



ACTIVITY REPORT

June 7 - June 20, 2011

Confidential Material

Administration Department

- VA worked with various senior staff in response to rain event and flooding.
- VA met with Romeoville Village Manager concerning High Road.
- VA and Planning and Economic Development Director met with representative from Gallagher and Henry concerning status of certain infrastructure concerns.
- Mayor, VA, AVA, Planning and Economic Development Director and Building Commissioner met with representative from Built to Last. Built to Last is a public television construction series. Lemont has been chosen to highlight the next 13 week series on sustainable house building. Site will be in the Briarcliffe subdivision and should begin in late summer. Program has been sold to over 240 other public television stations across the country.
- VA and Planning and ED Director met with appraisers representing MWRD.
- Mayor, VA and Planning Director met with representatives of the Township and Park District concerning Glen Oaks Estates.
- VA, AVA and Village Treasurer met with Sikich to begin the process toward new software.
- VA attended TRC.
- VA attended community fireworks planning meeting.
- Trustee Virgilio, VA, and representatives of the Township and Park District met concerning the Heritage Quarry master plan.
- VA attended Lemont Administrators Lunch.
- AVA, Police and PW personnel met with representatives from Concentra to discuss protocol for employee injuries.
- Concentra recently acquired Midwest Healthworks and is the current occupational health clinic for Village.
- AVA attended IRMA Finance Committee meeting.

Finance Department

- Vehicle sticker sales were brisk during this reporting period. Approx. sales of \$152,800 to date.
- Updating payroll for July 1 to incorporate Open Enrollment Changes and adjustments to employee contributions for health insurance.
- Resignation of part-time fiscal assistant has increased workload for remaining 3 employees in the department. Over the course of the last 7 months, the Finance Dept. Has lost 2 of its original 5 employees.
- Collection process on-going for annual business license and liquor license renewals.
- Working with LOCIS to correct several software issues; discussions with Sikich on-going regarding more appropriate software accounting programs.
- Continuing to prepare for Audit.

Police Department

- LPD attended Safe Route to School meetings.
- LPD provided security and traffic control for 25th Anniversary events at Hindu Temple and event at First Church of the Nazarene.
- LPD attended Mike Olivieri funeral in Homer Glen.
- LPD attended pre-fireworks logistics meeting at the Park District.
- LPD provided security and traffic control for Lemont Beer Fest on June 18, and St. John's Celebration at the Lithuanian Center on June 19.

Public Works Department

- Continued regular seasonal street sweeping and mowing programs.
- Continued restoration and asphalt repairs from winter water main breaks.
- Continued litter removal at Village gateways and along main thoroughfares.
- Cleaned all hallways and vestibules of parking garage.
- Continued inspection for hazardous sidewalks throughout the Village.
- Filled potholes along High Road (round 2); continued blacktop repairs in identified failure zones.

- Assisted with Chamber Main Street Cruise Nights and weekly set up for Farmer's market.
- Responded to 61 calls during storm/flood June 9th.
- Continued oversight of various water projects: Kim/Kip/Keepataw, Houston Street, and Warner/Norton.
- Collected water samples and submitted to EPA for testing; performed daily inspection of wells, pumping stations and lift station checks.
- Responded to requests for 39 JULIE utility locates.
- Completed first mosquito spray of the year.
- Repaired 13 street light outages.

Engineering Department

Jim Cainkar

Project Coordination

- Closed out Warner Avenue Storm Sewer DCOE documents.
- Provided construction inspection services for:
 - Kim/Kip/Keepataw water main replacement.
 - Houston Street water main replacement.
 - Houston Street elevated Tank Painting.
 - I & M Canal Streetscape - Phase 2.
 - McCarthy Road sidewalk.
- Held preconstruction meeting for West Shore Pipeline Water Main Extension.
- Reviewed plan for St. Matthew's Lutheran Church Worship Center on 127th Street.
- Put State Street & Warner Avenue Water Service Transfer project out to bid.
- Provided miscellaneous consulting on an "as-needed" basis.

Building Department

- **Permits Applied For:**
 - New construction single-family permits:
 - 12689 Waterford (Glens of Connemara)

16629 Pasture (Smith Farms)

Interior remodel: Home Goods, 13422 Archer Ave.
Phase Four fire alarm permit: IMTT, 13589 Main Street
Commercial Occupancy: Inspired Needle, 117 Stephen Street

- **Permits issued:**

(2) townhome permits: 771 & 775 Woodglen Lane

Total permits issued: 49

- **Miscellaneous Items:**

Tent inspections at 3 events: Alegro Summer Camp; St. John Festival; Beer Fest.

Attended logistics meeting with Park District concerning July 3rd Fireworks.

Meeting @ Village Hall concerning "green home" to be constructed.

Code Enforcement Officer and Building Inspector performed inspection at 27 Emily Lane for proposed occupancy for Group Living.

Temporary occupancy issued to Home Bound Health Care @ 14216 McCarthy Road.

134 building inspections and reviews performed; 13 electrical inspections; 25 plumbing inspections.

RPZ status: 208 warning notices mailed; 257 RPZ reports received and logged.

Planning & Economic Development Department

PLANNING & ZONING COMMISSION

No PZC Meeting for June

July 18 - PZC Review

- **Case 11-03: Jaikovski Lot Split.** PZC Review of proposed lot split located at 14780 and 14788 127th Street. PZC voted 5-0 to recommend approval.

OTHER PLANNING/ECONOMIC DEVELOPMENT ISSUES

- **Technical Review Committee.** On June 15 the TRC met to review: (1) site plan for St. Matthew's Church, 127th Street; and (2) annexation and group home on Emily Lane.
- **La Dolce Vita.** On June 7, the Director met with the new owner of La Dolce Vita restaurant to discuss external renovations and facade grant. The owner subsequently appeared at the Historic Preservation Commission to discuss proposed changes to the building; new awning, enclosing area under awning, addition in back.
- **Green House TV Program.** On June 13 the Director met with the Mayor, VA, and AVA and representatives who will be filming the construction of a green house in the Birarcliffe subdivision. The filming will become 13 episodes of a program syndicated nationally on PBS.

- **MWRD.** On June 14 the Director met with V/A and appraisers from MWRD to discuss properties on Stephen Street.
- **Glen Oak Estates.** On June 14 the Director met with the Mayor, VA, representatives of the Park District, Lemont Township, Lemont Twp. Highway Commission, and the applicant to discuss revised site plan and issues relating to an amended annexation agreement.
- **131st & Bell.** On June 16 the Director met with a representative of the property owner of 15 commercially zoned acres at the corner of 131st and Bell to discuss development options and zoning .
- **Jimmy John's Outdoor Seating.** On June 14, the Director approved outdoor seating for Jimmy John's. Outdoor seating was allowed at this building per the development agreement, unlike the outdoor seating for Slammer's.
- **Cook County Board Meeting.** On June 8, Director forwarded draft text for inclusion in Cook County's approval of the special use for a deli at 1361 State Street. The text was the result of negotiations with the applicant for the deli.
- **Complete Streets Workshop.** On June 21, the Director attended the Complete Streets workshop at the Field Museum. The workshop is part of the Model Communities grant.
- **Briarcliffe Townhouses .** Throughout the month of June the Director met and communicated with representatives of McNaughton Development concerning two parties' interest in the townhouse site, and reluctance on the part of one party to install fire suppression systems in the townhouses, as required by the LFPD.



