR TOTAL *	.00	169.92
0005993 PASTUOVIC, MARY				
JAN-DEC 2007 006367	110-0000-313.03-03	UTILITY TAX REBATE	8.06	
JAN-DEC 2007 006368	110-0000-313.01-01	UTILITY TAX REBATE	9.22	
JAN-DEC 2007 006369	110-0000-313.02-02	UTILITY TAX REBATE	12.43	
JAN-DEC 2007 006460	110-0000-260.02-00	UTILITY TAX REBATE	4.50	
		VENDOR TOTAL *	34.21	
0000419 PATTEN INDUSTRIES INC				
P50C0626929 005645	110-6042-433.50-16	PW-75	12.48	
P50C0626428 005643	110-6047-512.50-16	PW-6, 52, 34	253.44	
P50C0626330 005644	110-6047-512.50-16	PW-116	84.48	
		VENDOR TOTAL *	350.40	
0007611 PHILIP MORONEY				
MR Refund	110-0000-115.07-01	308461	5.00	
		VENDOR TOTAL *	5.00	
0012138 POCO PAULSON OIL CO				
351521 006014	110-6047-512.40-19	REG 10% ETHANOL MID GRADE	17,502.50	
		VENDOR TOTAL *	17,502.50	
0013510 POLYDYNE, INC.				
386549 006051	510-6057-502.40-09	POLYMER	5,472.00	
		VENDOR TOTAL *	5,472.00	
0014232 POMP'S TIRE SERVICE, INC				
645504 006235	110-6047-512.80-06	TIRES/NEW VEHICLE PW1	154.56	
		VENDOR TOTAL *	154.56	
0000435 PORTABLE COMMUNICATIONS				
I00800533 006492	110-2008-413.50-25	BLUETOOTH EARPIECE	53.99	
I00800096 005641	110-5030-421.50-17	REPAIR HT1000 PORT RAD 66	42.50	
I00710139 005642	110-5030-421.50-17	REPAIR HT1000 PORT RAD 54	220.25	
		VENDOR TOTAL *	316.74	
0000437 PORTER PIPE AND SUPPLY CO.				

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0000437	PORTER PIPE AND SUPPLY CO.					01 01/31/2008	510-6052-501.40-67	METER REPAIR	46.89	
10249796-00	006341									
0013302	PRECISION CONTROL SYSTEMS OF					01 01/31/2008	110-5030-421.30-98	MONTHLY MAINT FEE	231.00	
9965	005773									
0014926	PRECISION LUBRICANTS					01 01/31/2008	110-6047-512.40-34	VENDOR TOTAL *	231.00	
154774	005635							15W40 MOTOR OIL BULK	494.25	
154775	005636					01 01/31/2008	110-6047-512.40-34	5W30 OIL BULK	459.75	
154828	005637					01 01/31/2008	110-6047-512.40-34	MULTI USE ATF	1,356.90	
154773	005638					01 01/31/2008	110-6047-512.40-34	HDZ 32 BULK	802.00	
0015233	PROSPAN MANUFACTURING CO.					01 01/31/2008	110-4020-422.40-31	SHORING PRODUCTS	1,800.00	
2008-407	005988									
0009102	QUILL CORPORATION					01 01/31/2008	110-2006-413.40-33	PAPER SUPPLIES	1,800.00	
4253170	006297								621.60	
4253170	006298					01 01/31/2008	110-5030-421.40-33	PAPER SUPPLIES	414.40	
0016300	RB ENTERPRISES					01 01/31/2008	110-6042-433.30-72	VENDOR TOTAL *	1,036.00	
47566	005923							SIDEWALK SALTING	204.00	
48000	005924					01 01/31/2008	110-6042-433.30-72	SIDEWALK SALTING	340.00	
47785	005925					01 01/31/2008	110-6042-433.30-72	SIDEWALK SALTING	204.00	
48072	005926					01 01/31/2008	110-6042-433.30-72	SIDEWALK SALTING CONTRACT	600.00	
48155	005927					01 01/31/2008	110-6042-433.30-72	SIDEWALK SALTING	340.00	
0004969	ROTARY CLUB OF ELMHURST					01 01/31/2008	110-7060-451.60-37	MEMBERSHIP DUES & MEALS	1,688.00	
6646	005887								335.00	
0008861	ROYAL RECOGNITION					01 01/31/2008	110-2007-413.60-23	SERVICE AWARDS	335.00	
00031011	005961								455.48	
RA3038	005962					01 01/31/2008	110-2007-413.60-23	SERVICE AWARDS	12.66	
00031369	006426					01 01/31/2008	110-2007-413.60-23	SERVICE AWARDS	215.06	
0006411	RUSSO POWER EQUIPMENT					01 01/31/2008	110-6042-433.50-16	VENDOR TOTAL *	683.20	
162453	005639							PW-99A	3.21	
162455	005640					01 01/31/2008	110-6042-433.50-16	PW-99A	214.02	
166685	006233					01 01/31/2008	110-6042-433.50-16	TRK/PARTS PW99A	84.23	
167486	006234					01 01/31/2008	110-6042-433.50-16	RETURNED MERCHANDISE	29.88	
166537	005938					01 01/31/2008	110-6043-434.50-08	OIL CAPS FOR CHAIN SAWS	24.20	
169453	006352					01 01/31/2008	110-6043-434.40-53	BLOWER REPLACEMENT	189.99	

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0006411 166977	RUSSO POWER EQUIPMENT	01	01/31/2008	01	01/31/2008	110-6047-512.50-16	TRK/PARTS PW61,PW24	48.62	
0008163 5828498	S&S WORLDWIDE, INC.	01	01/31/2008	01	01/31/2008	110-7060-451.60-65	VENDOR TOTAL * PROGRAM SUPPLIES	534.39 51.52	
0001298 1152661-01	SAFETY SUPPLY ILLINOIS	01	01/31/2008	01	01/31/2008	110-4020-422.50-08	VENDOR TOTAL * RESPIRATORY PROTECTION	51.52 131.26	
0013657 1/16/08	SAID, JOHN	01	01/18/2008	01	01/18/2008	110-3015-414.60-11	VENDOR TOTAL * EXPENSE REIMBURSEMENT	131.26	CHECK #: 113896
0000473 206846	SAKASH JOHN COMPANY INC.	01	01/31/2008	01	01/31/2008	110-6047-512.50-16	VENDOR TOTAL * HOOKS FOR PW-82 & STOCK	.00 23.52	59.72
0005994 1132774 1132775	SAUBER MFG. CO.	01	01/31/2008	01	01/31/2008	110-6042-433.50-16	VENDOR TOTAL * CURB SHOES FOR LARGE PLOW CURB SHOES FOR LARGE PLOW	23.52 462.50 462.50	
0005250 69517	SCBAS, INC.	01	01/31/2008	01	01/31/2008	110-4020-422.50-08	VENDOR TOTAL * BREATHING APPARATUS PARTS	925.00 21.83	
0009953 18807	SCHWAN INCORPORATED	01	01/31/2008	01	01/31/2008	510-6056-502.50-11	VENDOR TOTAL * PUMP REPAIR	21.83 4,500.00	
0000477 865302 871388	SCHWEPPE AND SONS	01	01/31/2008	01	01/31/2008	110-6046-418.40-98	VENDOR TOTAL * PLASTIC TABLE CLOTH SUPPLIES	4,500.00 68.90 79.39	
0002887 0115297-IN	SEALCO, INC.	01	01/31/2008	01	01/31/2008	510-6057-502.50-08	VENDOR TOTAL * PUMP REPAIR	148.29 113.60	
0000478 01/04/08	SEARS	01	01/15/2008	01	01/15/2008	110-6046-418.40-98	VENDOR TOTAL * MAINTENANCE SUPPLIES	113.60	CHECK #: 113873
0010169 52615	SEAWAY SUPPLY	01	01/31/2008	01	01/31/2008	110-6046-418.40-24	VENDOR TOTAL * SUPPLIES	.00 379.00	114.78
0001319	SEC OF ST VEHICLE SERVICE						VENDOR TOTAL *	379.00	114.78

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0001319	SEC OF ST VEHICLE SERVICE	006275		01	01/31/2008	110-6047-512.60-55	TITLE/PLATES	75.00	
							VENDOR TOTAL *	75.00	
0000481	SERVICE SPRING								
90102	005630			01	01/31/2008	110-6047-512.50-02	PW-9 SPRING REPAIR	263.46	
90251	005631			01	01/31/2008	110-6047-512.50-02	PW-89	460.31	
90165	005632			01	01/31/2008	110-6047-512.50-02	PW-34	269.84	
90287	006230			01	01/31/2008	110-6047-512.50-02	SPRING REPAIR/PW116	244.73	
90401	006231			01	01/31/2008	110-6047-512.50-02	SPRINGS/PW64	1,148.60	
							VENDOR TOTAL *	2,386.94	
0010799	SHARPE, TIMOTHY W.			01	01/23/2008	110-2006-413.30-12	2007 FIRE/POLICE PENSION	4,400.00	
11/20/07	006170						CHECK #:	113900	
0012572	SHERWIN-WILLIAMS CO.						VENDOR TOTAL *	.00	4,400.00
5187-3	006229			01	01/31/2008	110-6047-512.40-24	PAINT	29.89	
							VENDOR TOTAL *	29.89	
0009334	SHOW ON THE ROAD			01	01/18/2008	110-2007-413.60-23	1/25/08 DJ	113897	75.00
1/11/08	005941						CHECK #:	113897	
							VENDOR TOTAL *	.00	75.00
0000486	SICALCO LTD			01	01/31/2008	110-6042-433.40-47	CHLORIDE	2,188.68	
49596	005963						VENDOR TOTAL *	2,188.68	
0016678	SIEGERT, CATHY			01	01/31/2008	110-7060-451.60-65	SPEAKER/TEA TIME PROGRAM	50.00	
04/17/2008	006377						VENDOR TOTAL *	50.00	
0016942	SILVERMAN, LANNY			01	01/18/2008	110-7060-451.60-65	1/17/08 PROGRAM	400.00	
1/17/08	005942						CHECK #:	113898	
							VENDOR TOTAL *	.00	400.00
0003604	SIMPLEXGRINNELL			01	01/31/2008	110-6046-418.50-01	FIRE ALARM REPAIR	770.75	
63045011	005795						VENDOR TOTAL *	770.75	
0016972	SMITH, CHRIS			01	01/31/2008	110-7060-451.60-65	SPEAKER/TEA TIME PROGRAM	50.00	
04/17/2008	006378						VENDOR TOTAL *	50.00	
0008411	SOUTHERN KANE COUNTY TRAINING ASSOC						VENDOR TOTAL *	50.00	
6603	005888			01	01/17/2008	110-2007-413.20-09	FIRE PREVENTION CLASS	275.00	
6641	006063			01	01/31/2008	110-2007-413.20-09	TRAINING CLASS	275.00	
							VENDOR TOTAL *	550.00	

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0009444	SOUTHWEST UNITED FIRE DISTRICTS	01	01/31/2008	110-2007-413.20-09	TRAINING CLASS	475.00	
0000740	STANDARD EQUIPMENT COMPANY				VENDOR TOTAL *	475.00	
C32981	005627	01	01/31/2008	110-6042-433.50-16	PW-25	379.03	
C33144	006239	01	01/31/2008	110-6042-433.50-16	SNOW BROOMS	779.82	
C33155	006240	01	01/31/2008	110-6047-512.50-16	TRK/PARTS PW91, PW110	52.52	
0014481	STAPLES CREDIT PLAN				VENDOR TOTAL *	1,211.37	
343825100155688006477	01 01/31/2008	110-2008-413.40-72			FAX MACHINE/SCANNER	764.96	
0006193	STELLMACH ELECTRIC, INC.				VENDOR TOTAL *	764.96	
6014	005914	01	01/31/2008	510-6056-502.50-01	REPAIR ELECTRICAL BOXES	23,760.00	
0008126	STERICYCLE INC				VENDOR TOTAL *	23,760.00	
005127106	005889	01	01/31/2008	110-5030-421.30-98	HAZARDOUS WASTE DISPOSAL	260.31	
0015258	STEWART, VIRGINIA				VENDOR TOTAL *	260.31	
01/10/2008	005890	01	01/31/2008	110-7060-451.30-52	VISIONARY AWARENESS PROJ	450.00	
0006770	STI-CO INDUSTRIES INC				VENDOR TOTAL *	450.00	
0000097182	005629	01	01/31/2008	110-6040-431.80-06	PW136,8,49 E5,26 & STOCK	148.80	
0000097182	005628	01	01/31/2008	110-6044-435.80-06	PW136,8,49 E5,26 & STOCK	148.80	
0002624	SUBURBAN BUILDING OFFICIALS (SBOC)				VENDOR TOTAL *	297.60	
12/13/07	002284	01	11/14/2007	110-4025-424.60-11	LUNCHEON REGISTRATIONS	112454	
0003477	SUBURBAN DRIVE LINE, INC.				VENDOR TOTAL *	.00	
00119345	005626	01	01/31/2008	110-6047-512.50-16	PD-12	325.00	
0007000	SUBURBAN GENERAL CONSTRUCTION INC				VENDOR TOTAL *	325.00	
28001	006192	01	01/31/2008	510-6056-502.30-67	EMERGENCY REPAIR	9,750.00	
0013905	SUNGARD HTE INC				VENDOR TOTAL *	9,750.00	
875831	006392	01	01/31/2008	110-2008-413.50-23	HTE SOFTWARE YEARLY MAINT	50,239.00	
0016954	SUTE, WILLIAM T. JR				VENDOR TOTAL *	50,239.00	
1	006055	01	01/31/2008	510-6057-502.50-08	CONSULTING SVCS	1,000.00	

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0016954	SUTE, WILLIAM T. JR								
0000523	TERMINAL SUPPLY CO						VENDOR TOTAL *	1,000.00	
59238-00		006290		01	01/31/2008	110-6044-435.40-98	VINYL	464.37	
56099-01		006146		01	01/31/2008	110-6047-512.50-16	PARTS/SUPPLIES	89.15	
0000525	TERRACE SUPPLY COMPANY						VENDOR TOTAL *	553.52	
456100		006400		01	01/31/2008	110-6044-435.40-98	TORCHES PARTS	14.50	
458101		006061		01	01/31/2008	110-6047-512.80-06	UPFIT NEW VEHICLE/PW1	510.00	
457441		006062		01	01/31/2008	110-6047-512.80-06	UPFIT NEW VEHICLE/PW1	2,126.82	
0016936	THE GALLERY COLLECTION						VENDOR TOTAL *	2,651.32	
08AA1291		005891		01	01/31/2008	110-5030-421.40-33	GREETING CARDS	59.34	
08AA1294		005892		01	01/31/2008	110-5030-421.40-33	GREETING CARDS	164.50	
0000528	THOMPSON ELEVATOR INSPECTION						VENDOR TOTAL *	223.84	
08-0257		005832		01	01/31/2008	110-4025-424.30-12	ELEVATOR PLAN REVIEW	60.00	
0011822	THOMSON WEST						VENDOR TOTAL *	60.00	
6049719928		005893		01	01/31/2008	110-5030-421.40-33	PAMPHLETS	68.00	
0014910	TOOLS-PLUS						VENDOR TOTAL *	68.00	
28466		005803		01	01/31/2008	110-6046-418.40-53	AIR CLEANER	604.50	
0000532	TRAFFIC CONTROL CORPORATION						VENDOR TOTAL *	604.50	
000029868		006399		01	01/31/2008	110-6044-435.40-60	T-SIGNAL PARTS	194.00	
0016940	TRAJCEVSKI, MIKE						VENDOR TOTAL *	194.00	
0977		005994		01	01/31/2008	530-0000-341.50-00	PARKING PERMIT REFUND	75.00	
0000403	TRANSCHICAGO TRUCK GROUP AND						VENDOR TOTAL *	75.00	
987696		005647		01	01/31/2008	110-6047-512.50-16	PW-52	435.63	
6033591		005648		01	01/31/2008	110-6047-512.50-16	PW-89 OR STOCK	1.19	
6033537		005649		01	01/31/2008	110-6047-512.50-16	PW-51	21.28	
6033661		005650		01	01/31/2008	110-6047-512.50-16	PW-89	1.97	
6033557		005651		01	01/31/2008	110-6047-512.50-16	PW-89	75.78	
6034105		005925		01	01/31/2008	110-6047-512.50-16	FILTERS	29.76	
6033700		005927		01	01/31/2008	110-6047-512.50-16	FILTERS	80.46	
6033417		005928		01	01/31/2008	110-6047-512.50-16	FILTERS	60.72	
6035079		006236		01	01/31/2008	110-6047-512.50-16	MIRROR/PW9	133.09	

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0000403	TRANSCHICAGO TRUCK GROUP AND									
6034898	006237	01	01/31/2008	110-6047-512.50-16			COVER/PW54	28.65		
6034135	006238	01	01/31/2008	110-6047-512.50-16			FILTERS/PW116	75.36		
0000536	TREE TOWNS REPROGRAPHICS, INC.						VENDOR TOTAL *	943.89		
0000097636	005824	01	01/31/2008	110-7060-451.60-44			TITLE PANELS	182.20		
0000097868	005825	01	01/31/2008	110-7060-451.60-44			TITLE PANELS	26.10		
0000538	TRI-STATE HYDRAULICS INC						VENDOR TOTAL *	208.30		
28741	005623	01	01/31/2008	110-6042-433.50-16			SALT SPREADER MOTOR	232.87		
28742	005625	01	01/31/2008	110-6042-433.50-16			PW25, PW76 AND GV BOXES	177.01		
28796	006228	01	01/31/2008	110-6042-433.50-16			V-BOX REPLACEMENT KIT	381.14		
28740	005624	01	01/31/2008	110-6047-512.50-16			PW-117	263.44		
0008510	UNDERWRITERS LABORATORIES INC						VENDOR TOTAL *	1,054.46		
710051002840	006227	01	01/31/2008	110-6047-512.50-02			INSPECTION/F-2	775.00		
0011080	UNITED RADIO COMMUNICATIONS						VENDOR TOTAL *	775.00		
16481900	005620	01	01/31/2008	110-5030-421.80-06			SET UP NEW PD-40	816.38		
0008663	UNITED STATES POST OFFICE						VENDOR TOTAL *	816.38		
01/07/2008	005819	01	01/31/2008	110-6040-431.30-49			VEHICLE STICKER/SURVEY	175.00		
0005115	UNIVERSAL TAXI DISPATCH, INC						VENDOR TOTAL *	175.00		
2448	005828	01	01/31/2008	110-0083-443.60-49			SENIOR CITIZEN TAXI SVC	206.90		
2448	005829	01	01/31/2008	110-0083-443.60-19			DISABLED CITIZEN TAXI SVC	81.20		
0005930	UNIVERSITY OF ILLINOIS - PSEP						VENDOR TOTAL *	288.10		
03/11/2008	006158	01	01/31/2008	110-6040-431.60-11			REGISTRATION	257.50		
0007731	UPS						VENDOR TOTAL *	257.50		
00005A30E3038	006414	01	01/31/2008	510-6057-502.40-98			SHIPPING FEES	67.52		
0000555	VAN SLYKE ENTERPRISES						VENDOR TOTAL *	67.52		
DEC 2007	006363	01	01/31/2008	110-3015-414.30-12			CITY PROPERTY PLANNING	1,343.75		
DEC 2007	006366	01	01/31/2008	110-3015-414.30-12			120 ROBERT PALMER DRIVE	37.50		
DEC 2007	006364	01	01/31/2008	310-0089-461.30-52			TIF I	887.50		
DEC 2007	006365	01	01/31/2008	320-0090-462.30-52			TIF II	112.50		
0014788	VERIZON WIRELESS						VENDOR TOTAL *	2,381.25		