Village of Lemont

418 Main Street • Lemont, Illinois 60439

Village of Faith

VILLAGE BOARD MEETING

JUNE 27, 2011 - 7:00 P.M.

Mayor
Brian K. Reaves

Village Clerk
Charlene M. Smollen

Trustees
Debby Blatzer
Paul Chialdikas
Clifford Miklos
Rick Sniegowski
Ronald Stapleton
Jeanette Virgilio

Administrator
Benjamin P. Wehmeier

Administration
phone (630) 257-1590
fax (630) 243-0958

Building Department
phone (630) 257-1580
fax (630) 257-1598

**Planning & Economic
Development**
phone (630) 257-1595
fax (630) 257-1598

Engineering Department
phone (630) 257-2532
fax (630) 257-3068

Finance Department
phone (630) 257-1550
fax (630) 257-1598

Police Department
14600 127th Street
phone (630) 257-2229
fax (630) 257-5087

Public Works
16680 New Avenue
phone (630) 257-2532
fax (630) 257-3068

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AGENDA

- I. PLEDGE OF ALLEGIANCE.
- II. ROLL CALL.
- III. CONSENT AGENDA. (RC)
 - A. APPROVAL OF MINUTES.
 - B. APPROVAL OF DISBURSEMENTS.
- IV. MAYOR'S REPORT
 - A. PUBLIC HEARING - AMENDED ANNEXATION AGREEMENT KRISTYNA CROSSING SUBDIVISION. (MOTIONS TO OPEN & CLOSE)(VV)
 - B. POLICE DEPARTMENT COMMENDATIONS.
 - C. AUDIENCE PARTICIPATION.
- V. CLERK'S REPORT
 - A. CORRESPONDENCE.
 - B. ORDINANCES
 1. ORDINANCE ESTABLISHING SAFE PARK ZONES. (RC)
(ADMINISTRATION/PUBLIC SAFETY)(REAVES/MIKLOS)
(WEHMEIER/SCHAFFER/SHAUGHNESSY)
 - C. RESOLUTIONS
 1. RESOLUTION AMENDING THE PERSONNEL MANUAL - ADDING PAID LEAVE DONATION POLICY. (RC)
(ADMINISTRATION)(REAVES)(WEHMEIER)(SCHAFFER)



**2. RESOLUTION APPROVING INVESTMENT POLICY & INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL. (RC)
(ADMINISTRATION/FINANCE)(REAVES/SNIEGOWSKI)
(WEHMEIER/SCHAFFER/FRIEDLEY)**

- VI. VILLAGE ATTORNEY REPORT.**
- VII. VILLAGE ADMINISTRATOR REPORT.**
- VIII. BOARD REPORTS.**
- IX. STAFF REPORTS.**
- X. UNFINISHED BUSINESS**
- XI. NEW BUSINESS.**
- XII. MOTION FOR EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION. (RC)**
- XIII. MOTION FOR EXECUTIVE SESSION TO DISCUSS THREATENED/PENDING LITIGATION. (RC)**
- XIV. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL. (RC)**
- XV. ACTION ON CLOSED SESSION ITEMS**
- XVI. MOTION TO ADJOURN. (RC)**

MINUTES

VILLAGE BOARD MEETING June 13, 2011

The regular meeting of the Lemont Village Board was held on Monday, June 13, 2011 at 7:00 p.m., President Brian Reaves presiding. Roll call: Blatzer, Chialdikas, Miklos, Stapleton, Sniegowski, Virgilio; present.

III. CONSENT AGENDA

Motion by Sniegowski, seconded by Miklos, to approve the following items on the consent agenda by omnibus vote:

- A. Minutes
- B. Approval of Disbursements
- C. Ordinance O-36-11 - Ordinance Establishing Prevailing Rate of Wages for Public Works Construction Projects for the Village of Lemont.
- D. Ordinance O-37-11 - Ordinance Authorizing Sale, Donation and/or Disposal of Surplus Equipment (Mowers).
- E. Resolution R-42-11 - Resolution Granting a 12-Month Extension to the PUD and Zoning Approvals for Ashford Condominium Development at Walker Road & Main Street.
- F. Resolution R-43-11 - Resolution Granting a 12-Month Extension to the PUD and Zoning Approvals for Windsor Courts Development Located NW of Walker Road & Main Street.

Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

IV. MAYOR'S REPORT

Mayor Reaves announced that Lemont High School senior Markas Sergalis was the recipient of the Mayoral Endowment scholarship to Joliet Junior College.

Mayor Reaves distributed checks totaling \$26,000 from the Mayor's Drive for Charity to Lemont charities and community organizations.

Mayor Reaves complimented Public Works on the quick clean-up from the storm and rain event last week.

The Mayor also announced that there are 2 vacancies on the Planning & Zoning Commission. Applications will be accepted through the end of June.

Mayor Reaves reported that the Legislative session in Springfield ended May 31 without an announcement regarding the Local Government Distributive Fund. The state could still delay payment or hold it up indefinitely which would have a very negative impact on the services provided by the Village.

AUDIENCE PARTICIPATION - AGENDA ITEMS

V. CLERK'S REPORT

Clerk Smollen reported that she attended the Memorial Day service with the Mayor, Trustees Sniegowski and Stapleton, and the Police Chief.

Clerk Smollen announced that she attended the South & West Municipal Clerks Association meeting on June 2nd. The Village Administrator from Oak Lawn spoke about the 911 Memorial Park project they are completing using 4 beams from the building remains of the Twin Towers.

ORDINANCES

Ordinance O-38-11 - Ordinance Granting Amendment to O-12-05 (Special Use for a PUD) to allow Outdoor Seating for Slammer's Pub & Grill in Lemont Village Square. Motion by Stapleton seconded by Sniegowski, to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Ordinance O-39-11 - Ordinance Granting Variations to Garage Setbacks at 703 Porter Street. Motion by Miklos, seconded by Blatzer, to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Ordinance O-40-11 - Ordinance Annexing Property at 10985 S. Archer Avenue. Motion by Chialdikas, seconded by Blatzer, to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Ordinance O-41-11 - Ordinance Approving Zoning Map Amendment and Special Use to Allow a Drive-Thru at 10985 S. Archer Avenue. Motion by Miklos, seconded by Blatzer to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Ordinance O-42-11 - Ordinance Authorizing Acquisition, Sale and Easement for Certain Real Properties (St. Matthew Lutheran Church). Motion by Miklos, seconded by Virgilio, to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Ordinance O-43-11 - Ordinance Authorizing Grant of Public Sidewalk Easement (1301 McCarthy Road). Motion by Miklos, seconded by Stapleton, to adopt said ordinance. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

RESOLUTIONS

Resolution R-44-11 - Resolution Authorizing Award of Contract for Stephen Street Water Main Extension. Mayor asked the Village Attorney to review the contract for this project. Motion by Blatzer, seconded by Miklos, to adopt said Resolution. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

Resolution R-45-11 - Resolution Authorizing Award of Contract for New Avenue Water Main Replacement. Motion by Miklos, seconded by Sniegowski, to adopt said Resolution. Roll call: Stapleton, Virgilio, Blatzer, Chialdikas, Miklos, Sniegowski; ayes. Motion passed.

VI. VILLAGE ATTORNEY REPORT

VII. VILLAGE ADMINISTRATOR REPORT

VIII. BOARD REPORTS

IX. STAFF REPORTS

Public Works Director Ralph Pukula announced that the railroad crossing at K.A. Steel Road would be closed for a week. Access to Heritage Quarries & K.A. Steel will be via Holmes Street.