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0014788	VERIZON WIRELESS			01 01/31/2008	110-2008-413.30-98	MONTHLY PHONE	1,558.24	
1805133046	006065						1,558.24	
0014891	VILLA PARK ACE					VENDOR TOTAL *		
207825	005622	01	01/31/2008	110-4020-422.80-06	SUPPLIES, SET UP MIC, F-8		11.58	
207825	005621	01	01/31/2008	110-5030-421.40-98	SUPPLIES, SET UP MIC, F-8		2.40	
207839	005894	01	01/31/2008	510-6057-502.50-08	HEAT PUMP #7 REPAIR		1.00	
207844	005895	01	01/31/2008	510-6057-502.50-01	BLDG #14 HEATER REPAIR		11.70	
0000560	VILLA PARK ELECTRICAL SUPPLY					VENDOR TOTAL *	26.68	
01679863	005811	01	01/31/2008	110-4020-422.50-01	DRYWALL RING/BLANK PLATE		29.39	
01680740	006393	01	01/31/2008	110-4020-422.50-01	EXIT SIGN		167.10	
01680620	006394	01	01/31/2008	110-4020-422.50-01	FUSES		25.08	
01680011	005991	01	01/31/2008	110-4025-424.40-98	CIRCUIT TESTER		312.31	
01680526	006395	01	01/31/2008	110-5030-421.50-01	GEM BOX/OUTLET		33.93	
0001178	VILLA PARK OFFICE EQUIPMENT					VENDOR TOTAL *	567.81	
24175	005989	01	01/31/2008	110-4020-422.50-13	TABLES		768.00	
0016977	VILLAGE OF WESTMONT					VENDOR TOTAL *	768.00	
04/28-05/09/08	006416	01	01/31/2008	110-5030-421.60-11	REGISTRATION		945.00	
0008217	VORIS MECHANICAL INC					VENDOR TOTAL *	945.00	
4877	006145	01	01/31/2008	110-5030-421.80-23	CONDENSING UNIT REPLACE		1,949.40	
0013353	VWR INTERNATIONAL INC.					VENDOR TOTAL *	1,949.40	
33093418	006279	01	01/31/2008	510-6057-502.40-25	LAB SUPPLIES		66.79	
0014231	WALDENMEYER, NICHOLAS					VENDOR TOTAL *	66.79	
01/14-01/17/08	006156	01	01/31/2008	110-5030-421.60-11	EXPENSE REIMBURSEMENT		38.72	
01/14-01/17/08	006157	01	01/31/2008	110-5030-421.60-05	EXPENSE REIMBURSEMENT		64.64	
0015717	WENTWORTH TIRE-BENSENVILLE					VENDOR TOTAL *	103.36	
463332	005690	01	01/31/2008	110-6047-512.50-20	TRUCK #1		512.83	
463377	005691	01	01/31/2008	110-6047-512.50-20	FOR STOCK		240.40	
463376	005692	01	01/31/2008	110-6047-512.50-20	FOR STOCK		240.40	
463469	005693	01	01/31/2008	110-6047-512.50-20	PW-116		163.99	
463373	005694	01	01/31/2008	110-6047-512.50-20	PW-44		420.96	
463371	005695	01	01/31/2008	110-6047-512.50-20	PW-44, 87		423.46	
463444	005696	01	01/31/2008	110-6047-512.50-20	TIRE DISPOSAL		17.75	
463334	005697	01	01/31/2008	110-6047-512.50-20	PW-111, 86		137.01	

PREPARED 01/28/2008, 11:22:16  
 PROGRAM: GM339L  
 CITY OF ELMHURST, ILLINOIS  
 CITY

EXPENDITURE APPROVAL LIST  
 AS OF: 01/31/2008 CHECK DATE: 02/07/2008

BANK: 01

VENDOR NAME	VOUCHER NO	P.O. NO	BANK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
WENTWORTH TIRE-BENSENVILLE	003598	01	01/31/2008	110-6047-512.50-20	TIRES PW-69	105.44		
	003514	01	01/31/2008	110-6047-512.50-20	FOR STOCK	58.38		
	003576	01	01/31/2008	110-6047-512.50-20	TIRES/PW29	278.98		
	003546	01	01/31/2008	110-6047-512.50-20	TIRES/PW8, PW49	169.02		
	003563	01	01/31/2008	110-6047-512.50-20	TIRES/PW21	112.49		
	003557	01	01/31/2008	110-6047-512.50-20	TIRES/PW29	77.98		
	003508	01	01/31/2008	110-6047-512.50-20	TIRES/F-10	370.76		
	003559	01	01/31/2008	110-6047-512.50-20	TIRE DISPOSAL	19.25		
	003560	01	01/31/2008	110-6047-512.50-16	TRK/PARTS PW64	185.25		
					VENDOR TOTAL *	3,534.35		
WEST AUTOMOTIVE SERVICE INC	005617	01	01/31/2008	110-6047-512.50-02	F-11 REPAIRS	484.00		
	005618	01	01/31/2008	110-6047-512.50-02	F-11 RUST REPAIRS	291.96		
	005619	01	01/31/2008	110-6047-512.50-16	PD-8	193.20		
					VENDOR TOTAL *	969.16		
WEST SUBURBAN OP, INC.	006011	01	01/31/2008	110-1001-411.40-33	OFFICE SUPPLIES	15.39		
	006152	01	01/31/2008	110-2006-413.40-33	STAMPERS	134.85		
	005806	01	01/31/2008	110-5030-421.50-01	TACK BOARD	146.92		
	006455	01	01/31/2008	110-5030-421.40-33	SUPPLIES	141.74		
	006010	01	01/31/2008	110-6046-431.40-33	OFFICE SUPPLIES	25.08		
	005805	01	01/31/2008	110-6046-418.40-98	SUPPLIES	33.77		
	005807	01	01/31/2008	110-6046-418.40-98	FOLDERS	20.78		
	006196	01	01/31/2008	110-6047-512.50-16	INK CARTRIDGE	80.99		
	005896	01	01/31/2008	110-7060-451.40-33	OFFICE SUPPLIES	36.88		
	006385	01	01/31/2008	110-7060-451.40-33	PAPER PAD	24.99		
	006386	01	01/31/2008	110-7060-451.40-33	SUPPLIES	70.94		
	006387	01	01/31/2008	110-7060-451.40-33	PAPER SUPPLIES	24.98		
	006337	01	01/31/2008	510-6052-501.40-98	SUPPLIES	207.98		
					VENDOR TOTAL *	965.29		
WEST TOWN REFRIGERATION	006419	01	01/31/2008	110-5030-421.50-01	HEAT REPAIR	662.12		
	005790	01	01/31/2008	110-6046-418.50-01	HVAC REPAIR	370.00		
	005791	01	01/31/2008	110-7060-451.50-01	HVAC REPAIR	449.50		
					VENDOR TOTAL *	1,481.62		
WESTMONT INTERIOR SUPPLY HOUSE	005771	01	01/31/2008	110-4020-422.50-01	TRAINING TOWER MATERIALS	242.85		
					VENDOR TOTAL *	242.85		
WHITE KNIGHT DETAIL	006302	01	01/31/2008	110-6047-512.50-02	DETAILING SVCS/E-20	90.00		
					VENDOR TOTAL *	90.00		
WHOLESALE DIRECT								

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 CITY OF ELMHURST, ILLINOIS  
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EXPENDITURE APPROVAL LIST  
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BANK: 01

VEND NO	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0002838	WHOLESALE DIRECT									
000157870	005615				01	01/31/2008	110-4020-422.80-06	SET UP NEW F-16	37.17	
000157501	005616				01	01/31/2008	110-4020-422.80-06	SET UP NEW F-16	4,672.43	
000158205	005982				01	01/31/2008	110-6047-512.50-16	STROBE BULB	75.57	
0011229	YORK COMMUNITY HIGH SCHOOL							VENDOR TOTAL *	4,785.17	
12/26/77-1/14/08005834					01	01/31/2008	110-4020-422.60-43	NEGATIVES	90.00	
0000582	ZENGERS INC							VENDOR TOTAL *	90.00	
1038499-01	005613				01	01/31/2008	110-6047-512.40-53	NEW IMPACT FOR SHOP	129.00	
1038439-01	005614				01	01/31/2008	110-6047-512.50-16	BLADES FOR BAND SAW	242.31	
1038796-01	006339				01	01/31/2008	510-6052-501.40-31	WISE	78.00	
								VENDOR TOTAL *	449.31	310,140.26
								HAND ISSUED TOTAL ***		310,140.26
								TOTAL EXPENDITURES ****	827,519.63	1,137,659.89
								*****		
								GRAND TOTAL *****		



CITY OF ELMHURST  
 209 NORTH YORK STREET  
 ELMHURST, ILLINOIS 60126-2759  
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 www.elmhurst.org

THOMAS D. MARCUCCI  
 MAYOR  
 PATTY SPENCER  
 CITY CLERK  
 CHARITY S. PIGONI  
 CITY TREASURER  
 THOMAS P. BORCHERT  
 CITY MANAGER

January 30, 2008

TO: Mayor Marcucci and Members of the City Council

RE: Dedication of Right-of-Way for Euclid Avenue and Release of Easement

The Public Works and Buildings Committee met on January 14 and again on January 28, 2008 to discuss the Euclid Avenue right-of-way north of Brush Hill Road.

Currently there is a 50' right-of-way for Euclid Avenue from Brush Hill Road running along the east side of the property at the northwest corner of Brush Hill Road and Euclid Avenue. This northwest corner lot is owned by the Brush Hill Road Development Group. Immediately west of the 50' Euclid Avenue right-of-way there is a 33' roadway easement within the easterly portion of the property owned by the Brush Hill Road Development Group (see attached exhibit). Most municipal rights-of-way are 66' wide and it is the City's desire that the Euclid Avenue right-of-way be 66'. In that regard, the City has suggested, and the Brush Hill Road Development Group has agreed, whereby the Brush Hill Road Development Group will dedicate the easterly 16' of their property as a right-of-way to be added to the existing 50' Euclid Avenue right-of-way, thereby making the Euclid Avenue right-of-way 66' wide and the 17' westerly portion of the 33' easement would be vacated by the City, if necessary. There is a belief that the easement for roadway purposes is either 1) no longer a valid easement or 2) a private roadway easement and thus not owned or controlled by the City. If it is no longer a valid easement, or if the City has no rights to it, the need of the City to vacate that 17' will not be necessary. The roadway improvements to support the Elmhurst Memorial Hospital project will be financed 50% by the City of Elmhurst and 50% by the Hospital and will be constructed within the Euclid Avenue right-of-way.

It is therefore the recommendation of the Public Works and Buildings Committee that the City Council authorize the City Attorney to prepare the proper documents to accept the dedication of the 16' of property to be added to the Euclid Avenue right-of-way thereby making the Euclid Avenue right-of-way 66' adjacent to the subject property, and for the westerly 17' of the easement to be released, if necessary, by action of the City of Elmhurst.

Respectfully submitted,  
 PUBLIC WORKS AND BUILDINGS COMMITTEE

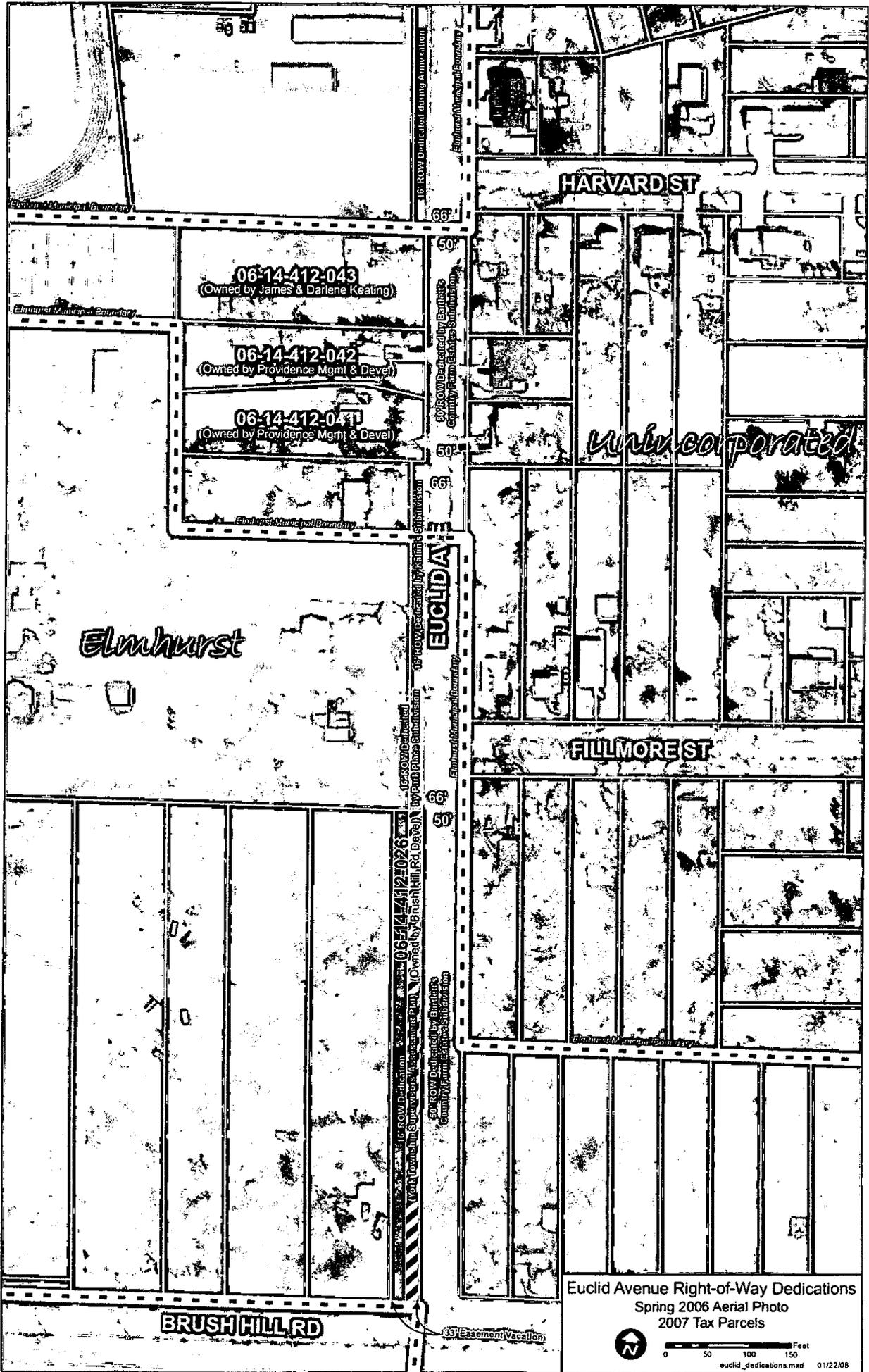
*John Gow*  
 \_\_\_\_\_  
 John Gow, Chairman

Michael J. Regan, Vice Chairman

*Donna Lomnicki*  
 \_\_\_\_\_  
 Donna Lomnicki

*Pat Shea*  
 \_\_\_\_\_  
 Pat Shea

Copies To All  
 Elected Officials  
 1-31-08



**06-14-412-043**  
 (Owned by James & Darlene Keating)

**06-14-412-042**  
 (Owned by Providence Mgmt & Devel)

**06-14-412-041**  
 (Owned by Providence Mgmt & Devel)

18' ROW Dedicated during Annularization  
 50' ROW Dedicated by Barletts County Farm Estate Subdivision  
 10' ROW Dedicated by James Subdivision  
 10' ROW Dedicated by Port Pine Subdivision  
 50' ROW Dedicated by Barletts County Farm Estate Subdivision  
 50' ROW Dedicated by Barletts County Farm Estate Subdivision  
 337' Easement/Vacation

**HARVARD ST**

*Unix Corporation*

*Elmhurst*

**EUCLID AVE**

**FILLMORE ST**

**BRUSH HILL RD**

Euclid Avenue Right-of-Way Dedications  
 Spring 2006 Aerial Photo  
 2007 Tax Parcels

0 50 100 150 Feet

euclid\_dedications.mxd 01/22/08



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2755  
(630) 530-3030  
FAX (630) 530-3127

THOMAS D. MARCUCCI  
MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 28<sup>th</sup>, 2008

TO: Mayor Marcucci and the Members of the City Council

RE: Lease of a Remote Surveillance Camera

The Public Affairs & Safety Committee met on January 28<sup>th</sup>, 2008, to discuss the Lease of a Remote Surveillance Camera, "Pole Cam" for the Police Department.

The Police Department has previously studied the need for an exterior pole camera for use in remote surveillance of problem crime areas. The deployment of this unit would be to areas experiencing recurrent crimes including, but not limited to:

- Criminal Damage to Property
- Burglary Investigations
- Residences where Drugs are being dealt
- Nuisance Ordinance violations

Specifications of the system provide for four independently operating high resolution, low lux, color, Pan-Tilt-Zoom (PTZ) cameras with 360 degree coverage. The cameras and housing unit are environmentally protected and equipped with heating and cooling features. All hardware upgrades and maintenance, including parts and labor, are included in the contract price.

This system allows for two weeks of on site digital image hard drive storage and also transmits live encrypted images to a secure IP address. The transmission of these images requires a wireless access card, which would be provided by the police department. Currently the police department uses Verizon's service for wireless transmissions for in-car computers. Verizon monthly fee is \$50.00.

Members of the Police Staff have researched equipment related to this request. "Closed Circuit Innovations" in Woodridge, IL provides a highly effective proprietary system that would meet the needs of this application. Police Staff members along with the I.T. and Building Electrical divisions staff have met with Closed Circuit staff to discuss applications and options and to view active demonstrations currently deployed locally for other municipalities.