The Mosquito Abatement program has begun. Catch basins and wet detention areas are being treated. First residential spray of the season will be June 17. The Village has saved \$61,000 by performing this service in-house for the past 3 years. Notice of spraying can be provided to residents if they request it.

X. UNFINISHED BUSINESS

Mayor Reaves reported that timely bidding of water projects will allow the Village to fund an additional small project with the funds saved from projects coming in under bid. These funds are from a bond issue earlier this year.

XI. NEW BUSINESS

XII. EXECUTIVE SESSION

Motion by Blatzer, seconded by Stapleton, to move into Executive Session for the purpose of discussing personnel. Roll call: Sniegowski, Stapleton, Virgilio, Blatzer, Chialdikas; ayes. Miklos absent. Motion passed.

XIII. ACTION ON CLOSED SESSION ITEMS

There being no further business, a motion was made by Blatzer, seconded by Stapleton, to adjourn the meeting at 8:20 p.m. Voice vote: 6 ayes. Motion passed.

Committee of the Whole
June 20, 2011
7:00 p.m.

A meeting of the Village of Lemont Committee of the Whole was held on Monday June 20, 2011 in the Board Room of the Village Hall at 418 Main Street in Lemont, Illinois.

CALL TO ORDER

Mayor Reaves called the meeting to order at 7:04 p.m. and acknowledged that the following were present:

Trustees Paul Chialdikas, Ron Stapleton, Cliff Miklos, Rick Sniegowski, Debbie Blatzer and Jeanette Virgilio.

Also present were Village staff members Ben Wehmeier, James Brown, Ed Buettner, Chief Kevin Shaughnessy, Ralph Pukula, George Schafer and Village Attorneys Dan Blondin and Jeffery Stein.

DISCUSSION ITEMS

Discussion of Jaikovski Lot Split

Mr. Brown presented the lot split at an area south of 127th between the police department and Krystyna Crossing. Mr. Jaikovski is requesting a lot split and approval of final plat. There is no zoning change being requested but the Planning & Zoning Commission reviewed the proposal and recommended approval. The development would be subject to all village ordinances. The Board had no major issue with the request; the item would be up for formal approval at the first meeting in July.

Discussion of Kahle Lot Division – 129th Street

Denise Kahle is requesting annexation, lot subdivision, and rezoning to R-4 with a variation for lot width of the property on 129th street. The Planning & Zoning Commission recommended approval. The Village Board did not have an issue with the request; the item would be up for formal approval at the first meeting in July.

Discussion of Krystyna Crossing Amendments

Castletown homes recently purchased the Krystyna Crossing Subdivision, which had since gone to foreclosure. As the developer moves forward with the project, they are requesting changes to the development agreements to include a reduction of front yard setbacks on two lots and also eliminating several covenant provisions from the annexation agreement. After much discussion, the Board agreed to remove the majority of the provisions and instead leave them as covenants if the homeowners association wishes to include. The only items to keep in the annexation agreement are the minimum lot size provisions and the 50% brick provisions. Other areas of concern were the burning on the property, and

screening from the neighbors nearby. The berm and additional screening would be included as the development gets built out, by the fall likely. There was a resident in the crowd who had some concerns with debris on the property near the utilities on the property. The Village would be looking at the issue and assisting if able. There was no further discussion on the topic; the item would be up for a formal approval at a future Board Meeting.

Discussion of Revised PUD – Glen Oaks Development

Mayor Reaves gave a brief introduction on the project. The people of Lemont passed a referendum in the recent past that provided for funds to purchase open space. The site of the Glen Oaks Development was supposed to be purchased with these funds to remain as open space, but this did not happen. Instead, Montalbano builders purchased the property and gained approval in the county for an undesirable plan. The Village fought the approval and instead the courts gave approval for a 250 single family home subdivision. A new developer recently purchased the property and wanted to do something different with the site, to include a more clustered home design with smaller lots and more open space. The new plan shows 240 homes but increases the open space from about 7 acres with the original plan to 40 acres of open space for the new plan. The open space would be turned into a park of some sort with either the park district, township, or village maintaining the park; these details still have to be worked out. After discussion with the various stakeholders for the project, many of the concerns have been alleviated. The Mayor stated that the Village would pay for Morris Engineering to review the overall plan to alleviate drainage concerns. All in all, the development will be a nicer design with more open space and should provide for a greater mix of products. The Highway Commissioner agreed that it was a good project. In addition, the Township Supervisor said it was a good plan, although he was not speaking for his entire board on this viewpoint.

Mr. Brown gave a brief presentation on the Planned Unit Development process saying that the purpose for a PUD is for the Village to gain something in return for allowing some deviations from the code, such as the increased open space this project is creating.

There were a few people in the crowd that expressed their viewpoint on the project. One gentleman that lived on Red Drive acknowledged that the plan was much better but still preferred larger lots. Jeanette Dabarus was in attendance as well and expressed her displeasure with the small lots and drainage concerns she had. Some other concerns include traffic impact from the development. Mayor Reaves stated that the various entities would conduct a full traffic study for purposes of a traffic light in the area, as well as the lobbying of Cook County for said signal.

Other items of note include the 19 homes that would have access off of Derby. Only these homes would have this access as well as emergency vehicles. The project would be built out in a minimum of 3 phases and maximum of 6 phases. Mayor Reaves stated that the developer is committed to paying the same impact fees to the various taxing districts as what was agreed upon during the previous approval process. When asked by a nearby unincorporated resident if more lots could be removed, the Mayor said no, except for a couple lots near the park to give more parking. There was a little more discussion on the perceived drainage and traffic concerns related to the project. At the end of the meeting, the board looked favorably on the project. The item would be up for formal approval likely in July.

Safe Park Zone

The Village is working with the Lemont Park District to establish safe park zones near the Park District's various parks in town. The program is a nationwide program designed to reduce the number of accidents

near park sites by placing lower speed restrictions near the parks. The Village received a grant to assist with the administration of this program. If a ticket is written in these areas, the fine is increased and the park district receives the increased revenue. Mr. Brown presented a map of the various streets in which this option was viable and the Board discussed the issues at hand. There was extensive discussion on McCarthy Road and how this would be an issue with the curvature of the road and seeing the sign restrictions. The Mayor also brought up that this program would be difficult to enforce with our limited police staff. After discussion it was decided that certain areas would be included in the program but others not. 127th Street and McCarthy Road were discussed as streets in which the program should not be implemented. The item would be discussed by the Village and the Park District in the near future.

Sick Time Donation Policy

Staff has received interest from employees to implement a sick time donation program. Many towns have this program, and the attorneys have drafted a sample policy based on initial feedback from the board and staff. The program would allow for an employee who suffered a catastrophic injury and ran out of paid leave time, to receive additional leave from other employees. All full time employees that meet established criteria would be eligible for the program. The Board did not have issue with the policy and it would be up for approval at the next Board meeting. One item of note from the attorneys is that the collective bargaining agreements do not include this provision, so a letter from the unions will be necessary, authorizing their participation. No further discussion on the topic, the item would be up for approval at the next Board Meeting.