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**PUBLIC AFFAIRS &  
SAFETY COMMITTEE**

Mayor TPB HW  
Kopp Neubauer Spencer  
1-24-08

Closed Circuit has improved this system for 2008 with a new configuration allowing for a more subtle look and enhanced camera performance. This raised the original lease cost by one thousand dollars. However, during negotiations, they have agreed to hold the 2007 cost of \$8,900.00, initial fee for the lease, and a monthly fee of \$395.00 for the term of the contract. All upgrades and maintenance to this system are included at no additional cost during the proposed two year contract period, beyond the monthly fee. Also, the company normally provides only six relocations per year at no cost with a \$250.00 charge per move after that. Circuit Innovations has agreed to provide 10 relocations for the first year and six moves for the second year of the contract at no cost. See proposed contract copy attached.

Several local communities with similar needs as Elmhurst have purchased this system from Closed Circuit Innovations. Their system is proprietary as supported by the attached letter.

This Lease was planned for and approved in the 2007-8 budget, line account 110-5030-421-4031 for the camera, and line account 110-5030-421-3098 for the monthly lease and monthly Verizon fee.

It is, therefore, the recommendation of the Public Affairs and Safety Committee that the lease of the above listed equipment be approved with funds to cover the lease coming out of the current year's budget from line items identified above.

Respectfully submitted  
Public Affairs and Safety Committee

  
\_\_\_\_\_  
Mark A. Mulliner, Chairman

  
\_\_\_\_\_  
Vice Chairman Michael Bram

  
\_\_\_\_\_  
Chris Nybo



# CITY OF ELMHURST

209 NORTH YORK STREET  
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FAX (630) 530-3127

THOMAS D. MARCUCCI  
MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 14, 2008

To: Mayor Marcucci and members of City Council

Re: Liquor License Request: Nana's Hot Dogs & Italian Beef and Nana's Pastarante

The Public Affairs and Safety Committee met on January 14, 2008 and again on January 28, 2008 to discuss the liquor license request by Nana's Hot Dogs & Italian Beef and Nana's Pastarante. Representatives from Nana's Hot Dogs & Italian Beef and Nana's Pastarante were present to explain their plan and answer the Committee's questions.

Nana's Hot Dogs & Italian Beef & Nana's Pastarante will be located at 856 N. York Road. Nana's will be a two different themed restaurant. Nana's Hot Dogs & Italian Beef will keep the integrity of the original Chicago style hot dog stand with everything exposed right in front of the customer, and Nana's Pastarante will have the feel of a nice Italian restaurant also with an exposed kitchen, offering white tablecloth cuisine in a semi fast food operation. Nana's operators feel that the ability to serve beer and wine tableside would greatly compliment their business. Liquor sales will be closely monitored by management. There will be a manager on duty at all times one both sides of the restaurant. All staff will be BASSETT trained and instructed on proper procedure for checking identification of customers who wish to purchase beer or wine. All beer and wine purchases will be delivered to the table of the purchaser via an expediter to insure delivery to the proper and legal customer. All state and local laws and ordinances will be enforced and followed. The Committee determined that the appropriate license would be a "RSB" (Restaurant/Service Bar) license. The floor and business plan has been reviewed and the Committee agreed with all aspects of the business plan and concurred that the granting of a "RSB" license would be appropriate.

It is, therefore, the recommendation of the Public Affairs and Safety Committee that the City Attorney be authorized to prepare the appropriate ordinance to provide the availability of a "RSB" liquor license for the sale of beer and wine for Nana's Hot Dogs & Italian Beef and Nana's Pastarante.

Respectfully submitted,  
Public Affairs and Safety Committee

Mark A. Mulliner, Chairman

Michael Bram, Vice Chairman

Chris Nybo

Agenda/pa&s/2007reports/nee nce nana's liquor license

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1-31-08

1-24-08 PUBLIC AFFAIRS &  
SAFETY COMMITTEE  
Mayor TPB HTS  
Kopp Newber Spencer



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CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 21, 2008

TO: Mayor Marcucci, Members of the City Council

**RE: Resolution authorizing the City Manager to sign electric purchase contracts**

The Public Works and Buildings Committee met on Monday, January 21, 2008 to discuss authorizing the City attorney to proceed with drafting a resolution authorizing the City Manager to sign a contract for electrical purchase before June 2008.

On January 2, 2007 the State of Illinois deregulated electric rates. At that time electric rates started to be traded as any other commodity causing rates to change daily.

The current electric purchase contract was signed in February 2007 and will expire in June 2008. While that date is still months away staff are recommending that the market prices be monitored closely in the late winter and spring as historically natural gas prices fall in that time period. Electric rates have been closely following natural gas and will likely also fall at the same time. Authorizing the City Manager to sign another contract now will enable staff to move quickly if the rates fall to a desirable level.

Current market electric rates are almost 25% higher than the city is paying on its current contract. Forecasts are for higher rates to continue but occasional drops have occurred that bring the rate to within 3-5% of what is locked in now. If those dips in rates occur in the coming months the city can take advantage and lock in a desirable rate till June 2009.

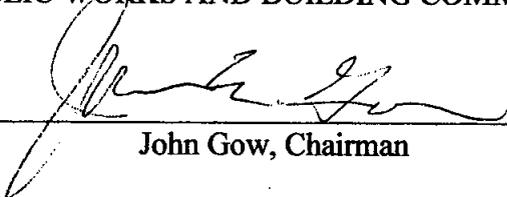
Staff is seeking Council approval of a resolution to authorize the City Manager to have authority to sign a contract with the lowest cost electricity provider. The City's agent must sign the binding documents within hours of bids being received. Market rates change daily and sometimes hourly and cannot be held open long enough for Council review before signing is necessary.

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Elected Officials  
1-31-08

Mayor Marcucci, Members of the City Council  
Resolution authorizing the City Manager to sign electric purchase contracts

It is therefore the recommendation of the Public Works and Buildings Committee that the City Council authorize the City Attorney to prepare for subsequent City Council consideration the necessary document (s) to allow for a designated agent of the City to be authorized to sign electric power purchasing contracts for the City as described above.

Respectfully submitted,  
PUBLIC WORKS AND BUILDING COMMITTEE

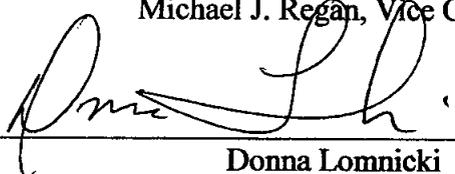


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John Gow, Chairman

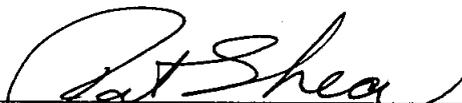
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Michael J. Regan, Vice Chairman



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Donna Lomnicki



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Pat Shea



# CITY OF ELMHURST

209 NORTH YORK STREET  
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MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 29, 2008

To: Mayor Marcucci and Members of the City Council

Re: E-Mail Policy for Public Officials in Relation to the Open Meetings Act

The Finance, Council Affairs and Administrative Services Committee met several times, most recently December 10, 2007, to review an e-mail policy for public officials in relation to the Open Meetings Act.

The Illinois Open Meetings Act (5 ILCS 120/1, *et seq.*) has recently been updated to provide guidance to units of local government regarding the use of e-mail. The Open Meetings Act (OMA) was originally written in a time when e-mail and similar communication were not prevalent. It was widely accepted that non-real-time communications, such as traditional mail, could not constitute a "gathering" that would trigger application of the OMA, but that real-time communications such as teleconferences would constitute "gatherings" for the discussion of public business that triggered the requirements of the OMA regarding prior notice to the public, opportunity for public attendance and the keeping of minutes. Today, with the widespread use of electronic communication, the OMA has now been amended to provide that discussion of public business through "contemporaneous interactive communication" by an electronic means, including e-mail, instant messaging, texting or chat rooms, constitutes a "gathering" for purposes of the OMA. In order to avoid complaints and charges of violations of the OMA, staff recommends the City Council adopt a policy limiting the use of such means of communication to matters that would not constitute the discussion of public business so as to come within the scope of the OMA.

A proposed policy regarding the use of e-mail communication is attached. The proposed policy has been reviewed and refined by the Finance Committee, staff and Assistant City Attorney Spiroff several times so that the policy is as concise and understandable as possible. Of particular importance in the policy is that e-mail shall not be used to discuss or transmit messages discussing public business by and among a majority of a quorum of a public body or subsidiary body. For clarification, Exhibit A of the policy provides, for each City of Elmhurst public body including City Council, standing committees, commissions and boards, the number of members, the number constituting a quorum, the number constituting a majority of a quorum, and the maximum number that can meet without violating the OMA. Staff recommends approval of this policy, and the Finance Committee concurs with staff recommendation.

**FINANCE, COUNCIL AFFAIRS &  
ADMINISTRATIVE SERVICES COMMITTEE**

Copies To All  
Elected Officials  
1-31-08

Mayor  
Treasurer  
Borchert

1-24-08

Gastan  
Trosien

Page 2

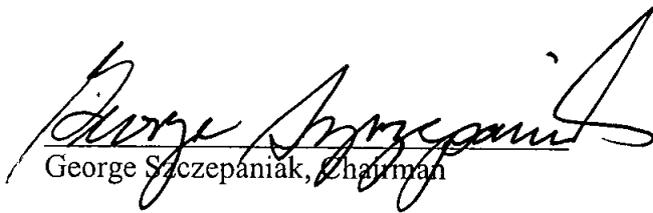
January 29, 2008

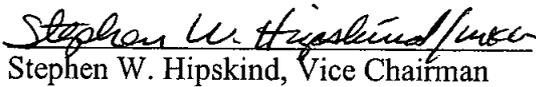
To: Mayor Marcucci and Members of the City Council

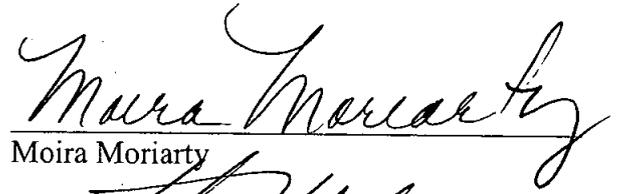
Re: E-Mail Policy for Public Officials in Relation to the Open Meetings Act

It is, therefore, the recommendation of the Finance, Council Affairs and Administrative Services Committee that the City Council approve the proposed policy regarding use of e-mail communication by public officials in relation to the Illinois Open Meetings Act.

Respectfully submitted,  
FINANCE, COUNCIL AFFAIRS AND  
ADMINISTRATIVE SERVICES  
COMMITTEE

  
George Szczepaniak, Chairman

  
Stephen W. Hipskind, Vice Chairman

  
Moira Moriarty

  
Steve Morley

## CITY OF ELMHURST

### POLICY REGARDING USE OF E-MAIL COMMUNICATIONS BY THE MAYOR AND CITY COUNCIL AND ALL CITY BOARDS AND COMMISSIONS AND SUBSIDIARY BODIES THEREOF

#### I. STATEMENT OF PURPOSE:

The Illinois Open Meetings Act (5 ILCS 120/1, *et seq.*) has recently been updated to provide guidance to units of local government regarding the use of e-mail. The Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*), as yet, does not provide explicit guidance regarding what type of e-mail constitutes a "public record."

##### A. Basis for Policy

With regard to the Open Meetings Act ("OMA"), the OMA was originally written in a time where e-mail and similar communication was not prevalent. It was widely accepted that non-real-time communications, such as traditional mail, could not constitute a "gathering" that would trigger application of the OMA, but that real-time communications such as telephone conference calls or teleconferences would constitute "gatherings" for the discussion of the public business that triggered the requirements of the OMA regarding prior notice to the public, opportunity for public attendance and the keeping of minutes. Some years ago, e-mail was slow in relative terms to e-mail used today, and "chat rooms"/instant messaging/texting and "bulletin boards" were not being used. Today, with widespread use of instant messaging, whether on the Internet or an intranet, and availability of chat rooms for electronic discussion, e-mail and related computer-based communications has now approached and under certain circumstances become real-time communication. The OMA now has been amended to provide that discussion of public business through "contemporaneous interactive communication" by an electronic means, including but not limited to, e-mail, instant messaging, or chat rooms constitutes a "gathering" for purposes of the OMA. In order to avoid complaints and charges of violations of the OMA, it is desirable to adopt a policy limiting the use of such means of communication to matters that would not constitute the discussion of public business so as to come within the scope of OMA.

##### B. Effect of Freedom of Information Act

With regard to the Freedom of Information Act (5 ILCS 140/1, *et seq.*) ("FOIA"), public records are matters subject to production to members of the public and the media under the FOIA. To the extent that use of e-mail may constitute a gathering of a majority of a quorum of a particular public body where a discussion of public business takes place, it constitutes a meeting, requires prior notice thereof, requires that minutes be taken, and the records surrounding it would also become public records. This means that in the event of litigation or governmental inquiry concerning conformance with the OMA or

other related subjects, the e-mail in question may be discoverable, along with the computer hardware on which the e-mail is or was at one time stored.

Moreover, to the extent e-mail communications do constitute a public record, they must be maintained by the City in accordance with the Local Records Act (50 ILCS 205/1, *et seq.*) (the "LRA"), and shall be subject to the City of Elmhurst Electronic Mail ("E-Mail") Retention Policy.

## **II. SCOPE OF POLICY:**

### **A. Types of Electronic Communication**

This policy is intended to cover e-mail, meaning electronic message, whether text, graphics, attachments or other, transmitted through the Internet, an intranet, a wireless voice/data carrier or service or other similar means. Use of the term "e-mail" throughout this policy shall be interpreted to refer to all the aforesaid, and any other similar or new technologies.

### **B. Persons/Bodies Included**

This policy is intended to include, without limitation, e-mail sent by and between all members of all public bodies and subsidiary bodies of the City, including the Mayor and City Council, the Council's standing and special committees, and all boards, commissions, and all or subsidiary bodies and subcommittees, as the case may be, each of which is referred to herein as a "Public Body" to which this policy shall be applicable.

### **C. Communications That Are Not Restricted**

This policy does not restrict e-mail communication between a member of a public body and public employees of the City of Elmhurst, unless the public official and the public employee(s) in question are both members of a public body whose business to which the communication relates and the public official and employee(s) would constitute a majority of a quorum. This policy does not restrict e-mail communication among less than a majority of a quorum of a public body or subsidiary body thereof.

## **III. E-MAIL NOT TO BE USED FOR DISCUSSION BY A MAJORITY OF A QUORUM.**

E-mail shall not be used to discuss or transmit messages discussing public business by and among a majority of a quorum of a public body or subsidiary body. Exhibit "A", attached hereto and made part hereof, should be consulted to determine what constitutes a majority of a quorum for a particular public body.

#### IV. PERMITTED USES OF E-MAIL.

E-mail may be used for routine communications between members of public bodies and City staff. Examples of the foregoing include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing
- Dissemination of information

#### V. CAUTION IN USE OF E-MAIL

Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided whenever the subject of the e-mail is a sensitive or confidential matter. When communicating via e-mail the use of "reply to all" responses, "forward" or "cc" of a response must not be used so as to avoid such communication constituting a gathering of a majority of a quorum (or more) of a public body.

## EXHIBIT A

<u>Elmhurst Public Body</u>	<u>Number of Members (Assuming No Vacancies)</u>	<u>Quorum</u>	<u>Majority of a Quorum</u>	<u>Maximum # Not Constituting A Meeting<sup>2</sup></u>
Mayor and City Council	15	8	5	4
Development, Planning & Zoning Committee	3	2	2	1
Finance Council Affairs & Administrative Services Committee	4	3	2	1
Public Affairs & Safety Committee	3	2	2	1
Public Works and Buildings Committee	4	3	2	1
Advisory Architectural Commission	5	3	3 <sup>1</sup>	2
Board of Fire & Police Commissioners	3	2	2	1
Building Code Board of Appeals	5	3	3 <sup>1</sup>	2
Economic Development Commission	9	5	3	2
Foreign Fire Insurance Board	4	3	2	1
Historical Commission	15	8	5	4
Historic Preservation Commission	7	4	3	2
Police/Fire Pension Boards	5	3	3 <sup>1</sup>	2
Senior Citizens Commission	17	9	5	4
Veterans Memorial Commission	9	5	3	2
Youth Commission	9	5	3	2
Zoning and Planning Commission	9	5	3	2

<sup>1</sup>The OMA was amended, effective 1-1-07 to provide that for five member public bodies, a majority of a quorum for OMA purposes is the same as a quorum, i.e. three members

<sup>2</sup>The OMA defines a meeting as any gathering of a majority of a quorum held to discuss public business; if a gathering exists, the OMA requires an agenda, 48 hours notice (non-emergency matters) of the meeting and the taking of minutes.

H:Susan/COE/policy regarding email communications



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3000  
FAX (630) 530-3014  
www.elmhurst.org

THOMAS D. MARCUCCI  
MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 29, 2008

To: Mayor Marcucci and Members of the City Council

Re: Retention Policy for Electronic Mail

The Finance, Council Affairs and Administrative Services Committee met several times, most recently September 24, 2007, to review the retention policy for electronic mail (e-mail).

E-mail messages are generally temporary communications that may be discarded routinely. Depending on the content of an e-mail message, it may be considered a public document. City of Elmhurst officials and employees have the same responsibilities for e-mail messages as they do for any other public record, and they must distinguish between public records and non-public records. Public records are defined in the Illinois Local Records Act (50 ILCS 205/1, *et seq.*), and the Freedom of Information Act (5 ILCS 140/1, *et seq.*). In general, documents or messages made, executed, or received by the City or its officials or employees in connection with the transaction of public business are public records, including matters related to the organization, function, policies, decisions, procedures or activities of the City, and specifically including matters related to the obligations, receipt and use of public funds by the City. Non-public records include e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction or serve as a receipt. They are informal communications that are substantially similar to telephone or in-person conversations, and they are generally short-lived with no historical significance or public importance, and are unnecessary once they have fulfilled their purpose.

Staff recommends that non-public e-mail messages should be deleted as soon as they have fulfilled their purpose. Messages determined to be public records should be preserved and disposed of as specified in the City's records retention schedule that identifies City records and how long they must be retained. Attached is a proposed policy (Rules for Retention of Electronic Mail ("E-Mail") for the City of Elmhurst), recommended by staff, that provides guidelines for the retention of e-mail messages. The Finance Committee concurs with staff recommendation.

**FINANCE, COUNCIL AFFAIRS &  
ADMINISTRATIVE SERVICES COMMITTEE**

Mayor 1-24-08 Gaston  
Treasurer Trosien  
Borchert

Copies To All  
Elected Officials

1-31-08

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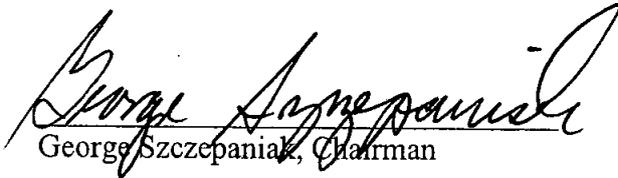
January 29, 2008

To: Mayor Marcucci and Members of the City Council

Re: Retention Policy for Electronic Mail

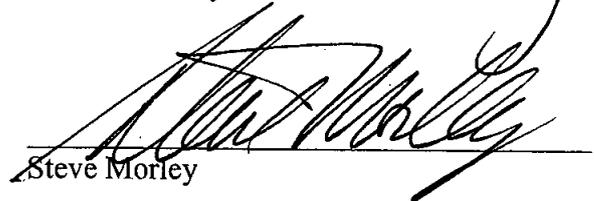
It is, therefore, the recommendation of the Finance, Council Affairs and Administrative Services Committee that the City Council approve the proposed policy regarding e-mail retention, Rules for Retention of Electronic Mail ("E-Mail") for the City of Elmhurst.

Respectfully submitted,  
FINANCE, COUNCIL AFFAIRS, AND  
ADMINISTRATIVE SERVICES  
COMMITTEE

  
George Szczepaniak, Chairman

  
Moira Moriarty

  
Stephen W. Hipkind, Vice Chairman

  
Steve Morley

**RULES FOR RETENTION OF ELECTRONIC MAIL ("E-MAIL")  
FOR THE CITY OF ELMHURST**

---

**Purpose:** This policy is intended to establish guidelines for the retention of electronic mail ("e-mail") messages which are public records, in compliance with records retention requirements, and to provide for the destruction of e-mail messages that are non-public records. This policy is not intended to discourage the use of e-mail to conduct municipal business, but rather to assure that public records are properly maintained.

**Scope:** This policy applies to all officers and employees of the City and to all e-mail and e-mail attachments that are created or received in the transaction of City business. All officers and employees of the City shall manage the e-mail records they send and receive in accordance with this policy.

**Department Responsible:** The Information Systems Division of the Finance Department will be responsible for assistance in implementing and maintaining this policy. The Division will provide a managed system for the archiving of e-mail records that are public records in an appropriate form and with appropriate indexing. All questions concerning this policy should be directed to the Division.

**Definitions:** The following definitions shall be applicable when used in these Rules:

- A. **E-mail messages:** Text documents that are created, stored and delivered in an electronic format. E-mail messages are a form of communicated messages and, in that respect, are substantially similar to correspondence, memoranda and documents in paper format.
- B. **Non-public record e-mail messages:** E-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or serve as a receipt. They are informal communications that are substantially similar to telephone or in-person conversations. They are generally short-lived, with no historical significance or public importance, and are unnecessary once they have fulfilled their purpose. Examples include:
1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, including replies to such requests.
  2. Copies of letters of transmittal that are held by the originating office but do not add any information to what was included in the transmittal material.
  3. Quasi-official notices, including memoranda and other records that do not serve as the basis of official actions (e.g., holiday notices, and meeting confirmations).
  4. Copies or excerpts of documents e-mailed for convenience or reference.

5. Internal e-mails created by employees on work-related topics that do not facilitate action (e.g., cover notes).
6. E-mails containing drafts, notes or inter-office memoranda that would not typically be retained by the City in the ordinary course of business if such documents were in paper format.

C. Public Record: Public records as defined in the Illinois Local Records Act (50 ILCS 205/1, *et seq.*), and the Freedom of Information Act (5 ILCS 140/1, *et seq.*), unless specifically exempted. In general, documents or messages made, executed, or received by the City or its officials or employees in connection with the transaction of public business are public records, including matters related to the organization, function, policies, decisions, procedures or activities of the City, and specifically including matters related to the obligations, receipt and use of public funds by the City. Examples include:

1. Messages created or received by City officials or employees in connection with City business.
2. Messages that facilitate action, such as initiating, authorizing or completing a transaction in connection with City business.
3. Messages that provide substantive comments concerning an action that has been or will be taken by the City, including comments that add to a proper understanding of the action.
4. Messages providing documentation of significant official decisions and commitments of the City that may not otherwise have been documented in the City's files.

As an additional measure of whether a message is a public record, if the answer to any of the following questions is "yes", as related to a specific message, then it is probably a public record:

1. Was the message sent or received in connection with the transaction of public business?
2. Is the message official documentary material?
3. Would the message be subject to disclosure under the Freedom of Information Act ("FOIA")? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" are not subject to disclosure under FOIA, "except that a specific record or relevant portions of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." 5 ILCS

140/7. Many messages rapidly become stale and no longer reflect the City's "functions, policies, decisions, procedures" after the specific matter has been finalized; therefore, in such situations, only the final document is required to be kept as a public record. Unless officers or employees choose to keep their preliminary drafts, notes, recommendations and memoranda, they may be destroyed if they are in paper format, or deleted if they are part of any e-mail messages.

4. Is the message "appropriate for preservation . . . as evidence of the organization, function, policies, decisions, procedures, or other activities" of the City? 50 ILCS 205/3.
5. Does the document have any historical significance as evidence of the function, policies, decisions, procedures or other activities of the City?

**Retention:** E-mail messages are generally temporary communications that may be discarded routinely. Depending on the content of an e-mail message, however, it may be considered a public record. The City's officials and employees have the same responsibilities for e-mail messages as they do for any other public record, and they must distinguish between public records and non-public records.

- A. Non-public record e-mail messages should be deleted as soon as they have fulfilled their purpose. These records are not required to be kept under the Local Records Act or other applicable law, and their preservation is not necessary or convenient to the conduct of City business.
  1. Sort messages by "sender" and purge non-business correspondence.
  2. Delete messages in the "deleted items" folder on a regular basis.
- B. Messages determined by City users to be public records should be properly preserved and disposed of as specified in the City's approved records retention schedule that identifies City records and how long they must be retained. A copy of such schedule is attached hereto and incorporated herein. If a public record is stored and accessible beyond the time it must be retained, it remains a public record and must be produced upon request, unless it is exempted from disclosure pursuant to the FOIA, or is otherwise exempt from disclosure by law. No message is required to be kept forever. City officials and employees should refer to the schedule to determine how long a message must be retained.

- C. Only one (1) copy of a message that is a public record is required to be retained. Sort messages by "subject" to determine if there is a series of e-mail replies on the same subject, and retain only the final e-mail in the thread (assuming the entire thread is contained in the final e-mail).
- D. Where an e-mail communication is between a sender that is an officer or employee of the City and a recipient of the sender's message, only the sender's message is considered a City record; provided that if a message received is from a public agency or a member of the public, such message shall also be considered a City record. All other copies are duplicates and may be deleted as copies.
- E. All messages and attachments should be reviewed every fifteen (15) days, at a minimum, and if they are determined to be public records, they may be printed fully (including time, date, sender and receiver), deleted once printed and retained in paper format, or archived.
- F. The City may delete all messages from its server thirty (30) days after they have been opened. Thereafter, such messages shall be printed, archived or destroyed as appropriate.

**Litigation Holds:** From the date when litigation against the City or its officers or employees is filed or threatened, all documents and records pertaining to the issue, including e-mails, must be preserved, and the litigation hold overrides any other records retention schedule or policy until the hold is lifted by the City attorney. No document subject to a litigation hold may be altered or deleted by any officer or employee.

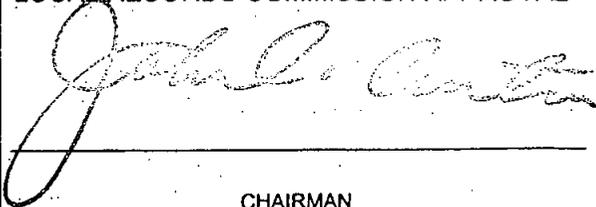
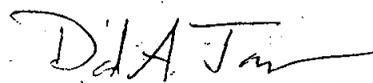
**Regulatory Requirements:** All e-mail that is necessary for a governmental agency to conduct a required compliance review, or for other regulatory or statutory reasons, must be preserved.

Local Records Unit  
Illinois State Archives  
Margaret Cross Norton Building  
Springfield, IL 62756  
(217)782-7075

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 07:322

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COUNTY DuPage	CITY Elmhurst	ZIP 60126	LOCAL RECORDS COMMISSION APPROVAL  
AGENCY City of Elmhurst			
ADDRESS 209 N. York St.			CHAIRMAN
PHONE (630) 530-3000			
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.			 DIRECTOR, STATE ARCHIVES
 Signature of Agency Head		9-24-07 Date	
Patty Spencer, City Clerk			November 6, 2007 DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

This application supersedes applications 92:048 and 93:078.

Local Records Unit  
 Illinois State Archives  
 Margaret Cross Norton Building  
 Springfield, IL 62756  
 (217)782-7075

**APPLICATION FOR AUTHORITY TO  
 DISPOSE OF LOCAL RECORDS**

COUNTY DuPage	CITY Elmhurst	ZIP 60126	LOCAL RECORDS COMMISSION APPROVAL
AGENCY City of Elmhurst			
ADDRESS 209 N. York St.			<i>John Curtin</i>
PHONE (630)530-3000			CHAIRMAN
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p>			<i>David Joens</i>
<i>Patty Spencer, City Clerk</i>		<i>September 24, 2007</i>	DIRECTOR, STATE ARCHIVES
Signature of Agency Head		Date	<i>November 6, 2007</i>
Patty Spencer, City Clerk			DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
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**CITY OF ELMHURST**

**DUPAGE COUNTY**

**APPLICATION 07:322**

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APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>CLERK RECORDS</u>
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u>  Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
101.	<u>ADMINISTRATIVE CORRESPONDENCE FILES &amp; E-MAILS (CLASSIFIED AS GENERAL CORRESPONDENCE)</u>  Dates: 2002- Volume: 5 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical  Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
102.	<u>ASSESSED VALUATION OBJECTIONS</u>  Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years following settlement of objection, then dispose of.

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

103. BID RECORDS (SPECIFICATIONS PROPOSALS, CORRESPONDENCE, ANALYSIS, ETC.)
- Dates: 1993-  
Volume: 11 Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Chronological
- Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of. Retain departmental copies until the bidding process is complete, then dispose of.
104. BUDGETS AND/OR BUDGET WORKSHEETS
- Dates: 1996-  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological
- Worksheets have been destroyed thru 2000.
- Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.
105. CENSUS RECORDS
- Dates: 2003-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological
- Recommendation: Retain federal records for ten (10) years, then dispose of. Retain neighborhood census records for sixty (60) days, then dispose of. Retain special census records permanently.

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
106.	<p><u>CERTIFICATES OF INSURANCE</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological &amp; Alphabetical</p> <p>Recommendation: Retain for three (3) years following expiration or cancellation, then dispose of.</p>
107.	<p><u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, LETTINGS, ETC.</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
108.	<p><u>CITY OWNED PROPERTY RECORDS</u></p> <p>Dates: 1916- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain permanently or until sold.</p>
109.	<p><u>CONTRACTS, LEASES AND AGREEMENTS</u></p> <p>Dates: 1993- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
110.	<p data-bbox="277 359 1032 384"><u>DISABLED SENIOR TAXI CAB PROGRAM RECORDS</u></p> <p data-bbox="277 432 927 569">Dates: 1993- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="277 611 1409 667">Recommendation: Retain for three (3) years, then dispose of.</p>
111.	<p data-bbox="277 722 976 747"><u>ECONOMIC INDUSTRIAL DEVELOPMENT BONDS</u></p> <p data-bbox="277 795 964 932">Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="277 974 1438 1031">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.</p>
112.	<p data-bbox="277 1085 581 1110"><u>ELECTION RECORDS</u></p> <p data-bbox="277 1159 980 1295">Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1337 1419 1360">Recommendation: Retain for one (1) year, then dispose of.</p>
113.	<p data-bbox="277 1413 1198 1438"><u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u></p> <p data-bbox="277 1486 980 1623">Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1665 1344 1722">Recommendation: Retain for two (2) years from date of filing, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
114.	<p><u>ILLINOIS DEPARTMENT OF REVENUE MUNICIPAL TAX NOTIFICATION OF COLLECTION</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
115.	<p><u>ILLINOIS DEPARTMENT OF REVENUE NOTIFICATIONS OF BUSINESS REGISTRATIONS AND CHANGES</u></p> <p>Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
116.	<p><u>ILLINOIS DEPARTMENT OF REVENUE NOTIFICATION OF CITY SHARE OF SALES TAX REVENUE</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
117.	<p><u>I.D.O.T. NOTIFICATIONS TO THE CITY OF WORK TO BE DONE</u></p> <p>Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of work, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
118.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological &amp; Alphabetical</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
119.	<p><u>INSURANCE RECORDS</u></p> <p>Dates: 1999- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
120.	<p><u>LEGAL &amp; LAWSUIT CASE FILES</u></p> <p>Dates: 2000- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological &amp; Alphabetical</p> <p>Recommendation: Retain for three (3) years following settlement/closure of case files, then dispose of. Retain legal opinions permanently.</p>
121.	<p><u>LICENSES (ALSO ELECTRONIC) (THESE LICENSE ARE FOR THE FOLLOWING: BANNERS, MOBILE FOOD VENDORS, SOLICITORS, ETC.)</u></p> <p>Dates: 2002- Volume: 2½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological &amp; Numerical</p> <p>Recommendation: Retain for one (1) year after expiration of license, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
122.	<p><u>LIENS</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after settlement or dismissal of lien, then dispose of.</p>
123.	<p><u>LIQUOR LICENSES AND APPLICATIONS (ALSO ELECTRONIC)</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for one (1) year after expiration of license, then dispose of.</p>
124.	<p><u>MINUTES AND AGENDAS (ALL GROUPS, BOARDS, COMMITTEES ETC.)</u></p> <p>Dates: 1882- Volume: 14 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>Duplicates have been disposed of thru 2001.</p> <p>Recommendation: Retain originals permanently. Retain duplicates for one (1) year, then dispose of.</p>
125.	<p><u>MONTHLY &amp; YEAR TO DATE REPORTS</u></p> <p>Dates: 1996- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
126.	<p><u>MOTOR FUEL TAX RECORDS</u></p> <p>Dates: 1993- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain construction records for ten (10) years following completion of terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records contained in this record series for seven (7) years, then dispose of.</p>
127.	<p><u>OFFICIALS OATH OF OFFICE</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years following term of office, then dispose of.</p>
128.	<p><u>ORDINANCES AND RESOLUTIONS (UP TO 1977 ON MICROFILM ALSO)</u></p> <p>Dates: 1882- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain permanently.</p>
129.	<p><u>PERMITS (FOR ORGANIZATIONS KEPT ELECTRONICALLY) (THESE PERMITS ARE FOR THE FOLLOWING: JAYCEES, KNIGHTS OF COLUMBUS, LIONS, ETC.)</u></p> <p>Dates: 1998- Volume: Non applicable Annual Accumulation: Non applicable Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
130.	<p><u>PETITIONS</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, land dedications, street and alley vacations, which must be retained permanently.</p>
131.	<p><u>POLICE AND FIRE ALARM PERMIT APPLICATIONS (ALSO ELECTRONIC)</u></p> <p>Dates: 1998- Volume: Non applicable Annual Accumulation: Non applicable Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for five (5) years after expiration, then dispose of.</p>
132.	<p><u>QUESTIONNAIRES AND SURVEYS</u></p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
133.	<p><u>SPECIAL ASSESSMENT RECORDS (THESE RECORDS ARE ALSO KEPT IN FINANCE)</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for seven (7) years after expiration, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
134.	<p data-bbox="277 363 1008 388"><u>SPECIAL USE AND PUBLIC FACILITY PERMITS</u></p> <p data-bbox="277 436 959 573">Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="277 617 1445 682">Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>
135.	<p data-bbox="277 730 1117 756"><u>STREET AND SEWER &amp; UNDERPASS RECORDS (COPIES)</u></p> <p data-bbox="277 804 1263 940">Dates: 1924- Volume: 17 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological &amp; Alphabetical</p> <p data-bbox="277 984 1474 1045">Recommendation: Retain until administrative use is complete, then dispose of.</p>
136.	<p data-bbox="277 1094 597 1119"><u>SUBDIVISION FILES</u></p> <p data-bbox="277 1167 959 1304">Dates: 1950- Volume: 12 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="277 1348 998 1375">Recommendation: Retain permanently.</p>
137.	<p data-bbox="277 1423 634 1449"><u>TAX LEVY ORDINANCES</u></p> <p data-bbox="277 1497 976 1633">Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1677 1474 1705">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
138.	<u>TAX OBJECTIONS (COPIES FROM THE COUNTY)</u>  Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
139.	<u>W.P.A. PROJECT FILES</u>  Dates: (1936) Volume: Negligible Annual Accumulation: None Arrangement: Chronological  Recommendation: Retain permanently. Transfer records to the State Historical Society.
140.	<u>ZONING CASE FILES</u>  Dates: 1925- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Alphabetical  Recommendation: Retain approved files permanently. Retain denied files for one (1) year following denial, then dispose of.

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

PARKING RECORDS

200. ADMINISTRATIVE CORRESPONDENCE PARKING FILES - INCLUDES E-MAILS

Dates: May 2006-  
Volume: 4 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

201. COURT CASE LOGS (ALSO ELECTRONIC)

Dates: May 2006-  
Volume: 4 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of.

202. LEDGERS/CAFETERIA AND NON CAFETERIA

Dates: May 2005-  
Volume: 4 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

203. NOTICES OF ARREST WARRANTS (THESE NOTICES SHOW THE FOLLOWING: DATE OF TICKET OR COMPLAINT, COPIES OF COURT TRANSCRIPTS, LEDGER OF PURGED TICKETS, ETC.)

Dates: May 2006-  
Volume: 2 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Numerical

Recommendation: Retain for one (1) year after notice, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
204.	<u>VEHICLE STICKER LOGS (ALSO ELECTRONIC)</u>  Dates: May 2005- Volume: 8 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Numerical  Recommendation: Retain for one (1) year after superseded by a new log, then dispose of.

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

WATER BILLING RECORDS

300. ADMINISTRATIVE CORRESPONDENCE FILES

Dates: 1998-  
Volume: 11 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological & Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

301. BILLING ADJUSTMENT SHEETS AND LEDGERS (ALSO ELECTRONIC)

Dates: May 2000-  
Volume: 3 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Alphabetical & Numerical

Recommendation: Retain ledgers for seven (7) years, then dispose of. Retain sheets for two (2) years, then dispose of.

302. CASH STUBS AND RECEIPTS FOR PAID BILLS (ALSO ELECTRONIC)

Dates: May 2005-  
Volume: 32 Cu. Ft.  
Annual Accumulation: 16 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

303. LEDGERS AND JOURNALS (ALSO ELECTRONIC) (THESE LEDGERS AND JOURNALS ARE FOR THE FOLLOWING: BALANCE DUE ON ACCOUNTS, LATE CHARGES, UTILITY BILLINGS, ETC.)