Investment Policy

As part of the ongoing effort to update all of the Village's financial policies, the policy in front of the Committee of the Whole for June was the investment policy. This policy outlines the goals and objectives of the Village investments, and establishes an internal control process and reporting protocol for the Village's investment program. The program will be administered by the Assistant Village Administrator with operational duties being included with the Treasurer. The policy also gives provisions for pooled investments with other public entities, such as the Village's involvement with IMET, Illinois Metropolitan Investment Fund. The Board did not have an issue with policy; the item would be up for approval at the next Board Meeting.

Light Banner Program

The developer of the Front Street Lofts approached the Village with an idea to start a banner program in which businesses could sponsor banners in the downtown area for advertisement and to display public art. The program would work in conjunction with the Art and Culture Commission, and provide for ways for local artists to participate in the program as well. One of the concerns was that the Board did not want the banners to have to be changed out too frequently, since the installation would likely be done by the Public Works Department. In general, the Board was receptive to the idea as long as it was simple and easy to implement, and wasn't a burden on staff.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

AUDIENCE PARTICIPATION

No Audience Participation

ADJOURNMENT

Mayor Reaves adjourned the meeting at 9:30 PM

SYS DATE:06/22/11

VILLAGE OF LEMONT

SYS TIME:13:40

A / P W A R R A N T L I S T

[NW1]

REGISTER # 366

DATE: 06/27/11

Monday June 27,2011

PAGE 1

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO	AMOUNT DESCRIPTION	DIST
01 AWESOME AMUSEMENTS CO PARTY RE 41295		10-53-58000	HERF-11	2775.00	2775.00
01 AMALGAMATED BANK OF CHICAGO 11=06=01		14-00-56950	BOND FEE	60.00	60.00
01 AM COAT PAINTING INC 10361-2		25-00-568200	HOUSTON TANK	54576.00	54576.00
01 AVAYA FINANCIAL SERVICES 19459408		10-20-70100	P/D PHONE SYSTEM	834.97	834.97
01 AIRGAS NORTH CENTRAL 105285472		10-17-61100	WELDING GAS	48.59	48.59
01 ASCAP 11-06-20		10-90-61600	MUSIC LICENSE	311.18	311.18
01 ASSOCIATED TECHNICAL SERVICES 21289		22-05-58100	LEAK LOCATE	670.00	670.00
01 AT&T 11/06-1468 11/06-1596 11/06-1609 11/06-1739		10-90-53900 10-90-53900 22-10-54150 22-05-54400	PHONES PHONES TARGET LIFT STN WELL #6	460.54	295.76 43.43 43.51 77.84
01 AVALON PETROLEUM COMPANY 451010 451011		10-17-61500 10-17-61500	FUEL FUEL	7440.00	3397.50 4042.50
01 ANTONOPOULOS & VIRTEL P.C. 11-06-07		10-90-56410	LEGAL	1268.75	1268.75
01 AZAVAR 8435		45-00-56600	CONTINGENCY PMT	809.19	809.19
01 B&B PRODUCTIONS 11-06-27		10-53-58000	HERF-11	1000.00	1000.00
01 BATTERY SERVICE CORPORATION 210718 210719		10-17-61100 10-17-61100	BATTERIES BATTERIES	355.80	177.90 177.90
01 CALL ONE 11/06-7801		10-90-53900	PHONES	847.09	847.09
01 CATALINA CUSTOM CARTS 11-06-27		10-53-58000	HERF-11	470.00	470.00
01 COMCAST CABLE 11-06-04 11=06=04		10-90-53900 10-35-57515	INTERNET CABLE	163.84	69.29 94.55
01 CCP INDUSTRIES INC INO0707961		10-15-60900	SUPPLIES	335.23	335.23
01 CINTAS DOCUMENT MANAGEMENT DD25113507 DD25113519		10-10-60100 10-35-57515	SHREDDING SHREDDING	211.72	58.47 153.25
01 COMED 11/06-2027		10-15-53000	STREET LIGHTING	4825.14	4825.14
01 CEO PRODUCTIONS				1100.00	

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO	AMOUNT DESCRIPTION	DIST
	11-06-27	10-53-58000		HERF-11	1100.00
01 COUNTRYSIDE LAWN & GARDEN				262.47	
138341		10-17-61100		PARTS	38.47
138342		10-17-61100		PARTS	224.00
01 COURTNEY'S SAFETY LANE				351.00	
050609		10-17-57000		SAFETY LANE	160.00
050620		10-17-57000		SAFETY LANE CHECK	191.00
01 CAREY C COSENTINO, PC				1500.00	
11-06-27		10-90-56430		LEGAL	1500.00
01 CHICAGO SUN TIMES MEDIA				21.90	
74590		10-10-52450		LIQUOR AD	21.90
01 CIRCLE TRACTOR				1088.94	
15829		10-15-61300		TOOLS	956.56
216632		10-17-61100		PARTS	132.38
01 DE SIMONE KATHY				365.00	
11-06-27		10-53-58000		HERF-11	365.00
01 DESMOND, NICK				700.00	
11-06-27		10-53-58000		HERF-11	700.00
01 DUSTCATCHERS				150.88	
17554		10-35-57515		FLOOR MATS	76.15
17556		10-35-57500		FLOOR MATS	74.73
01 ENVIRO-TEST INC.				248.00	
11-128394		22-05-56700		SAMPLES	248.00
01 FAKO, DAVE				110.96	
11-05-06		10-53-58001		REIMB	46.01
11-05-06		10-53-58001		REIMB	64.95
01 FEJEDELEM & SONS INC				1100.00	
11-05-24		10-15-57400		1156 CAMELOT	1100.00
01 FILEMAKER INC				60.00	
40437449		80-00-70100		IT LICENSING	60.00
01 FLEETPRIDE				223.82	
42093316		10-17-61100		CREDIT	11.26-
42443302		10-17-61100		PARTS	235.08
01 FRANK NOVOTNY & ASSOCIATES INC				120250.26	
08335-011(FED)		45-20-523100		127TH/TIMBERLINE	865.02
09188-03		25-00-566100		WARNER ENGR	3581.91
09188-04		25-00-566100		WARNER ENGR	1260.00
09205-03		25-00-570100		WATER MAINT	20865.05
10332-03		25-00-569100		HOUSTON WATER MAI	7698.50
10360-03		25-00-567100		TREATMENT PLANTS	4101.75
10361-03		25-00-568100		HOUSTON TOWER	858.00
10428-01		25-00-571100		ENGR NEW AVE	66360.85
10452-01		25-00-575100		STEPHEN ST	14659.18
01 GLOBALCOM INC				1762.20	
236879		10-90-53900		PHONES	1762.20
01 GT MECHANICAL INC				397.00	
110012584		10-35-57505		S/V MAINT	397.00