Dates: May 2005-  
Volume: 4 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
304.	<p data-bbox="267 372 779 404"><u>LIENS AND RELEASES OF LIENS</u></p> <p data-bbox="267 445 941 590">Dates: May 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="267 631 1477 694">Recommendation: Retain for one (1) year after settlement or dismissal of lien, then dispose of.</p>
305.	<p data-bbox="267 735 625 766"><u>SERVICE WORK ORDERS</u></p> <p data-bbox="267 808 941 953">Dates: March 2007 Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="267 994 1477 1025">Recommendation: Retain for one (1) year, then dispose of.</p>
306.	<p data-bbox="267 1067 1364 1129"><u>UNCOLLECTED/DELINQUENT ACCOUNTS (TURNED OVER TO COLLECTION AGENCIES)</u></p> <p data-bbox="267 1170 990 1315">Dates: May 2000- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="267 1357 1477 1419">Recommendation: Retain for seven (7) years after settlement of account, then dispose of.</p>
307.	<p data-bbox="267 1460 1112 1491"><u>WATER METER READING RECORDS (ALSO ELECTRONIC)</u></p> <p data-bbox="267 1533 941 1678">Dates: 1980- Volume: 29 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="267 1719 1477 1757">Recommendation: Retain for one (1) year, then dispose of.</p>

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WATER BILLING RECORDS

400. ADMINISTRATIVE CORRESPONDENCE FILES - INCLUDES E-MAILS

Dates: May 2006-  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

401. ANNUAL AFTER USAGE AND PUMPAGE REPORTS

Dates: May 1997-  
Volume: 10 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for ten (10) years, then dispose of.

402. BENCH SHEETS & WASTE TREATMENT DAILY ACTIVITY WORK SHEETS (ALSO ELECTRONIC)

Dates: May 2002-  
Volume: 20 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

403. BUDGET COPIES AND WORKSHEETS

Dates: May 2005-  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
404.	<p><u>CONFINED SPACE PERMITS (THESE PERMITS ARE REQUIRED BEFORE ENTRY IS ALLOWED IN HARD TO REACH OR UNDERGROUND LABS.)</u></p> <p>Dates: May 2006- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>
405.	<p><u>CONSTRUCTION PROJECT FILES</u></p> <p>Dates: May 1997- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
406.	<p><u>DAILY QUALITY ASSURANCE PROGRAM TESTING RECORDS</u></p> <p>Dates: May 1997- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
407.	<p><u>DATA SHEETS/DISKS (THIS DATA TRACKS THE FOLLOWING: CREEK LEVEL, RAINFALL, INFLOW AND OUTFLOW OF WATER, BACTERIA, SEWAGE TEMPERATURE, ETC.)</u></p> <p>Dates: May 2002- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
408.	<p data-bbox="258 359 1393 422"><u>DISCHARGE MONITORING REPORTS (MONTHLY, STATE, E.P.A. FEDERAL REPORTS)</u></p> <p data-bbox="258 468 980 606">Dates: May 2002- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 653 1458 680">Recommendation: Retain for five (5) years, then dispose of.</p>
409.	<p data-bbox="258 726 656 753"><u>E.P.A. SLUDGE REPORTS</u></p> <p data-bbox="258 800 980 938">Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 984 1463 1262">Recommendation: Retain approved land applications permanently. Return denied land applications for five (5) years, then dispose of. Retain sludge flow sample and sludge management and treatment operation reports for five (5) years, then dispose of. Retain sludge analysis reports for ten (10) years, then dispose of.</p>
410.	<p data-bbox="258 1308 639 1335"><u>F.C.C. RADIO LICENSE</u></p> <p data-bbox="258 1381 980 1520">Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 1566 1422 1625">Recommendation: Retain for two (2) years after expiration of license, then dispose of.</p>

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411.	<p><u>FLOOD RECORDS</u></p> <p>Dates: 1987- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
412.	<p><u>I.E.P.A. PERMITS, REPORTS AND APPLICATIONS</u></p> <p>Dates: May 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>
413.	<p><u>I.E.P.A. SURVEYS</u></p> <p>Dates: May 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
414.	<p><u>INDUSTRIAL OR CATEGORICAL PLANT SEWER USERS REPORT (THIS IS QUARTERLY REPORT SENT BY COMPANIES TO THE CITIES WATER TREATMENT PLANT.)</u></p> <p>Dates: 1998- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

415. INTERGOVERNMENTAL PURCHASE AGREEMENTS

Dates: May 2004-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for five (5) years after expiration  
of terms of agreement, then dispose of.

416. LAKE MICHIGAN WATER REPORTS (MONTHLY)

Dates: 1993-  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

417. LAND AND LANDFILL PERMIT APPLICATIONS

Dates: May 2002-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for five (5) years after expiration  
of permit, then dispose of.

418. LETTERS OF NONCOMPLIANCE

Dates: May 2006-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for one (1) year after settlement,  
then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
419.	<p><u>MAPS, PLATS, BLUEPRINTS, ETC.</u></p> <p>Dates: 1936- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain permanently.</p>
420.	<p><u>MATERIAL SAFETY DATA SHEETS</u></p> <p>Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain copies until superseded or inactivated. Retain originals for ten (10) years after product no longer used or stored, then dispose of.</p>
421.	<p><u>METAL AND MINERAL ANALYSIS/STUDIES (CHEMICALS)</u></p> <p>Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
422.	<p><u>NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/N.P.D.E.S. REPORTS AND PERMITS</u></p> <p>Dates: 1996- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain reports for five (5) years, then dispose of. Retain permits for five (5) years after expiration of permit, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
423.	<u>PERMITS FOR CONSTRUCTION OF SEWAGE TREATMENT PLANTS E.P.A., ALTERATION, ETC.</u>  Dates: May 2002- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years after expiration of permit, then dispose of.
424.	<u>PERSONNEL FILES (COPIES)</u>  Dates: May 2007- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical  Recommendation: Transfer to Human Resource Department upon termination of employment.
425.	<u>PLANT OPERATIONS/LAB REPORT PRINTOUTS</u>  Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
426.	<u>PUBLIC WATER SUPPLY VULNERABILITY ASSESSMENT</u>  Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  These reports are done by an outside agency.  Recommendation: Retain for ten (10) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
427.	<p><u>PURCHASE ORDERS AND REQUISITIONS (COPIES) (CITY FINANCE MAINTAINS ORIGINALS)</u></p> <p>Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
428.	<p><u>QUALITY ASSURANCE TESTS (FOR ALL AREAS OF THE LAB)</u></p> <p>Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
429.	<p><u>RADIATION DOSIMETRY REPORTS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for forty (40) years, then dispose of.</p>
430.	<p><u>RAINFALL WATER CHARTS</u></p> <p>Dates: May 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
431.	<u>REDUCED PRESSURE ZONE &amp; BACKWATER FLOW PREVENTION REPORTS</u>  Dates: 2000- Volume: 5 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.
432.	<u>REPORTS/MONTHLY (FOR REPAIRS, WORK DONE, ETC.)</u>  Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
433.	<u>SAFETY INSPECTIONS (ILLINOIS DEPARTMENT OF LABOR)</u>  Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
434.	<u>SOLID WASTE PRESS REPORTS (MONTHLY)</u>  Dates: May 2002- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.
435.	<u>STATE AND FEDERAL WATER REPORTS</u>  Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
436.	<u>TRICHALOMETHANE ANALYSIS AND VOLATILE ORGANIC ANALYSIS</u>  Dates: 1998- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.
437.	<u>UNIFORM HAZARDOUS WASTE MANIFESTS</u>  Dates: 1979- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
438.	<u>WATER FLOW DATA CHARTS</u>  Dates: May 2004- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological  Recommendation: Retain for three (3) years, then dispose of.
439.	<u>WATER QUALITY &amp; CONSUMER CONFIDENCE REPORTS (THESE REPORTS TELL YOU EXACTLY WHAT TYPE OF MINERALS AND CHEMICALS THAT ARE PRESENT IN THE WATER.)</u>  Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
440.	<u>WATER SYSTEM WELLS, TANKS, PUMPING STATION MAINTENANCE RECORDS</u>  Dates: 1932- Volume: 29 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological & Alphabetical  Recommendation: Retain for the life of the system/equipment, then dispose of.
441.	<u>WATER TANK PRESSURE AND LEVEL REPORTS</u>  Dates: 1998- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
442.	<u>WATER TREATMENT STUDIES</u>  Dates: May 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.
443.	<u>WATER WELL ANALYSIS RECORDS</u>  Dates: May 1997- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological & Numerical  Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
444.	<u>WATER AND MINERAL TEST RESULTS &amp; ANALYSIS REPORTS</u>  Dates: May 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain chemical reports for ten (10) years, then dispose of. Retain bacteriological reports for five (5) years, then dispose of.
445.	<u>WELL INSPECTIONS AND SURVEYS</u>  Dates: May 1997- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

POLICE & FIRE COMMISSION

500. ADMINISTRATIVE FILES (INCLUDES E-MAIL)

Dates: May 2006-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

501. APPLICANT FILES

Dates: May 2004-  
Volume: 4 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Chronological

Recommendation: Retain for three (3) years after expiration of eligibility list, then dispose of.

502. CASH RECEIPTS FOR APPLICATION FEES

Dates: May 2005-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
503.	<u>CONTRACTS TO PERFORM TESTING FOR THE COMMISSION</u>  Dates: December 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.
504.	<u>POLICE AND FIRE COMMISSION MINUTES AND AGENDAS</u>  Dates: 1980- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain originals permanently. Retain duplicates for one (1) year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
505.	<u>POLICE AND FIREFIGHTER'S PERSONNEL FILES (THIS RECORD SERIES CONSISTS OF: EMPLOYEE DATA SHEETS, PSYCHOLOGICAL EVALUATIONS, BACKGROUND CHECKS, TEST RESULTS, DISCIPLINARY HEARING TRANSCRIPTS, WRITTEN REPRIMANDS, ETC.)</u>
	Dates: May 2002- Volume: 13 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Alphabetical
	Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.

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ITEM NO. DESCRIPTION OF ITEMS OR RECORDS SERIES

FINANCE

600. ACCOUNTS PAYABLE AND RECEIVABLE

Dates: May 2000-  
Volume: 145 Cubic Feet  
Annual Accumulation: 24 Cubic Feet  
Arrangement: Alphabetical

Recommendation: Retain for seven (7) years, then dispose of.

601. APPRAISALS

Dates: May 2004-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Recommendation: Retain for three (3) years after superseded, then dispose of.

602. CANCELLED BONDS AND COUPONS

Dates: May 2005-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Numerical

Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.

603. CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS (ALSO ELECTRIC)

Dates: May 2000-  
Volume: 2½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
604.	<u>CHECK COPIES AND PAYROLL JOURNAL PRINTOUTS</u>  Dates: May 2005- Volume: 1 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
605.	<u>CHECK REGISTERS (ALSO ELECTRONIC)</u>  Dates: May 2000- Volume: 11 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
606.	<u>FLOOD DAMAGE RECORDS &amp; FLOOD GRANT RECORDS</u>  Dates: 1989- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain until administrative use is complete, then dispose of. Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.
607.	<u>LEDGERS AND JOURNALS (ALL AREAS, ALSO ELECTRONIC)</u>  Dates: May 2000- Volume: 14 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
608.	<u>MONTHLY, ANNUAL AND YEAR-TO-DATE REPORTS (MONTHLY REPORTS DISPOSED OF THRU APRIL-2005)</u>  Dates: May 2000- Volume: 1 Cubic Feet Annual Accumulation: N/A Arrangement: Chronological  Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
609.	<u>MOTOR FUEL TAX RECORDS</u>  Dates: May 1997- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain construction records for ten (10) years following completion of terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records contained in this record series for seven (7) years, then dispose of.
610.	<u>NOTARY RECORDS</u>  Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year after expiration, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
611.	<u>SPECIAL ASSESSMENT RECORDS (BONDS, RECEIPTS, LEDGERS, ETC.)</u>  Dates: May 2000- Volume: 16 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.
612.	<u>VEHICLE RECORDS</u>  Dates: May 2005- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Numerical  Recommendation: Titles: Retain until equipment is sold, traded, or junked, then dispose of. Stickers: Retain for one (1) year after expiration of sticker, then dispose of.
613.	<u>YARD WASTE AND REFUSE INVOICES (DUPLICATES)</u>  Dates: May 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical  Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>FIRE DEPARTMENT</u>
700.	<u>ACCIDENT REPORTS (WITH DEPARTMENT EQUIPMENT)</u>  Dates: May 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
701.	<u>ADMINISTRATIVE CORRESPONDENCE FILES (INCLUDES E-MAIL)</u>  Dates: May 2006- Volume: 2 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical  Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
702.	<u>APPARATUS REPORTS (WEEKLY)</u>  Dates: May 2004- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
703.	<p data-bbox="261 358 467 383"><u>BID RECORDS</u></p> <p data-bbox="261 430 1003 565">Dates: May 1997- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 607 1490 851">Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of. Retain departmental copies until the bidding process is complete, then dispose of.</p>
704.	<p data-bbox="261 897 938 922"><u>BUDGETS (COPIES) &amp; BUDGET WORKSHEETS</u></p> <p data-bbox="261 969 982 1104">Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1145 1442 1176">Recommendation: Retain for two (2) years, then dispose of.</p>
705.	<p data-bbox="261 1222 1356 1284"><u>CLAIMS FOR REIMBURSEMENTS (COPIES) (CITY FINANCE MAINTAINS ORIGINALS)</u></p> <p data-bbox="261 1326 982 1460">Dates: May 2004- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1502 1421 1535">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
706.	<p data-bbox="261 368 641 393"><u>CONSTRUCTION RECORDS</u></p> <p data-bbox="261 441 982 582">Dates: May 1997- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 623 1430 768">Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
707.	<p data-bbox="261 803 860 828"><u>CONTRACTS, LEASES AND AGREEMENTS</u></p> <p data-bbox="261 876 1006 1017">Dates: May 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1058 1469 1270">Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>
708.	<p data-bbox="261 1307 527 1332"><u>E.M.S. REPORTS</u></p> <p data-bbox="261 1379 1201 1520">Dates: May 2002- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological &amp; Numerical</p> <p data-bbox="261 1562 1458 1601">Recommendation: Retain for ten (10) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
709.	<p><u>FIRE REPORTS</u></p> <p>Dates: May 2000- Volume: 12 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of Except for those pertaining to arson which must be retained for eighty (80) years, then dispose of.</p>
710.	<p><u>FIRE SAFETY SURVEYS AND QUESTIONNAIRES</u></p> <p>Dates: May 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
711.	<p><u>FLOOD RECORDS</u></p> <p>Dates: 1974- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Maps: Retain permanently. Insurance Studies: Retain permanently. All Other Records: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
712.	<p><u>GRANT RECORDS</u></p> <p>Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
713.	<p><u>INCIDENT INDEX CARDS AND RECORDS (ALSO ELECTRONIC)</u></p> <p>Dates: May 2004- Volume: N/A Annual Accumulation: N/A Arrangement: Numerical</p> <p>Recommendation: Retain until updated or superseded, then dispose of.</p>
714.	<p><u>INCIDENT LOGS</u></p> <p>Dates: May 2005- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
715.	<p><u>INSURANCE SERVICE ORGANIZATION RECORDS</u></p> <p>Dates: May 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following update or recertification, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
716.	<p data-bbox="261 348 959 375"><u>INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p data-bbox="261 420 980 561">Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 602 1485 665">Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
717.	<p data-bbox="261 710 656 737"><u>MANPOWER LOGS (DAILY)</u></p> <p data-bbox="261 783 980 924">Dates: May 2005- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p data-bbox="261 965 1463 1027">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
718.	<p data-bbox="261 1073 1214 1100"><u>OVERTIME AND REQUESTS FOR TIME OFF RECORDS (COPIES)</u></p> <p data-bbox="261 1145 1292 1286">Dates: May 2005- Volume: 1 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological &amp; Alphabetical</p> <p data-bbox="261 1328 1438 1348">Recommendation: Retain for one (1) year, then dispose of.</p>
719.	<p data-bbox="261 1394 1349 1421"><u>PAYROLL TIME RECORDS (COPIES) (CITY FINANCE HAS ORIGINALS)</u></p> <p data-bbox="261 1466 980 1607">Dates: May 2005- Volume: 4 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1649 1414 1670">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
720.	<p data-bbox="264 368 1027 399"><u>PURCHASE ORDERS AND REQUISITIONS (COPIES)</u></p> <p data-bbox="264 441 971 582">Dates: May 2005- Volume: 4 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="264 623 1433 658">Recommendation: Retain for one (1) year, then dispose of.</p>
721.	<p data-bbox="264 696 824 727"><u>SCHOOL FIRE SAFETY INSPECTIONS</u></p> <p data-bbox="264 768 987 909">Dates: May 2002- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p data-bbox="264 951 1471 986">Recommendation: Retain for five (5) years, then dispose of.</p>
722.	<p data-bbox="264 1023 561 1054"><u>TRAINING RECORDS</u></p> <p data-bbox="264 1096 987 1236">Dates: 1973- Volume: 12 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="264 1278 1471 1417">Recommendation: Sworn: Retain for forty (40) years, then dispose of. Non-Sworn: Retain for five (5) years after termination of employment, then dispose of.</p>
723.	<p data-bbox="264 1454 1027 1485"><u>VEHICLE AND EQUIPMENT MAINTENANCE RECORDS</u></p> <p data-bbox="264 1527 971 1667">Dates: May 2007- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="264 1709 1498 1783">Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
724.	<p data-bbox="256 343 613 372"><u>WAIVERS (ALL TYPES)</u></p> <p data-bbox="256 416 984 557">Dates: May 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 598 1484 629">Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
<u>INFORMATION TECHNOLOGY</u>	
800.	<u>BACKUP FINANCIAL TAPES, DVD'S, DISKS, ETC.</u>  Dates: May 2000- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological  Recommendation: Retain for sixty (60) days, then dispose of.
801.	<u>MONTHLY, ANNUAL AND YEAR-TO-DATE REPORTS (ALSO ELECTRONIC)</u>  Dates: May 2005- Volume: 2 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>HUMAN RESOURCES</u>
900.	<u>APPLICATIONS FOR EMPLOYMENT</u>  Dates: July 2006- Volume: 3 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological  Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.
901.	<u>CITY QUESTIONNAIRES AND SURVEYS</u>  Dates: May 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.
902.	<u>COLLECTIVE BARGAINING RECORDS</u>  Dates: 1987- Volume: 12 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
903.	<p><u>C.O.B.R.A. RECORDS</u></p> <p>Dates: 1987- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of. Retain premium statements for seven (7) years, then dispose of.</p>
904.	<p><u>EMPLOYEE DEDICATIONS LEDGERS AND PAYROLL DEDUCTIONS LEDGERS</u></p> <p>Dates: May 2000- Volume: ½ Cubic Feet Annual Accumulation: N/A Arrangement: Chronological &amp; Numerical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
905.	<p><u>EMPLOYEE PERSONNEL FILES</u></p> <p>Dates: May 2002- Volume: 13½ Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
906.	<u>HEALTH DIAGNOSTIC COST ANALYSIS RISK FACTOR REPORTS</u>  Dates: May 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
907.	<u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u>  Dates: May 2000- Volume: 3 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Alphabetical  Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.
908.	<u>INSURANCE POLICIES AND CLAIMS (ALL TYPES AND AREAS)</u>  Dates: May 2000- Volume: 7 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological & Alphabetical  Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
909.	<p><u>JOB DESCRIPTIONS (ALSO ELECTRONIC)</u></p> <p>Dates: May 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years following supersedence, then dispose of.</p>
910.	<p><u>O.S.H.A. 200 LOGS</u></p> <p>Dates: 1982- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
911.	<p><u>POLICY AND PROCEDURE MANUALS</u></p> <p>Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
912.	<p><u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATIONS</u></p> <p>Dates: May 2004- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>

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913.	<p data-bbox="236 359 614 394"><u>UNEMPLOYMENT RECORDS</u></p> <p data-bbox="236 428 941 575">Dates: May 2000- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="236 604 1404 680">Recommendation: Retain for seven (7) years, then dispose of.</p>
914.	<p data-bbox="236 724 790 760"><u>WORKER'S COMPENSATION RECORDS</u></p> <p data-bbox="236 793 989 940">Dates: May 2000- Volume: 3½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="236 970 1332 1045">Recommendation: Retain for seven (7) years following settlement of case, then dispose of.</p>



## CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3000  
FAX (630) 530-3014  
www.elmhurst.org

THOMAS D. MARCUCCI  
MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

January 29, 2008

TO: Mayor Marcucci and Members of the City Council

Re: Case Number 08 ZBA-01; Elmhurst Storage Wall Sign Variation

Request for wall sign height and area variations for the purpose of installing a wall sign at 36' 6" above the grade with a total surface area to be 200 square feet on property commonly known as 953 S Route 83 (PIN #06-15-206-023), said property being wholly located within the I1 Restricted Industrial District.

The Development, Planning and Zoning Committee met on January 28, 2008 to review the Zoning & Planning Commission report dated January 23, 2008 regarding the subject request. The Committee also reviewed the documents, renderings and drawings supplied by the applicant, and the transcript of the public hearing.

The applicant is requesting wall sign variations to install a wall sign on the Elmhurst Storage Options building now under construction at 953 S. Route 83. The applicant requests approval of height and area variations for the sign. The sign will be located 36' 6" above grade, and will contain 200 square feet; the maximums allowed by the Zoning Ordinance are 20' height and 100 square feet of area.

The Committee reviewed the characteristics of the area associated with the proposed wall sign. They noted the existing tree line and separation of the building from Route 83 (due to the frontage road) as challenges for sign visibility. They further noted that this new business will rely more on passing customers, similar to a retail business, than other businesses in this industrial area. As well, the large traffic volumes (and higher speeds) along Route 83 provide further justification for the sign height and size.

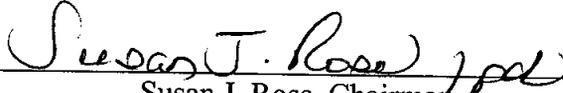
Ultimately, the DPZ Committee supported the requested sign based on the standards for variations. The owner's plight is due to the unique circumstances of the trees and the road layout. As well, the character of the neighborhood will not change, as this is an area containing primarily industrial development along a major arterial roadway, with no nearby residential uses. Finally, the business would not be able to obtain a reasonable return on the property without such identification as the business relies primarily on pass-by customers similar to a retail business.

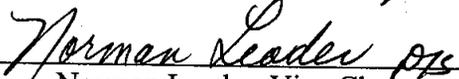
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1-31-08

Based on their review of this request, the DPZ Committee supports the variation requests for the sign. It is therefore, the recommendation of the Development, Planning and Zoning Committee to support the recommendations of the Zoning & Planning Commission for variations for this request. The City Attorney is hereby directed to prepare the necessary documents for City Council approval.

Respectfully submitted,  
DEVELOPMENT PLANNING AND ZONING COMMITTEE

  
\_\_\_\_\_  
Susan J. Rose, Chairman

  
\_\_\_\_\_  
Norman Leader, Vice Chairman

  
\_\_\_\_\_  
Diane Gutenkauf, Alderman 1<sup>st</sup> Ward



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THOMAS P. BORCHERT  
CITY MANAGER

January 28, 2008

TO: Mayor Marcucci and Members of the City Council

RE: Proposed Code Revisions

The Development, Planning and Zoning Committee met on January 28, 2008 to review the request for revisions to the City of Elmhurst Amendments to the Plumbing and Fire Code. The Committee reviewed background materials provided by the Building Commissioner as follows:

Currently the City of Elmhurst Amendments to the Plumbing Code under Tab 4, items 10 and 11 reads as follows:

**10. Cast Iron Pipe – where required**

*All underground drain, waste and vent lines under the slab, inside the building shall be cast iron, 4" diameter minimum. (Note: vents may be 2" diameter cast iron). The (minimum) 4" diameter cast iron building drain shall extend 5'-0" beyond the foundation wall, and then increase to a 6" diameter. The underground storm and sanitary sewer pipe beyond 5'-0" of the building line shall be PVC SDR 26 for sanitary and may be either SDR25 or SDR35 for the storm sewer (6" diameter minimum). Provide a minimum length of 5'-0" of cast iron pipe, beyond the foundation wall for overhead sewers.*

**11. PVC – where permitted**

*PVC shall be permitted for DWV piping above the slab, inside the building.*

Essentially these amendments require cast iron pipe under the slab inside the building and specifically prohibits PVC from being used in that application. At this point in time, the Building Department believes it is appropriate to eliminate these two amendments entirely, allowing for the use of PVC pipe in the place of cast iron consistent with the State of Illinois Plumbing Code. The current edition of the State of Illinois Plumbing Code (2004) and the previous editions going back to 1976 have allowed PVC pipe for drain waste and vent applications under a slab inside the building.

In the past it was generally thought by the plumbing industry that cast iron pipe was a more durable and better product. But time has actually evidenced the contrary. PVC pipe has proven to perform better over time, especially when it comes to conveying certain acidic wastes, such as the condensate discharge from high efficiency furnaces, or in the performance of waste lines of carbonated drinks. The cast iron pipes have shown deterioration and oxidation to the point of disappearing.

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1-31-08

Tab 2 item #8 reads as follows:

**8. Generator Required**

*Whenever a fire pump is required on the fire sprinkler system, then emergency and standby power is required in the form of a generator.*

The Building/Fire Department would like to modify this section to read as follows:

**8. Generator Required for all Special Construction Type IA Amended Building.**

*Special construction Type IA amended, is a category of construction which applies to all Apartment Buildings, Condominium Buildings, Hotels, Motels, Dormitories, Senior Housing, Adult Care Facilities and other like facilities in which people sleep or are boarding. Whenever a fire pump is required on the fire sprinkler system, then emergency and standby power is required in the form of a generator.*

*(all other types of buildings may use ComEd or other utility company as a second source of power or emergency or standby power.)*

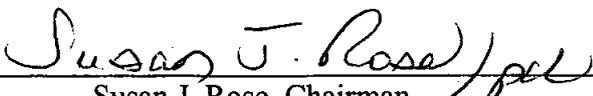
The reason for this change is that the International Series of Model Codes that Elmhurst has adopted does permit a second source of power to come from a Utility Company.

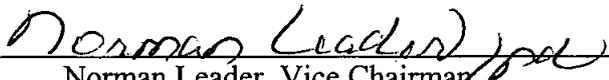
However, for places “where people sleep” the Department believes it is imperative to maintain a higher level of protection through the use of a generator for emergency and standby power.

The Committee supports this conclusion, and agrees with the Building Commissioner’s request to revise the City of Elmhurst Amendments to the Plumbing and Fire Code.

It is therefore, the recommendation of the Development, Planning and Zoning Committee that the City Council approve this request and that the City Attorney prepare the necessary documents for City Council approval.

DEVELOPMENT PLANNING AND ZONING COMMITTEE

  
\_\_\_\_\_  
Susan J. Rose, Chairman

  
\_\_\_\_\_  
Norman Leader, Vice Chairman

  
\_\_\_\_\_  
Diane C. Gutenkauf, Alderman 1<sup>st</sup> Ward

O-01-2008  
AN ORDINANCE AUTHORIZING THE SALE  
BY AUCTION AND DISPOSAL OF PERSONAL PROPERTY  
OWNED BY THE CITY OF ELMHURST

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the City of Elmhurst, it is no longer necessary or useful to or for the best interests of the City of Elmhurst to retain ownership of the personal property hereinafter described, and

WHEREAS, it has been determined by the Mayor and Council of the City of Elmhurst to sell or dispose of said personal property.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Elmhurst, DuPage and Cook counties, Illinois as follows:

SECTION 1, In accordance with Section 11-76-4 of the Illinois Municipal Code (65ILCS 5/11-76-4), the Mayor and Council of the City of Elmhurst find that the personal property described as follows:

Vehicle	VIN Number
1996 GMC Sierra pick-up truck	1GTEC14W3TZ547605
1995 Pontiac Grand Am 4-dr	1G2NE55D7SM560789
2002 Mazda Tribute SUV	4F2YU08182KM18883
1994 Nissan Altima 4-dr	1N4BU31D3RC194007
1999 Mazda 626 4-dr	1YVGF22C7X5818171

These vehicles now owned by the City of Elmhurst are no longer necessary or useful to the City of Elmhurst and the best interests of the City of Elmhurst will be serviced by their sale or disposal.

SECTION 2, The City Manager is hereby authorized and directed to sell or dispose of the aforementioned personal property now owned by the City of Elmhurst.

SECTION 3, Upon payment of the price determined by auction, the City Manager is hereby authorized and directed to convey and transfer title of the aforesaid personal property, to the successful bidder.

SECTION 4, This ordinance shall be in force and effect from and after its passage, by a vote of at least three-fourths of the corporate authorities, and approval in the manner provided by law.

Copies To All  
Elected Officials

1-31-08

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Thomas D. Marcucci, Mayor

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

\_\_\_\_\_  
Patty Spencer, City Clerk



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CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

## COUNCIL ACTION SUMMARY

**SUBJECT:** An Ordinance Authorizing the Sale By Auction and Disposal of Personal Property Owned by the City of Elmhurst

**ORIGINATOR:** Thomas P. Borchert, City Manager  
City Attorney

### DESCRIPTION OF SUBJECT MATTER

The City of Elmhurst has been provided a 1996 GMC Sierra pick-up truck, VIN # 1GTEC14W3TZ547605, Elmhurst Report No. 06-04027, a 1995 Pontiac Grand Am, VIN #1G2NE55D7SM560789, Elmhurst Report No. 07-13261, a 2002 Mazda Tribute SUV, VIN # 4F2YU08182KM18883, Elmhurst Report No. 07-13993, a 1994 Nissan Altima 4-dr, VIN #1N4BU31D3RC194007, Elmhurst Report No. 07-18110, and a 1999 Mazda 626 4-dr, VIN # 1YVGF22C7X5818171, Elmhurst Report No. 07-20579 through the Police Department's drug enforcement activity. These vehicles were seized from drivers under Article 36 Forfeiture for driving offenses. These vehicles serve no police or City purpose and should be declared surplus and auctioned by electronic means or disposed of, and the attached ordinance allows that process to be implemented.

# Memo

**To:** T. Borchert  
**From:** Bob Miklas  
**CC:** Deputy Chief Panico  
**Date:** 1/10/2008  
**Re:** Forfeiture Vehicles

---

Sir,

This memorandum is to advise you that the City of Elmhurst through the police department has been awarded 5 vehicles that we wish to auction by electronic means (selling on E-Bay) or junk, as they serve no useful purpose for the city. These vehicles were seized under Article 36 Forfeiture.

The police department is requesting authorization through ordinance to auction or junk the following vehicles:

1. 1996 GMC Sierra pick-up truck VIN: 1GTEC14W3TZ547605 Mileage 85,296.  
Case No. 06-04027 / 06 MR 0270.
2. 1995 Pontiac Grand Am 4-dr VIN: 1G2NE55D7SM560789 Mileage 135,884.  
Case No. 07-13261 / 07 MR 0578.
3. 2002 Mazda Tribute SUV VIN: 4F2YU08182KM18883 Mileage 68,616.  
Case No. 07-13993 / 07 MR 800.
4. 1994 Nissan Altima 4-dr VIN: 1N4BU31D3RC194007 Mileage 110,240.  
Case No. 07-18110 / 07 MR0771.
5. 1999 Mazda 626 4-dr VIN: 1YVGF22C7X5818171 Mileage 111,243.  
Case No. 07-20579 / 07 MR 824.

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O-02-2008

AN ORDINANCE AUTHORIZING THE SALE  
BY AUCTION AND DISPOSAL OF PERSONAL PROPERTY  
OWNED BY THE CITY OF ELMHURST

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the City of Elmhurst, it is no longer necessary or useful to or for the best interests of the City of Elmhurst to retain ownership of the personal property hereinafter described, and

WHEREAS, it has been determined by the Mayor and Council of the City of Elmhurst to sell or dispose of said personal property.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Elmhurst, DuPage and Cook counties, Illinois as follows:

SECTION 1, In accordance with Section 11-76-4 of the Illinois Municipal Code (65ILCS 5/11-76-4), the Mayor and Council of the City of Elmhurst find that the personal property described as follows:

Vehicle	VIN Number
1985 Mercury Grand Marquis 4-dr	2MEBP95F5FX698717
1990 Chevrolet Conversion Van	2GBEG25K3L4108163

These vehicles now owned by the City of Elmhurst are no longer necessary or useful to the City of Elmhurst and the best interests of the City of Elmhurst will be serviced by their sale or disposal.

SECTION 2, The City Manager is hereby authorized and directed to sell or dispose of the aforementioned personal property now owned by the City of Elmhurst.

SECTION 3, Upon payment of the price determined by auction, the City Manager is hereby authorized and directed to convey and transfer title of the aforesaid personal property, to the successful bidder.

SECTION 4, This ordinance shall be in force and effect from and after its passage, by a vote of at least three-fourths of the corporate authorities, and approval in the manner provided by law.

Copies To All  
Elected Officials

1-31-08

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Thomas D. Marcucci, Mayor

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

\_\_\_\_\_  
Patty Spencer, City Clerk



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MAYOR  
PATTY SPENCER  
CITY CLERK  
CHARITY S. PIGONI  
CITY TREASURER  
THOMAS P. BORCHERT  
CITY MANAGER

## COUNCIL ACTION SUMMARY

**SUBJECT:** An Ordinance Authorizing the Sale By Auction and Disposal of Personal Property Owned by the City of Elmhurst

**ORIGINATOR:** Thomas P. Borchert, City Manager  
City Attorney

### DESCRIPTION OF SUBJECT MATTER

The City of Elmhurst has been provided a 1985 Mercury Grand Marquis, VIN # 2MEBP95F5FX698717, Case No. 07-39543 and a 1990 Chevrolet Conversion Van, VIN # 2GBEG25K3L4108163, Case No. 07-25164 through the Police Department's drug enforcement activity. These vehicles were seized from drivers under Article 36 Forfeiture for driving offenses. These vehicles serve no police or City purpose and should be declared surplus and auctioned by electronic means or disposed of, and the attached ordinance allows that process to be implemented.

# Memo

**To:** T. Borchert  
**From:** Bob Miklas  
**CC:** Deputy Chief Panico  
**Date:** 1/29/2008  
**Re:** Forfeiture Vehicles

---

Sir,

This memorandum is to advise you that the City of Elmhurst through the police department has been awarded 2 vehicles that we wish to auction by electronic means (selling on E-Bay) or junk, as they serve no useful purpose for the city. These vehicles were seized under Article 36 Forfeiture.

The police department is requesting authorization through ordinance to auction or junk the following vehicles:

1. 1985 Mercury Grand Marquis 4-dr Vin: 2MEBP95F5FX698717.  
Case No. 07-39543.
2. 1990 Chevrolet Conversion Van Vin: 2GBEG25K3L4108163.  
Case No. 07-25164.

*R. Mbc # 81*

O-03-2008

**AN ORDINANCE VACATING A ROADWAY EASEMENT  
ADJACENT TO THE EUCLID AVENUE RIGHT-OF-WAY**

---

WHEREAS, the City of Elmhurst owns or is otherwise in control of a certain roadway easement located adjacent to Euclid Avenue, such easement having a permanent index number of 06-14-412-026; and

WHEREAS, Brush Hill Road Development LLC owns the property which is subject to the aforesaid easements and has agreed to dedicate a public right-of-way to the City as consideration for the vacation of said easement, as set forth in City of Elmhurst Resolution No. R-03-2008; and

WHEREAS, the City Council has determined that the aforesaid easement is no longer useful to the City nor is it in the best interests of the City to retain ownership or control thereof.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Elmhurst, Du Page and Cook Counties, Illinois, in exercise of its home rule powers, as follows:

SECTION 1. That the recitals contained in the preamble hereto are incorporated as part of this ordinance.

SECTION 2. That the portion of the Roadway Easement located between Brush Hill Road and a point which is five hundred ninety and five tenths (590.5) feet more or less, north of the north right-of-way line of Brush Hill Road and having an area of 0.447 acres, all as more particularly shown on Exhibit "A", attached hereto and made part hereof, is hereby vacated in favor of Brush Hill Road Development LLC.

SECTION 3. That the City Clerk is hereby authorized and directed to file with the Du Page County Recorder a true and correct copy of this ordinance and any documents relating thereto upon this ordinance becoming effective.

SECTION 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby amended to the extent of the conflict.

SECTION 5. This ordinance shall be in full force and effect after passage.