DATE: 06/27/11

Monday June 27,2011

PAGE 3

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
01 HECKINGER, KAREN	11-06-20	75-00-20005	REFUND	96.00	96.00
01 ILLINOIS DEPT OF AGRICULTURE	11-06-27	10-15-52100	MOSQUITO LICENSE	15.00	15.00
01 ILL ENVIRON PROTCTN AGENCY	11-06-27	22-15-54110	NPDES	5000.00	5000.00
01 INKWELL LTD	54515	10-20-60100	SUPPLIES	94.52	33.98
	54621	10-25-60100	OFFICE SUPPLIES		60.54
01 ILLINOIS POLICE ACCREDITATION	11-06-27	10-20-52200	MEMBERSHIP	50.00	50.00
01 JCM UNIFORMS	653842	10-20-61400	UNIFORMS	437.91	282.01
	654479	10-20-61400	UNIFORMS		155.90
01 K-FIVE CONSTRUCTION CORP	86785MB	40-00-40005	BLACKTOP	303.50	303.50
01 LEMONT EXPRESS CAR WASH	1274	10-20-57000	CAR WASHES	72.00	72.00
01 MAILFINANCE	N2567129	22-05-70100	POSTAGE MACHINE	1206.00	1206.00
01 MALAK, TIM	11-06-27	10-53-58000	HERF-11	305.00	305.00
01 MONTES, COLUMBIA	11-06-20	10-53-58001	PRIZE	50.00	50.00
01 MORRIS PETE	11-06-27	10-53-58000	HERF-11	500.00	500.00
01 MUNICIPAL CLERKS OF ILLINOIS	11-06-27	10-05-52100	CLERKS MEETING	60.00	60.00
01 NAPA AUTO PARTS	17520401	10-17-61100	PARTS	1381.33	1381.33
01 NORTH AMERICAN SALT CO	70690524	22-05-61050	WELL #6	2259.54	2259.54
01 NICOR GAS	11/06-0043	22-10-54150	RUFFLED FEATHERS	115.30	85.16
	11/06-9378	22-05-54400	WELL #4		30.14
01 NUISANCE WILDLIFE CONTROL	11-06-15	10-20-52700	BEAVER REMOVAL	900.00	900.00
01 OLDE ENGLISH GARDENS LLC	1898	10-25-57650	GRASS CUTTING	320.00	320.00
01 OCCUPATIONAL HEALTH CENTERS	1006165000	10-90-56500	EMPLOYEE EXAMS	419.00	219.00
	1006177351	10-90-56500	EMPLOYEE EXAMS		200.00
01 PIZZO AND ASSOCIATES	11-05-31	10-00-29050	PASS THRU	1497.16	1497.16
01 PETAL PLAY DESIGN				90.00	

DATE: 06/27/11

Monday June 27, 2011

PAGE 4

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO	AMOUNT DESCRIPTION	DIST
01 QUILL CORPORATION				372.26	
4671585		10-10-60100		STORAGE BOXES	55.43
4895120		10-10-60100		SUPPLIES	265.03
4905755		10-10-60100		SUPPLIES	51.80
01 RAGS ELECTRIC				3908.15	
7521-M		10-00-29050		POLE DAMAGE	3701.81
7533		22-05-58100		WELL #5	206.34
01 RAINBOW PRINTING				2895.85	
408154		10-10-52550		NEWSLETTER	2785.95
408167		10-20-52500		BUSINESS CARDS	109.90
01 RCM DATA CORPORATION				1175.00	
IN33786		10-10-60100		TONER	1175.00
01 JOHNSON, RALPH				595.00	
11-06-27		10-53-58000		HERF-11	595.00
01 RAY O HERRON CO INC				239.80	
0038485-IN		10-20-61400		UNIFORMS	239.80
01 ROSCOR CORP				1040.00	
359510		10-70-70200		VIDEO EQUIP	1040.00
01 RUNNION, BRAD				50.00	
11-06-20		10-53-58001		PRIZE	50.00
01 SWALLOW CONSTRUCTION CORP				204850.35	
09205-3		25-00-570200		KIM/KIP/CHEROKEE	85321.35
10332-2		25-00-569200		HOUSTON ST	119529.00
01 SOUTHWEST CENTRAL DISPATCH				23616.14	
11-06-20		10-20-53800		ASSESSMENT	23616.14
01 SALT CREEK MODEL "A" CLUB				200.00	
11-06-27		10-53-58000		HERF-11	200.00
01 STANDARD EQUIPMENT CO				556.84	
C65742		10-17-61100		BROOMS	556.84
01 SIKICH LLP				7472.00	
129453		10-10-56600		FINANCE CONSULTIN	6072.00
129453		10-90-56100		AUDIT CONSULTING	1400.00
01 SUBURBAN LIFE PUBLICATIONS				902.00	
11-05-31		10-10-52450		COMMUNITY CORNER	640.00
11-05-31		10-53-58500		FMKT-11	262.00
01 SOSIN ARNOLD & LEIBFORTH				1000.00	
70913		10-90-56420		ADJUDICATION	1000.00
01 STAPLETON, RON				232.98	
11-06-27		10-05-52100		DRIVE DOWN	232.98
01 TESKA ASSOCIATES INC				260.00	
11-06-16		80-00-575100		I&M CANAL	260.00
01 TOSHIBA FINANCIAL SERVICES				785.00	
55698324		10-90-70100		LEASE PURCHASE	785.00
01 TOSHIBA FINANCIAL SERVICES				291.20	
179694740		10-20-70100		COPIER	291.20
01 TISHUK BARBARA				242.40	

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	11-05-23	10-00-28060	LADDER		204.12
	11-05-23	10-00-28060	NEWSLETTER		38.28
01 THE LAKETA BUILDING FUND	11-06-14	17-11-550200	TALCOTT ST	800.00	800.00
01 TREASURER, STATE OF ILLINOIS	104607	45-20-518200	STATE ST LAPP	154122.55	154122.55
01 TRANE US INC	2617057	10-35-57515	CONDENSER	725.00	725.00
01 UNIFIRST CORPORATION	061 0601256	10-17-57000	SHOP TOWELS	30.33	30.33
01 UNITED STATES POSTAL SERVICE				975.00	
	11-05-31	10-20-52300	POL POSTAGE		147.00
	11-05-31	22-05-52300	WATER POSTAGE		9.11
	11-05-31	10-25-52300	BLDG POSTAGE		240.45
	11-05-31	10-10-52300	AD/FIN POSTAGE		559.12
	11-05-31	10-00-29023	MAYORS DRIVE		17.60
	11-05-31	10-60-52300	LEMA POSTAGE		1.72
01 VERIZON WIRELESS	2581803832	10-90-53900	PHONES	408.76	408.76
01 VITAUSKAS, ALGIRDAS	11-06-14	22-00-20005	REFUND	50.81	50.81
01 WALKER, EDIE	11-06-13	10-90-58100	MCCARTHY EASEMENT	2706.62	2706.62
01 WAREHOUSE DIRECT OFFICE PRODUC	1169165-0	10-15-60100	OFFICE SUPPLIES	99.51	99.51
01 WILSON RENTAL INC	101306-02	10-53-58000	HERF-11	726.00	726.00
01 ZEE MEDICAL INC	0100396659	10-15-61200	SAFETY SUPPLIES	310.84	310.84
** TOTAL CHECKS TO BE ISSUED				633968.12	

FUND	AMOUNT
GENERAL FUND	87893.82
GENERAL DEBT SERVICE	60.00
T.I.F.	800.00
WATER & SEWER FUND	9886.45
WATER/SEWER CAPITAL IMPROVE FUND	378811.59
MOTOR FUEL TAX	303.50
ROAD IMPROVEMENT FUND	155796.76
PARKING LOT FUND	96.00
GENERAL CAPITAL IMPROVEMENTS	320.00
*** GRAND TOTAL ***	633968.12

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A/P MANUAL CHECK POSTING LIST
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

=====

PAYABLE TO REG NO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
01 RAZOR IMAGE		06/16/11	65088	2050.00	
355	11-06-15	10-53-58500	BANNERS		700.00
355	11-06-15	10-90-60601	BANNERS		1350.00
01 UNITED STATES POSTAL SERVICE		06/17/11	65087	1220.35	
357	11-06-17	22-05-52300	WATER REPORT		1220.35
** TOTAL MANUAL CHECKS REGISTERED				3270.35	