Copies To All  
Elected Officials

1-31-08

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Thomas D. Marcucci, Mayor

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

\_\_\_\_\_  
Patty Spencer, City Clerk

## COUNCIL ACTION SUMMARY

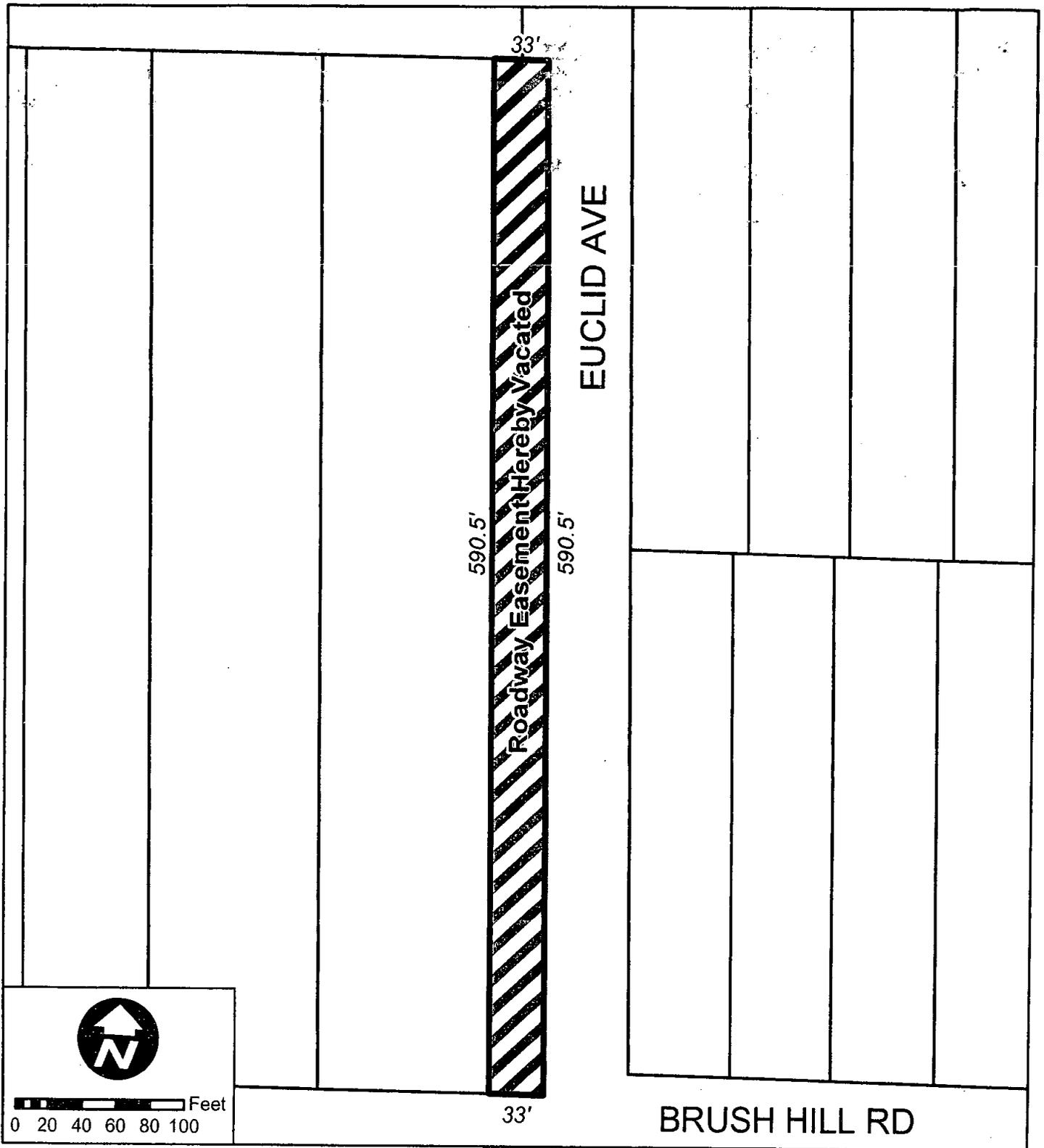
SUBJECT: Ordinance - Vacation of Roadway Easement north of Brush Hill Road and along Euclid Avenue

ORIGINATOR: City Attorney

DESCRIPTION OF SUBJECT MATTER:

Attached for Council consideration is an ordinance vacating an unused Roadway Easement (approximately 590 feet by 33 feet) north of Brush Hill Road and on the west side of Euclid Avenue.

This easement would revert to the adjoining property owner, that being the Brush Hill Road Development LLC. This vacation would be in conjunction with Brush Hill's dedication of 16 feet of additional right-of-way for Euclid Avenue.



### Plat of Vacation

PIN 06-14-412-026 (Commonly known as 123 W. Brush Hill Rd., Elmhurst, IL)

That part of Lot 11 of York Township Supervisors Assessment Plat No. 5 recorded December 18, 1943 as Document 457002, lying South of the South Line of the Final Plat of Subdivision of Lot 1, Park Place at Elmhurst recorded March 19, 2007 as Document R2007-050278 containing 0.447 acres, more or less, located in the Southeast 1/4 of Section 14, Township 39 North, Range 11, East of the Third Principal Meridian, in DuPage County, Illinois.

All parcel dimensions were obtained from the DuPage County Tax Plat Map and are for assessment purposes only. Accuracy is not guaranteed.

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ZO-01-2008

**AN ORDINANCE GRANTING LOT FRONTAGE VARIATIONS ON THE  
PROPERTY COMMONLY KNOWN AS 411 AND 415 SOUTH SPRING ROAD  
(MARTENS)**

WHEREAS, the City of Elmhurst has heretofore adopted an ordinance entitled the "Elmhurst Zoning Ordinance"; and

WHEREAS, Section 3.8 et seq. of the Elmhurst Zoning Ordinance sets forth the authority and standards for the granting of variations to the Zoning Ordinance; and

WHEREAS, Rene Martens ("Applicant") is the contract purchaser of certain property legally described as follows:

Parcel One: That part of the Northeast Quarter of Section 11, Township 39 North, Range 11, East of the Third Principal Meridian, bounded and described as follows: Commencing at the intersection of the North line of the right of way line of the Illinois Central Railroad with the East line of Spring Road; running thence North on the East line of said Spring Road, 246.80 feet; running thence East 219.00 feet; running thence South 439.00 feet to the North line of the said Illinois Central Railroad right of way line; running thence Northwesterly along the North line of said Illinois Central Railroad right of way line, 292.40 feet more or less, to the point of beginning, in DuPage County, Illinois.

Parcel Two: That part of the Northeast Quarter of Section 11, Township 39 North, Range 11, East of the Third Principal Meridian, bounded and described as follows: commencing at a point on the East line of Spring Road, 245.80 feet North of the North line of Illinois Central Railroad right of way line; running thence North on the East line of said Spring Road 150.00 feet; running thence East 219.00 feet; running thence South 150.00 feet; and running thence West 219.00 feet, more or less, to the place of beginning, all in DuPage County, Illinois.

P.I.N. Numbers:      06-11-203-003      411 Spring Road  
                                 06-11-203-004      415 Spring Road

commonly known as 411-415 Spring Road, Elmhurst, Illinois ("Subject Property"); and

WHEREAS, the Subject Property is located within the R-2 Single-Family Residential Zoning District, the regulations of which require a minimum lot frontage (width) of fifty feet (50'); and

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Elected Officials**

1-31-08

WHEREAS, the Applicant has submitted his application for approval of a concurrent preliminary and final plat of subdivision of the Subject Property, which would be known as the Chelsea Manor Subdivision, consisting of nine (9) lots; and

WHEREAS, the Applicant has submitted his application for variations to reduce the required lot frontage from fifty feet (50') to fourteen and nine-tenths feet (14.90) on the proposed lots 8 and 9 of the proposed Chelsea Manor Subdivision; and

WHEREAS, on August 23, September 13, September 27 and October 11, 2007, the Zoning Board of Appeals conducted a public hearing at Elmhurst City Hall, 209 North York Street, Elmhurst, Illinois in connection with the aforesaid application, after notice of said hearing was duly given; and

WHEREAS, on November 7, 2007, the Zoning Board of Appeals filed its report of findings and recommendations on the aforesaid variations, recommending that the same be granted; and

WHEREAS, on December 11, 2007, the Development, Planning and Zoning Committee of the City Council recommended approval of such variations subject to certain conditions; and

WHEREAS, all applicable requirements of Section 3.8 of the Elmhurst Zoning Ordinance relating to the granting of variations have been met.

NOW THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Elmhurst, DuPage and Cook Counties, Illinois as follows:

SECTION 1. That the recitals hereto are incorporated as part of this ordinance.

SECTION 2. That the City Council makes the following findings of fact:

- a) That the plight of the owner is due to unique circumstances; and
- b) That the variation will not alter the essential character of the neighborhood; and
- c) That the property in question cannot yield a reasonable return or provide the owner a reasonable enjoyment of the property if permitted to be used only under the conditions allowed by the regulations in its zone.

SECTION 3. That variations to Section 7.4-3, (Lot Size Requirements), of the Elmhurst Zoning Ordinance are hereby granted to permit a reduction of the required lot frontages on Lots 8 and 9 of the proposed Chelsea Manor Subdivision from fifty feet (50') to fourteen and nine-tenths feet (14.90') for the purpose of subdividing the Subject Property, subject to the following conditions:

- a) that the Applicant construct a privately-owned and privately maintained

common driveway, as shown on the plans submitted to the Zoning and Planning Commission and Development, Planning and Zoning Committee, to provide access to Spring Road via such driveway; and

b) that the Applicant submit covenants, conditions and restrictions (“Covenants”) to which the Subject Property shall be subject, such Covenants to include, but not be limited to, provision for a homeowners’ association which association shall own and maintain the aforesaid common driveway and which Covenants shall be subject to approval by the City Attorney; and

c) that the Applicant apply to the Historic Preservation Commission and reasonably cooperate with the Commission to obtain Historic Status Designation for the residence located at 415 South Spring Road; and

d) passage and approval of Resolution R-01-2008, entitled “A Resolution Approving the Concurrent Preliminary and Final Plat of Subdivision for the Chelsea Manor Subdivision”; and

e) that the Subject Property otherwise be developed in accordance with the evidence submitted to the Zoning and Planning Commission and the recommendation thereof.

**SECTION 4.** That the City Clerk is directed to transmit a copy of this ordinance to Darrell Whistler, Chairman, Zoning Board of Appeals, Nathaniel J. Werner, Zoning and Planning Administrator, and to Mr. Rene Martens, GHM Spring Road LLC, 284 Winthrop, Elmhurst, Illinois 60126.

**SECTION 5.** All ordinances or parts of ordinances in conflict with this ordinance are hereby amended to the extent of the conflict.

SECTION 6. This ordinance shall be in full force and effect after passage and publication according to law.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Thomas D. Marcucci, Mayor

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

\_\_\_\_\_  
Patty Spencer, City Clerk

COUNCIL ACTION SUMMARY

SUBJECT: Ordinance – Lot width variation – Chelsea Manor Subdivision  
Resolution – Approval of Plat of Subdivision for the Chelsea Manor Subdivision

ORIGINATOR: City Attorney

DESCRIPTION OF SUBJECT MATTER:

An ordinance granting 35.1' lot width variations for Lots 8 and 9 of the proposed Chelsea Manor Subdivision and a Resolution approving the concurrent preliminary and final plat for that subdivision have been prepared.

The ordinance is subject to the following conditions:

- 1) that a common drive, to be owned and maintained by the homeowner's association be constructed to provide access to Spring Road;
- 2) approval by the City Attorney of covenants that would provide for, among other things, the ownership and maintenance of the private drive by the homeowner's association;
- 3) that Historic Status Designation be sought for the existing home located at 415 South Spring Road;
- 4) passage and approval of the resolution approving the plat of subdivision; and
- 5) that the property otherwise be developed in accordance with the evidence submitted to, and recommendation of, the Zoning and Planning Commission.

The resolution is subject to the following conditions:

- 1) approval of the variation ordinance;
- 2) approval of grading/engineering plans by the Public Works Department; and
- 3) payment of the applicable school and park contributors.

The other conditions contained in the report and recommendation of the Development, Planning and Zoning Committee relating to:

- 1) the Public Works Department requesting a plan from the Canadian National Railroad

for, and the completion of, the regrading of the ditch area adjacent to the Railroad tracks, with a report thereon to be provided to the Development, Planning and Zoning Committee;

- 2) the Public Works Department providing an update to the Committee that the subdivision grading/engineering plan has been approved; and
- 3) the Public Works Department developing and submitting to the Committee a comprehensive storm water planning and management plan for the Argyle area;

all will be handled by the staff pursuant to the Committee Report but are not conditions of the subdivision resolution nor the zoning variation ordinance as the applicant has no control over those matters.

An ordinance and resolution as outlined are attached for Council consideration.

R-01-2008

**A RESOLUTION APPROVING THE CONCURRENT  
PRELIMINARY AND FINAL PLAT OF SUBDIVISION  
FOR THE CHELSEA MANOR SUBDIVISION**

WHEREAS, the City Council has heretofore adopted an ordinance entitled "The Elmhurst Subdivision Ordinance" ("Subdivision Ordinance"); and

WHEREAS, Rene Martens ("Applicant") is the owner of certain property legally described as follows:

Parcel One: That part of the Northeast Quarter of Section 11, Township 39 North, Range 11, East of the Third Principal Meridian, bounded and described as follows: Commencing at the intersection of the North line of the right of way line of the Illinois Central Railroad with the East line of Spring Road; running thence North on the East line of said Spring Road, 246.80 feet; running thence East 219.00 feet; running thence South 439.00 feet to the North line of the said Illinois Central Railroad right of way line; running thence Northwesterly along the North line of said Illinois Central Railroad right of way line, 292.40 feet more or less, to the point of beginning, in DuPage County, Illinois.

Parcel Two: That part of the Northeast Quarter of Section 11, Township 39 North, Range 11, East of the Third Principal Meridian, bounded and described as follows: commencing at a point on the East line of Spring Road, 245.80 feet North of the North line of Illinois Central Railroad right of way line; running thence North on the East line of said Spring Road 150.00 feet; running thence East 219.00 feet; running thence South 150.00 feet; and running thence West 219.00 feet, more or less, to the place of beginning, all in DuPage County, Illinois.

P.I.N. Numbers:	06-11-203-003	411 Spring Road
	06-11-203-004	415 Spring Road

commonly known as 411-415 Spring Road, Elmhurst, Illinois ("Subject Property"); and

WHEREAS, the Applicant has applied for concurrent preliminary and final plat approval of a subdivision for the Subject Property, said subdivision to be known as Chelsea Manor Subdivision; and

WHEREAS, on November 7, 2007, the Zoning and Planning Commission issued its decision recommending that of the Plat of Subdivision be approved; and

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Elected Officials

1-31-08

WHEREAS, on December 11, 2007, the Development, Planning and Zoning Committee of the City Council issued its report recommending that the Subdivision Plat be approved subject to certain conditions; and

WHEREAS, subject to the passage and approval of Ordinance ZO-01-2008, entitled "An Ordinance Granting Lot Frontage Variations on the Property Commonly Known as 411 and 415 South Spring Road, all applicable requirements relating to the subdivision of land have been met.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Elmhurst, DuPage and Cook Counties, Illinois, that the Concurrent Preliminary and Final Plat of Subdivision for the Chelsea Manor Subdivision, a copy of which plat is attached hereto as Exhibit "A", is hereby approved, subject to the following conditions:

- 1) passage and approval of Ordinance ZO-01-2008; and
- 2) approval by the Public Works Department of grading and engineering plans for the entire subdivision; and
- 3) payment of the applicable School and Park contributions as required by Section 9.9 of the Elmhurst Development (Subdivision) Ordinance.

BE IT FURTHER RESOLVED that the Mayor is authorized to sign, and the City Clerk is authorized to attest to said Plat, and the Planning and Zoning Administrator is hereby authorized and directed to file said Plat of Subdivision of record in the Office of the DuPage County Recorder.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Thomas D. Marcucci, Mayor

Passed this \_\_\_\_ day of \_\_\_\_\_, 2008.

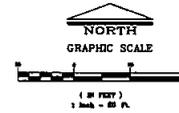
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

\_\_\_\_\_  
Patty Spencer, City Clerk

# FINAL PLAT OF CHELSEA MANOR SUBDIVISION

BEING A SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 11, TOWNSHIP 28 NORTH, RANGE 11,  
EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUNDEE COUNTY, ILLINOIS.

## EXHIBIT "A"



PROFESSIONALS ASSOCIATED SURVEY, INC.  
PROFESSIONAL SURVEY FIRM NO. 184-000253  
7100 N. TRAPP AVE., LINCOLNWOOD, ILLINOIS 60712  
PHONE (847) 670-3000 FAX (847) 670-2187

ORDER NO: 07-77845

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I, JUDITH E. COUGHLIN, CLERK OF THE CITY OF ELKHART, DO HEREBY CERTIFY THAT THESE ARE THE ORIGINAL RECORDS OF THE CITY OF ELKHART, ILLINOIS, AND THAT THE TRACTS OF LAND INCLUDED IN THE PLAT SHOWN AS BEING THE PROPERTY OF THE CITY OF ELKHART, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

CITY CLERK

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
APPROVED BY THE CITY OF ELKHART PLANNING COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

COMMISSION

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ELKHART, ILLINOIS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

MAYOR  
CITY CLERK

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDS OF THE OFFICE OF CLERK OF COUNTY, ILLINOIS, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ A.M. ON \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

RECORDS OF DEEDS

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I HEREBY CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE RECORDING OF THIS INSTRUMENT.

WHEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK AT ELKHART, ILLINOIS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

COUNTY CLERK

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LEGAL OWNER OF THE LAND DESCRIBED IN THE ATTACHED PLAT, AND HAS GRANTED THE SAME TO BE SURVEYED AND CONVEYED TO THE CITY OF ELKHART, ILLINOIS, AND HAS ACCEPTED THE SAME UNDER THE STATE AND TITLE INSURANCE ACT.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

OWNER  
ADDRESS  
CITY  
COUNTY

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I HEREBY CERTIFY THAT THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE ARE KNOWN TO ME AS SUCH OWNERS.

SIGNED UNDER MY HAND AND NOTARIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

COUNTY PUBLIC  
BY COMMISSIONER EXPIRES \_\_\_\_\_

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LEGAL OWNER OF THE LAND DESCRIBED IN THE ATTACHED PLAT, AND HAS GRANTED THE SAME TO BE SURVEYED AND CONVEYED TO THE CITY OF ELKHART, ILLINOIS, AND HAS ACCEPTED THE SAME UNDER THE STATE AND TITLE INSURANCE ACT.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

OWNER  
ADDRESS  
CITY  
COUNTY

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I HEREBY CERTIFY THAT THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE ARE KNOWN TO ME AS SUCH OWNERS.

SIGNED UNDER MY HAND AND NOTARIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

COUNTY PUBLIC  
BY COMMISSIONER EXPIRES \_\_\_\_\_

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I, JUDITH E. COUGHLIN, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE TRACTS OF LAND SHOWN IN THE ATTACHED PLAT, AND THAT THE SAME ARE THE ORIGINAL RECORDS OF THE CITY OF ELKHART, ILLINOIS, AND THAT THE TRACTS OF LAND INCLUDED IN THE PLAT SHOWN AS BEING THE PROPERTY OF THE CITY OF ELKHART, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

PROFESSIONAL LAND SURVEYOR

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I HEREBY CERTIFY THAT THE PROPERTY SHOWN HEREON IS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF ELKHART, ILLINOIS.