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REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	633968.12	3270.35	637238.47
TOTAL CASH	633968.12	3270.35	637238.47

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
10	87893.82	2050.00	89943.82
14	60.00	.00	60.00
17	800.00	.00	800.00
22	9886.45	1220.35	11106.80
25	378811.59	.00	378811.59
40	303.50	.00	303.50
45	155796.76	.00	155796.76
75	96.00	.00	96.00
80	320.00	.00	320.00
TOTAL DISTR	633968.12	3270.35	637238.47



Village of Lemont
Planning & Economic Development Department

418 Main Street · Lemont, Illinois 60439
phone 630-257-1595 · fax 630-257-1598

TO: Mayor Brian K. Reaves # -060-11
Village Board of Trustees

FROM: James A. Brown, Planning & Economic Development Director

THRU

SUBJECT: Case 11-05 Public Hearing for Krystyna Crossing Amendments

DATE: 22 June 2011

BACKGROUND

On 9 October 2006 the Village Board passed a series of ordinances annexing 10 acres and approving plans for single-family subdivision of 25 units on a total of 15 acres. (Five acres of the site were already within the corporate limits.) Final PUD Plan/Plat approval was granted in October 2008.

The property went into foreclosure and the lender, Standard Bank & Trust, eventually took control of the development. This spring Castletown Homes, Inc. purchased the property. The new owners are requesting changes to the annexation agreement and PUD approval. These changes were the subject of a public hearing before the Planning & Zoning Commission on 18 May 2011. The Committee of the Whole reviewed the case at its meeting on 20 June.

BOARD ACTION

Open the public hearing on the amended annexation agreement, and, if deemed appropriate, close the public hearing. A vote on the ordinance authorizing an amended agreement will not be taken. I anticipate such a vote at one of the two Board meetings in July.

ATTACHMENT

First Amendment to the Annexation Agreement, Krystyna Crossing

Attachment to 056-11, Krystyna Crossing Amendments

Excerpt from the staff report, written by James A. Brown and dated 15 October 2008, to the PZC and Committee of the Whole, for the review of Krystyna Crossing Final Plat/Plan.

The neighbors in Chestnut Crossing requested a conservation easement be placed along the western boundary of the Krystyna Crossing subdivision. Large, shrubby vegetation occupies this area, and the Chestnut Crossing residents wanted this preserved as a buffer to their townhomes.

However, when the Village Arborist and I made a site inspection last fall and discovered that there was not one tree or shrub within the conservation easement that was worth saving—most of the vegetation is buckthorn, an invasive species. Other plants include a Siberian elm—also an invasive species—and an invasive vine.

Both the Village Arborist and I agree that undesirable plants should be removed from the tree conservation area and replaced with more appropriate plantings. I have had communications with a couple of the Chestnut Crossing residents who question this approach. They believe the purpose of the conservation easement was to ensure that it remained unaltered. However, I believe it is unrealistic to expect that the 30-ft conservation easement will or should remain untouched. The intent of a conservation easement is to provide for the preservation and *stewardship* of a natural area. Such stewardship involves following good and accepted forestry practices. The removal of dead, dying, dangerous, or diseased plants is good stewardship. The aggressive removal and control of invasive and exotic species is also good stewardship, and is not only accepted but encouraged—indeed urged—but virtually all forestry, wildlife, conservation, and landscape organizations and societies. Invasive plants are typically defined as non-native species that compete vigorously with other species for space and resources, and consequently spread rapidly and take over habitat. For more on invasive species and the desire to eradicate them from the landscape, see the following:

The **Morton Arboretum** urges property owners to remove invasive plants and replace them with plants native to the region. See: <http://www.mortonarb.org/main.taf?p=3.2.8>

The **Illinois Department of Natural Resources** urges the removal of invasive plants. See the guide, "Vegetative Management Practices," which discusses the removal of plants such as buckthorn: <http://www.inhs.uiuc.edu/chf/outreach/VMG/VMG.html>

The **US Department of Agriculture** also has a webpage devoted to the control of invasive species. See: <http://www.invasivespeciesinfo.gov/>. It has many links to other sites that list the dangers of invasive plants and argue for their aggressive removal.

One of the Chestnut Crossing residents argued that the buckthorn—a non-native, invasive plant—provides food for birds and that it is among the first to produce

leaves in the spring. Birds do indeed love the berries on the buckthorn, and that is part of the problem: the laxative qualities of the fruit ensure the digested seeds are easily disbursed by the birds, thus contributing to the establishment and spread of dense thickets that crowd out other plants. The fact that buckthorn leaves appear early in the spring is also a problem—the leaves reduce the spring sunlight needed for other plants to establish and thrive. The benefit of buckthorn as a food source for *some* species of birds is far outweighed by other factors. The plant has few ornamental qualities to speak of, and the fall color is not particularly attractive. Moreover, by crowding out other plants, buckthorn reduces plant diversity and therefore the diversity of birdlife. Here is what the Audubon Society has to say about invasive/exotic plants such as buckthorn:

Invasive plants are a growing problem. Approximately 42 percent of the plants and animals federally listed as endangered or threatened species are considered at risk primarily because of invasive plant, animal, or microbial species. The increase in non-native plants has recently been linked to the decline of songbirds; robin and thrush nests located in non-native shrubs and trees appear to suffer higher predation rates than those situated in native species.

The Audubon Society also notes that non-native plants often do not provide the food, shelter, and nesting sites that native plants—which have co-evolved with native wildlife and birds—do. The Audubon Society urges the removal of invasive plants and the planting of native species. Please see the Society's website, which has several pages devoted to removing exotic plants and using appropriate plants to create habitat for wildlife. <http://www.audubonathome.org/InvasivePests.html>

The developer has submitted a landscape plan that would remove all of the vegetation in the conservation easement and replace it with mostly native plantings. Four-season screening—currently lacking—will be provided by evergreens. The areas around the deciduous trees, however, appear thin, and both the Village Arborist and I agree that these areas should include shrubs. We recommend the planting of shrubs, on approximately four-foot centers, along the property line to supplement screening of the deciduous trees. I recommend shrubs native to northeastern Illinois: gray dogwood, witch-hazel, black chokeberry, or a viburnum.

Utilities are currently planned for the front yards. The developer has suggested they be moved to the rear, in the conservation easement. He would not remove any vegetation until immediately prior to the start of the utility work. Once the utilities were installed, he would immediately re-plant the area per the landscape plan. I find this plan desirable: utilities are moved to the rear (as the Village normally advocates); the invasive plants are removed; an aesthetically pleasing landscape of mostly native plants is created; and upon maturity, the new plants would offer better screening than the current vegetation.

In conclusion, existing vegetation would be removed from the conservation easement; the removal of the invasive plants is in accordance with good forestry practice. The conservation easement would be replanted per the landscape plan. Once established, no changes to the plantings in the conservation easement would be allowed without the consent of the Village of Lemont.

FIRST AMENDMENT TO THE ANNEXATION AGREEMENT,
KRYSTYNA CROSSING

THIS AMENDMENT TO THE ANNEXATION AGREEMENT, is made and entered into this ___ day of ___, 2011, between the Village of Lemont, a municipal corporation of the Counties of Cook, DuPage and Will, in the State of Illinois (hereinafter referred to as "the VILLAGE"), and Castletown Homes, Inc. (hereinafter referred to as "OWNER"). The VILLAGE and the OWNER are hereinafter sometimes referred to individually as a "Party" and collectively as the "Parties"; and,

WHEREAS, OWNER is the owner of record of the real estate (hereinafter referred to as the "TERRITORY"), the legal description of which is attached hereto as Exhibit A and by this reference made a part hereof; and

WHEREAS, the OWNER and the VILLAGE agree that they will be bound by the terms of this Amendment; and

WHEREAS, the TERRITORY was previously annexed and identified as the TERRITORY pursuant to a certain Annexation Agreement dated October 9, 2006, as Ordinance No. O-92-06 and recorded as Document No. 0708760092 with the Cook County Recorder of Deeds; and,

WHEREAS, the OWNER is desirous of amending said Annexation Agreement regarding the development and use of the TERRITORY; and

WHEREAS, pursuant to the provisions of the Statute, the corporate authority of the VILLAGE has taken all steps legally required, including but not necessarily limited to providing notice and a hearing regarding the proposed Amendment to the Amended and Restated Annexation Agreement; and

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants hereinafter contained, the Parties agree as follows:

Section 1: Exhibit I, "Declarations of Covenants, Conditions, and Restrictions," is hereby deleted in its entirety;

Section 2: The front yard setbacks for Lot 7 and Lot 8 in the subdivision, as described in Article II, "Zoning and Land Use Restrictions," shall be reduced from 65 and 40 feet respectively to 28 feet for both lots.

Section 3: A new paragraph shall be added to Article II, "Zoning and Land Use Restrictions," as follows:

"5. The minimum floor area of all two- or three-story homes within the Krystyna Crossing subdivision shall be 2,600 square feet. The minimum floor area of all homes less than two stories shall be 2,200 square feet. 'Floor area' shall mean the sum of the gross horizontal area of all floors in the building measured from the exterior faces of the exterior walls and shall include areas for mechanical equipment, garage and storage space. Floor area shall not include basements or floors where more than three feet, six inches of the floor-to-ceiling height is above grade."

Section 3: An additional new paragraph shall be added to Article II, "Zoning and Land Use Restrictions," as follows:

"6. All homes shall have all first-floor elevations constructed entirely of brick. Stone or other such masonry product may be used as accent material in entry surrounds, arches, casing principles, lintels, or other such architectural details."

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the day and year first above written.

VILLAGE OF LEMONT
an Illinois Municipal Corporation

By: _____
Village President

ATTEST:

By: _____
Village Clerk

OWNER:
OS Lemont Development, LLC

By: _____

Title of Officer

NOTARY CERTIFICATES

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that BRIAN K. REAVES, personally known to me to be the President of the Village of Lemont, and CHARLENE M. SMOLLEN, personally known to me to be the Village clerk of said municipal corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such President and Village Clerk, they signed and delivered the said instrument and caused the corporate seal of said municipal corporation to be affixed thereto, pursuant to authority given by the Board of Trustees of said municipal corporation, as their free and voluntary act, and as the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this _____ day of _____, 20____

Notary Public

My commission expires on _____, 20_____.

STATE OF _____)
) SS
COUNTY OF _____)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named _____, personally known to me to be the same persons whose names are subscribed to the foregoing instrument appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this _____ day of _____, 20____

My commission expires on _____, 20_____.

Notary Public

Village Board

Agenda memorandum

Item #

to: Mayor Brian Reaves
Village Board of Trustees

from: Ben Wehmeier, Village Administrator
George Schafer, Assistant Village Administrator
Jeff Stein, Village Attorney

subject: Ordinance Designating Certain Streets “Safe Park Zone Streets”

date: March 8, 2011

BACKGROUND/HISTORY

At the request of the Park District Board, the Village has been requested to designate portions of certain streets near neighborhood parks as Safe Park Zone streets with a reduced speed limit of 20 mph on any day when children are present for the protection of pedestrians who are mainly children. The item was discussed at the Committee of the Whole and the recommended list provided by the Park District Board was amended to remove streets that are not under Village jurisdiction. The attached ordinance lists which specific streets are to be designated and will appear as a new section in Title 10 of the Municipal Code.

RECOMMENDATION

Staff recommends approval of the attached Ordinance.

ATTACHMENTS (IF APPLICABLE)

1. Ordinance Designating Certain Streets “Safe Park Zone Streets”

SPECIFIC VILLAGE BOARD ACTION REQUIRED

Vote on the attached Ordinance.

**VILLAGE OF LEMONT
ORDINANCE NO. _____**

AN ORDINANCE DESIGNATING CERTAIN STREETS “PARK ZONE STREETS”

**ADOPTED BY THE
PRESIDENT AND THE BOARD OF TRUSTEES
OF THE VILLAGE OF LEMONT
THIS ___ DAY OF _____, 2011**

**Published in pamphlet form by
Authority of the President and
Board of Trustees of the Village of
Lemont, Counties of Cook, Will and
DuPage, Illinois, this ___ day of _____, 2011.**

ORDINANCE NO. 2011-O-__

AN ORDINANCE DESIGNATING CERTAIN STREETS "PARK ZONE STREETS"

WHEREAS, the Village of Lemont may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare and to license pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Section 5/11-603 of the Illinois Vehicle Code (625 ILCS 5/11-603), authorizing local governmental entities to designate certain streets adjacent to recreational facilities and areas on any land owned or operated by a park district that is used for recreational purposes as "park zone streets," so as to reduce speed limits on such streets to twenty (20) miles per hour on any day when children are present and within fifty (50) feet of motorized traffic; and

WHEREAS, the Village has determined that designating certain streets within the Village as "park zone streets" will protect and promote the public health, safety, and welfare of its citizens; and

WHEREAS, Section 10.24.010 of the Lemont, Illinois Municipal Code authorizes the posting of signs to set the limitation of speed on public highways or streets within the corporate limits; and

BE IT ORDAINED BY THE Mayor and Village Board of the Village of Lemont, Counties of Cook, Will and DuPage, Illinois, as follows:

SECTION 1: That the foregoing recitals are found to be true and correct and are hereby incorporated and made a part hereof of this Ordinance.

SECTION 2: The LEMONT MUNICIPAL CODE, as amended, is hereby further amended in Title 10, ("Vehicles and Traffic") by adding in its entirely new subsection 10.24.020 as follows:

10.20.020 Safe Park Zones

The following streets are hereby designated and approved as "park zone streets," and shall be limited to a maximum speed of twenty (20) miles per hour consistent with 625 ILCS 5/11-605.3(a)(3):

- 1) 128th Street between 1344 W. 128th Street and Ashbury Place
- 2) Amberwood Lane between Walker Road and Camelot Lane
- 3) Ashbury Place between End of Street and W 128th Street
- 4) Auburn Road between 1235 Auburn Road and Covington Street
- 5) Blacksmith Lane between 1100 Blacksmith Lane and Woodcrest Lane
- 6) Briarcliffe Drive between 12388 Briarcliffe Drive and 12422 Briarcliffe Drive
- 7) Cambridge Drive between 13598 Cambridge Drive and 13648 Cambridge Drive
- 8) Camelot Lane between 1233 Camelot Lane and St. Vincents Drive
- 9) Cass Street between Cass Street and E. Division
- 10) Christopher Drive between Klappa Drive and 16421 Christopher Drive
- 11) Country Lane between Janas Lane and 1244 Country Lane
- 12) Covington Drive between Overton Drive and 127th Street
- 13) Covington Drive between Camelot Lane and Auburn Road