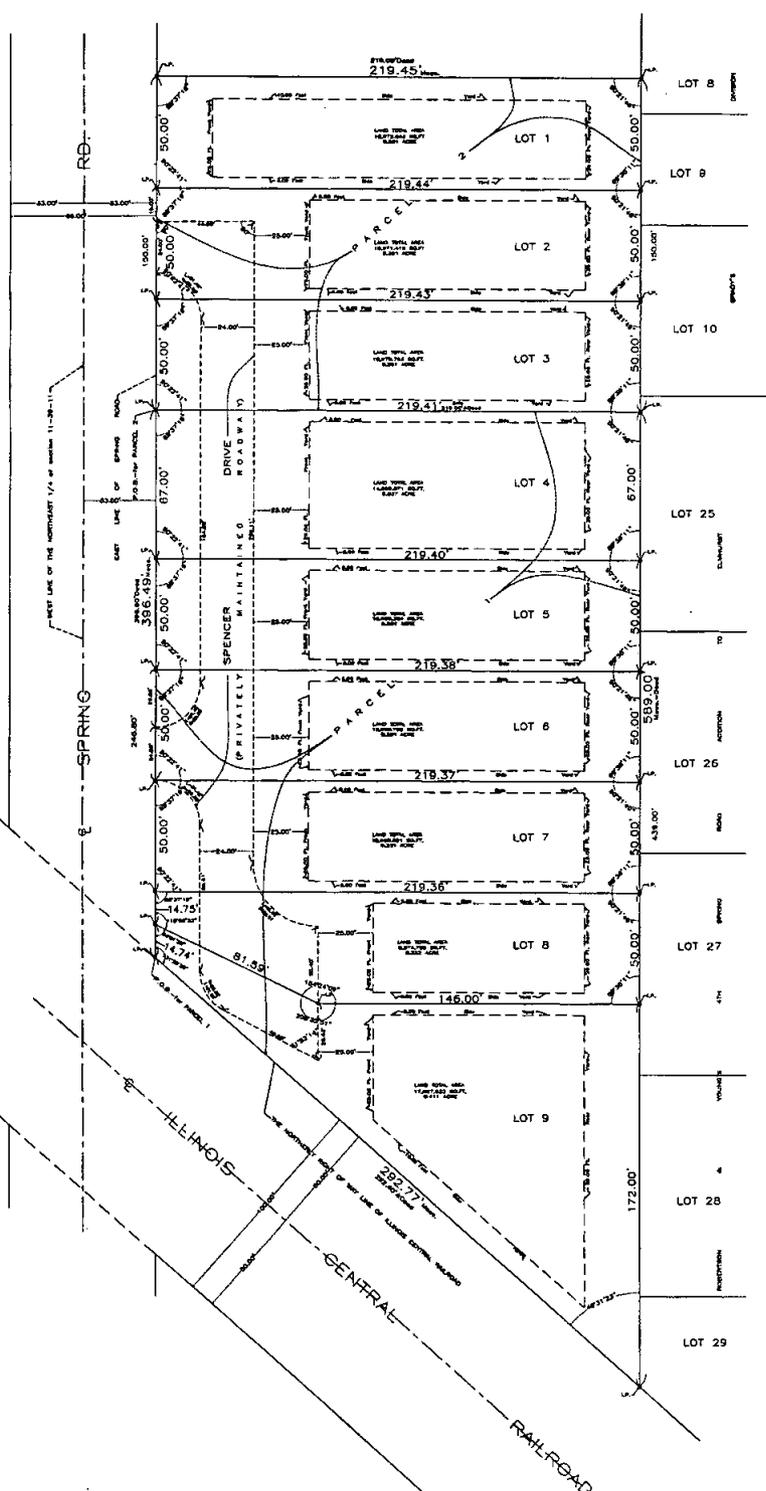
SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

PROFESSIONAL LAND SURVEYOR

STATE OF ILLINOIS  
COUNTY OF DUNDEE SS  
I HEREBY CERTIFY THAT THE PROPERTY SHOWN HEREON IS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF ELKHART, ILLINOIS.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_.

PROFESSIONAL LAND SURVEYOR



R-03-2008

**A RESOLUTION ACCEPTING A RIGHT-OF-WAY DEDICATION  
FOR A PORTION OF EUCLID AVENUE**

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WHEREAS, the City owns or otherwise controls a street right-of-way, the southerly 590 feet, more or less, of which is fifty feet (50') in width and which right-of-way lies adjacent to property owned by the Brush Hill Road Development LLC ("Brush Hill"); and

WHEREAS, the City wishes to acquire, and Brush Hill as owner, is willing to dedicate, a strip of land 16 feet wide and approximately 590 in length as additional right-of-way, to thereby establish a 66 foot wide right-of-way, all as more particularly shown on the Plat of Dedication, attached hereto and made a part hereof, (the "Euclid Avenue Right-of-Way"); and

WHEREAS, Elmhurst Memorial Healthcare, in cooperation with the City, intends to design and construct roadway improvements including storm sewers, curb, gutter and streetlights (the "Roadway Improvements") on the Euclid Avenue Right-of-Way in conformance with the specifications of the City; and

WHEREAS, as consideration for the dedication of the additional 16 foot wide right-of-way, the City has agreed to vacate a certain roadway easement having dimensions of 33 feet by 590.5 feet, such easement having a permanent index number of 06-14-412-026; and

WHEREAS, as further consideration, the City hereby agrees to waive its rights, if any, to recover from Brush Hill Road Development, LLC recapture costs associated with the Roadway Improvements; and

WHEREAS, the City Council deems it to be in the best interests of the City and its residents to accept the aforesaid right-of-way dedication.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Elmhurst, DuPage and Cook Counties, Illinois, as follows:

Section 1. The recitals contained in the Preamble hereto are found to be true and correct and are hereby incorporated as part of this Resolution.

Section 2. That the right-of-way dedication, all as described and shown on the Plat of Dedication attached hereto and made part hereof is hereby accepted.

Section 3. That the Mayor is authorized to sign and the City Clerk is authorized and directed to attest to all documents necessary to effectuate the aforesaid right-of-way dedication.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2008.

**Copies To All  
Elected Officials**

1-31-08

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Thomas D. Marcucci, Mayor

Passed this \_\_\_\_ day of \_\_\_\_\_, 2008.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

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Patty Spencer, City Clerk

## **COUNCIL ACTION SUMMARY**

**SUBJECT:** Resolution – Accepting a right-of-way dedication for a portion of Euclid Avenue

**ORIGINATOR:** City Attorney

**DESCRIPTION OF SUBJECT MATTER:**

As recommended by the Public Works and Buildings Committee, a resolution has been prepared to accept the dedication of an additional 16 feet of right-of-way for the southerly portion of Euclid Avenue from the Brush Hill Road Development LLC. In exchange for such dedication, the City would agree to vacate, if deemed necessary, a 33 foot wide roadway easement that currently exists, but is unused and to waive any right to recapture any portion of roadway improvement costs associated with the construction of the southerly portion of Euclid Avenue from Brush Hill. The practical effect of the dedication and vacation would be such that the easterly 16 feet of the existing roadway easement would become part of the dedicated Euclid Avenue right-of-way, with the City releasing its rights, if any, to the westerly 17 feet of the easement.

# PLAT OF DEDICATION FOR EUCLID AVENUE

## IN YORK TOWNSHIP SUPERVISORS' ASSESSMENT PLAT

### ABBREVIATIONS

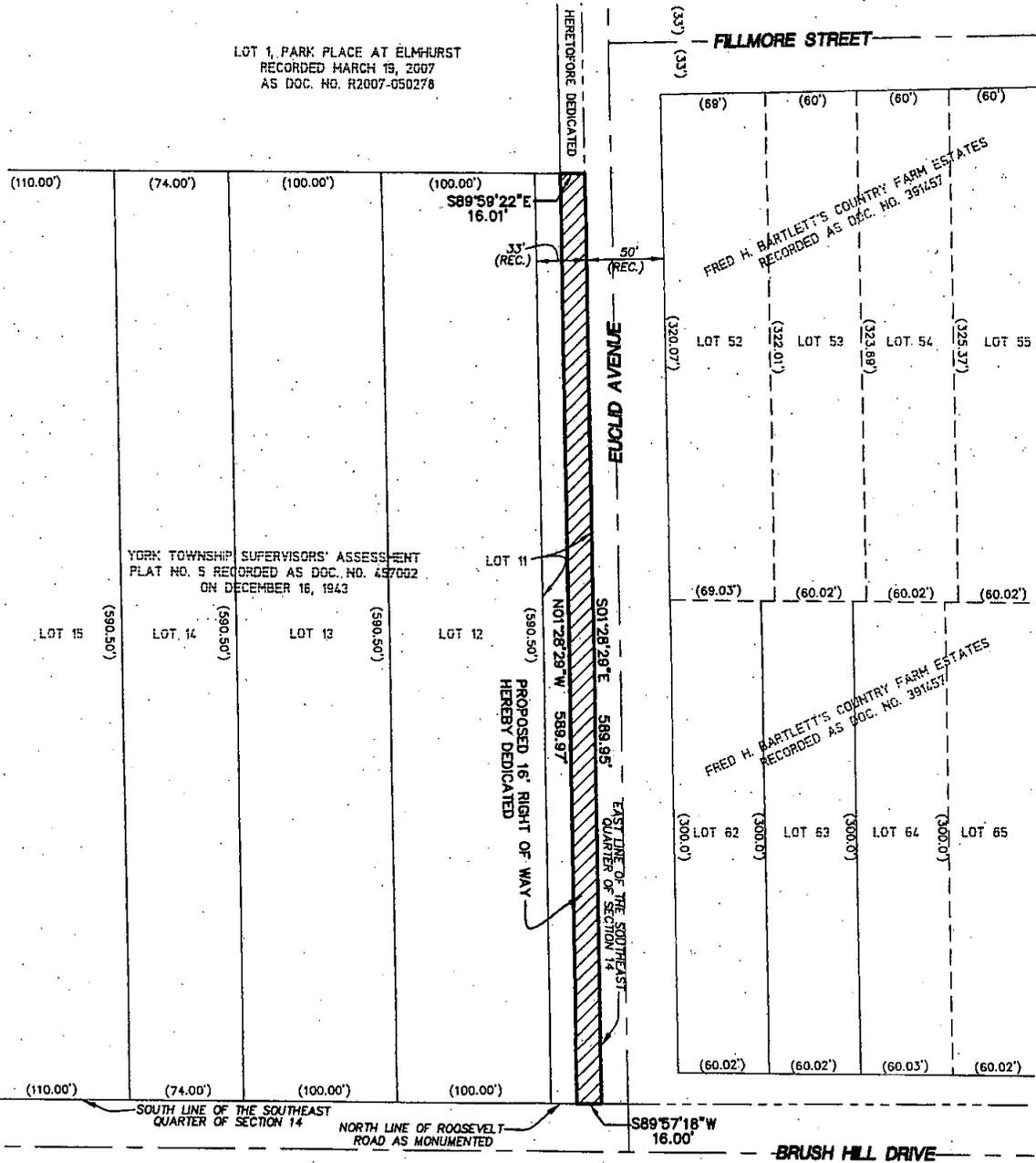
PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 39  
NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN.

N	NORTH	PC	POINT OF CURVATURE
S	SOUTH	PCC	POINT OF COMPOUND CURVATURE
E	EAST	PRC	POINT OF REVERSE CURVATURE
W	WEST	PT	POINT OF TANGENCY
CB	CURVED BEARING	REC	RECORD DATUM
A	ARC LENGTH	MEAS	MEASURED DATUM
R	RADIUS	CALC	CALCULATED DATUM
U.E.	UTILITY EASEMENT	INFO	INFORMATION TAKEN FROM DEED
P.U.E.	PUBLIC UTILITY EASEMENT	EXE	EXCEPTION TO BLANKET EASEMENT
D.E.	DRAINAGE EASEMENT	M.U.E.	MUNICIPAL UTILITY EASEMENT
		IL	INTEREST & EGRESS EASEMENT

### LEGAL DESCRIPTION

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS:

THE EAST 16 FEET OF THAT PART OF LOT 11 OF YORK TOWNSHIP SUPERVISORS ASSESSMENT PLAT NO. 5 RECORDED DECEMBER 18, 1943 AS DOCUMENT NUMBER 457002, LYING SOUTH OF THE SOUTH LINE OF THE FINAL PLAT OF SUBDIVISION OF LOT 1, PARK PLACE AT ELMHURST RECORDED MARCH 19, 2007 AS DOCUMENT NUMBER R2007-050278 CONTAINING 0.2167 ACRES, MORE OR LESS; ALL IN DUPAGE COUNTY, ILLINOIS.



RECORDER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
THE INSTRUMENT WAS  
ILLINOIS, THIS \_\_\_\_\_  
O'CLOCK \_\_\_\_\_ M. AND  
AS DOCUMENT NO. \_\_\_\_\_

BY: \_\_\_\_\_ COUNTY RECORDER

COUNTY CLERK CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF DUPAGE )

I, \_\_\_\_\_  
CERTIFY THAT THESE  
TAXES, NO UNPAID FC  
LAND INCLUDED IN THIS  
SUBJECT PLAT.

BY: \_\_\_\_\_ COUNTY CLERK

SURVEYOR CERTIFICATE  
STATE OF INDIANA )  
COUNTY OF LAKE )

I, ANTHONY J. STRICKLA  
THAT THE PLAT HEREIN  
DIMENSIONS SHOWN ARE

GIVEN UNDER MY HAND

ANTHONY J. STRICKLA  
ILLINOIS PROFESSIONAL  
MY LICENSE EXPIRES 1/16/2008  
V3 COMPANIES OF ILLINOIS  
THIS DESIGN FIRM NUMBER

FOR: **AL HEALTHCARE**  
1 AVENUE  
VOIS 60126  
-1400

		REVISIONS			
NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION

**PLAT 0**  
**EUCLID AVENUE**  
DRAFTING COMPLETED: 1/16/2008  
FIELD WORK COMPLETED: N/A

TT

# CITY OF ELMHURST COMMISSION ON YOUTH

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2007 ANNUAL REPORT

Copies To All  
Elected Officials

01-04-08

01-31-08

# COMMISSION ON YOUTH

2007 ANNUAL REPORT

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## PURPOSE

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The purpose of the City of Elmhurst Commission on Youth is to conceptualize, implement and support youth programs as they advise the City Council on issues affecting the youth of Elmhurst.

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## MEMBERS

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Cindy Szkolka - Elmhurst Park District, *Chair*

Darin Evans - Associate Pastor, West Suburban Community Church

Kathleen Gusloff - Youth Director, Mary Queen of Heaven Catholic Church

Darlene S. Heslop - Mentor Advisory Board Member, District 205

Teddi Krochman - Manager of Outpatient Services & Business Development,  
Elmhurst Memorial Hospital Guidance Center

Hosi Mehta - President, Character Counts! In Elmhurst

Val Stewart - Director Community Relations for District 205

Ex-Officio Members: Officers Laural Panico and Frank Visconti -  
Elmhurst Police Department

Keara Stout - Elmhurst Park District, *Secretary*

Volunteer Service Awards - Each year the Commission on Youth partners with the Senior Citizen Commission, Character Counts IN Elmhurst and Elmhurst College for this city project. The program is designed to recognize and celebrate the spirit of volunteerism that makes Elmhurst a unique place to live, work, and raise a family. Initially started as a manner to recognize the youth of this community, the scope of the program expanded in 2005 to include a separate category for adults as well.

E-Town - This is a quarterly publication targeting young teens, highlighting the people, businesses and schools of Elmhurst. What makes the publication unique is that the stories, reviews, artwork, pictures and cartoons are produced by the teens. In addition to being a valuable outlet for students to develop their abilities, it serves to communicate events, activities and volunteer opportunities available to teens throughout the community.

Red Ribbon Breakfast - This annual event has been combined with Character Counts! Week and has been a joint effort between the Commission on Youth, Character Counts IN Elmhurst and Elmhurst Community Effort. The program brings leaders from a wide range of the community together to highlight the issue of substance abuse.

Youth Mentoring - Originally conceptualized by the Commission on Youth, this program matches middle and high school students to adult mentors who encourage them on a weekly basis. We have supported this program in the District 205 Schools since its inception in 2000, with funding as well as assisting with recruitment efforts. This program continues to expand as it finds new ways to serve those students most at risk.

Thinking About Drinking - Sponsored by Senator Dan Cronin, the Commission on Youth supported and assisted with a special program designed for parents and teens that focused on the problems in today's atmosphere regarding teenage use of alcohol. With the help of speaker Peter Palanca from T.A.S.K. and Breaking Free, both sides were allowed the opportunity to express what "fact vs. fiction" is. It was agreed that this was the first step in addressing this very important issue.

Post Prom - We have supported the York High School Post Prom activities through funding, this year providing two chartered buses. We recognize that we are here to serve all students of Elmhurst, and if the need came from either of the parochial schools for support such as this, we would most certainly do the same.

Bringing Out the Best in Children and Teens - This was a presentation designed for parents to learn an upbeat and strengths-based parenting approach that helps them foster stronger and more cooperative relationships with their children. The Commission on Youth sponsored this event with Character Counts IN Elmhurst and the District 205 Social Workers.

Snowball - We continue to provide funding for this program, which is an opportunity to once again explore and promote leadership as it relates to alcohol and drug prevention in a retreat-like setting.

In addition to the programs listed above, the Commission on Youth helped support events for the YMCA, P.R.I.D.E. and Peer Jury.

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LOOKING TO THE FUTURE

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- **State Laws & City Ordinances That Affect You and Your Teenager: What Every Parent and Teen Needs to Know Booklet** – This booklet is designed to communicate important information to parents and students regarding topics such as curfew, parties, and driving. First introduced over ten years ago, we are in the process of updating it and looking for the most effective ways to distribute it.
- Continue training and dialog regarding substance abuse – This is our main mission at the present time as we attempt to have more awareness brought to the community about the dangers of our teens using drugs and alcohol. We are approaching this subject from both sides as we attempt not only to target teens, but the adult community as well. We feel that there is a responsibility for the adults to be more educated as to what the consequences are relative to this very important matter. Working in coordination with District 205 Schools and Character Counts IN Elmhurst we plan to host an event in 2008 targeting parents and students.
- It is our hope that the City Council recognizes the work that has been done in the past, but also, the course we are setting for the future. We hope for your continued support as we work together for a better Elmhurst.