- 14) E. Custer Street between 18 E. Custer and 30 E. Custer
- 15) E. Logan Street between 21 E. Logan Street and 27 E. Logan Street
- 16) E. Division Street between East Division and Park Place
- 17) Eureka Avenue between Singer Avenue and 59 E. Eureka Avenue
- 18) Evergreen Drive between Evergreen Drive and Timberline Drive
- 19) Fairway Drive between Pasture Drive and 1276 Fairway Drive
- 20) Glenys Drive between 433 Glenys Drive and 1129 Glenys Drive
- 21) Janas Lane between 1287 Janas Lane and Country Lane
- 22) Klappa Drive between Mayfair Drive and Christopher Drive
- 23) Kurk Street between 690 Kurk Street and 730 Kurk Street
- 24) Lockport Street between New Avenue and Main Street
- 25) Main Street between State Street and Lockport Street
- 26) Mayfair Drive between End of Street and Klappa Drive
- 27) New Avenue between State Street and Lockport Street
- 28) Pasture Drive between Fairway Drive and 16550 Pasture Drive
- 29) Roberta Street between 56 W. Roberta Street and Timberline Drive
- 30) St. Vincents Drive between 1349 St. Vincents Drive and Camelot Lane
- 31) Thornberry Drive between 12646 Thornberry Drive and Curve in the Road
- 32) Timberline Drive between Roberta Street and 125 Timberline Drive
- 33) Timberline Drive between 12 Timberline Drive and 49 Timberline Drive
- 34) Walker Road between 123rd Street and Amberwood Lane
- 35) Warner Road between 726 Warner Avenue and Eureka Avenue
- 36) Waterford Drive between 12810 Waterford Drive and Powerline Right of Way

SECTION 3: That the Director of Public Works or any other person designated by the Village Administrator shall post or cause to be posted suitable signs designating the park safe zone and speed limitations set forth in this Ordinance.

SECTION 4 That the Village Clerk of the Village of Lemont be and is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois, made and provided.

SECTION 5: Should any Section or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part declared to be invalid.

SECTION 6 This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL, AND DUPAGE, ILLINOIS, on this ____ day of _____, 2011.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

**Village Board
Agenda Memorandum**

Item #

to: Mayor & Village Board

from: Ben Wehmeier, Village Administrator
George Schafer, Assistant Village Administrator

Subject: Resolution Amending the Personnel Manual – Adding Paid Leave Donation Policy

date: June 22, 2011

BACKGROUND/HISTORY

Administration has received feedback from staff to implement a paid leave donation policy for employees who have exhausted paid leave but still are unable to return to work due to a catastrophic injury. The Village Attorney has drafted a policy for the program based on preliminary discussions with staff on recommended provisions. The policy was reviewed at the June Committee of the Whole. Major points include:

1. Village Administrator must be notified by employee of request, and subsequently open it up to any full-time employee who wants to donate time
2. Eligible recipient must show need based on established criteria, i.e. serious illness, ongoing hardship, etc
3. Length of leave determined by Village Administrator based on information about the circumstance, to a maximum of 90 days per fiscal year
4. Maximum of 4 weeks total per year can be donated per employee
5. Eligible recipient must not be eligible for other paid benefits such as disability or workers compensation
6. Leave for employee shall run concurrently with FMLA leave
7. The Village's collective bargaining contracts do not allow for this policy. The Village will be requiring a letter from the unions' agents authorizing permission into program
8. The policy will be added to the personnel manual as an appendix.

RECOMMENDATION

Staff recommends implementation of this program. If approved, the policy will become an appendix to the personnel manual

SPECIFIC VILLAGE BOARD ACTION REQUIRED

Motion to Approve Resolution Amending Personnel Manual

ATTACHMENTS (IF APPLICABLE)

- 1) Resolution Amending the Personnel Manual – Adding Paid Leave Donation Policy

RESOLUTION NO. _____

A RESOLUTION AMENDING PERSONNEL MANUAL – ADDING PAID LEAVE DONATION POLICY

WHEREAS, the Village of Lemont desires to amend the Village of Lemont Personnel Manual by Adding a Paid Leave Donation Policy; and

WHEREAS, the President and Board of Trustees find that adopting the attached Paid Leave Donation Policy as an amendment to the Village of Lemont Personnel Manual is in the interest of the public health, safety and welfare of the residents of Lemont;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES as follows:

SECTION 1: That the Amendment to the Village of Lemont Personnel Manual – Adding Paid Leave Donation Policy, attached as Exhibit A hereto is hereby adopted.

SECTION 2: This Resolution shall be in full force and effect from and after its passage as provided by law.

SECTION 3: The Village Clerk of the Village of Lemont shall certify to the adoption of this Resolution and cause the same to be published in pamphlet form.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this _____ day of _____, 2011.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniagowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

**VILLAGE OF LEMONT
PAID LEAVE DONATION PROGRAM**

I. POLICY

In an effort to bridge the gap for employees who have used all accrued paid leave, but whom have not started to receive Long Term Disability benefits because the ninety-day (90) day waiting period has not yet expired, the Village of Lemont (the "Village") has developed a Paid Leave Donation Program. It is the policy of the Village to allow a participating full-time employee to donate accumulated sick, vacation and/or personal leave to another designated participating full-time, employee who submits a written request for and is granted an approved Leave of Absence, pursuant to the terms and conditions of the Village's Leave of Absence Policy, due to a catastrophic illness or injury. This qualified employee would otherwise be required to take such leave without pay because he or she has exhausted all of his or her sick leave, vacation time, personal days and compensatory time.

The rules below provide a framework for the administration of a Village-wide paid leave designated donation program for eligible permanent full-time, employees. If alternative paid leave donation procedures have been negotiated on behalf of represented employees, those procedures shall apply to the bargaining unit thereunder; this policy may not be used to add to or subtract from any provisions contained in a collective bargaining agreement.

Represented personnel shall be eligible to participate provided their bargaining agent has provided the Village with written acceptance of the terms, which acceptance may be withdrawn at any time. Provided, any such withdrawal shall not affect time donated or received prior to the date of withdrawal. There is no limitation between the exchange of donated and received paid leave time between authorized represented employees and non-represented employees.

II. DEFINITIONS

A. **"Paid leave designated donation"** means a voluntary transfer by an eligible donor employee of accumulated sick, vacation and/or personal leave to a designated eligible recipient employee pursuant to the terms and conditions contained in the policy set forth herein. Donation shall be effective upon the date the offer of donation is received by the Village.

B. **"Eligible donor employee"** means a permanent full-time, employee who has been employed by the Village for a period of six (6) consecutive months or more who voluntarily elects to donate accumulated sick, vacation and/or personal leave to an eligible recipient employee. An employee who wishes to donate said leave must have a minimum of ten (10) days of accumulated sick leave and five (5) days of accrued vacation leave remaining in his or her employee benefits account after the amount donated is deducted therefrom.

- C. **“Catastrophic illness or injury”** means a temporary disability or incapacity injury to the employee or a member of the employee’s immediate family resulting from a life threatening illness or injury of other catastrophic proportion as determined by the Village Administrator. Factors considered in determining whether the employee is covered under this Policy shall include, but are not limited to the length of time the employee must be absent from work due to illness or injury. **“Hospital”** or **“Institution”** means a facility licensed to provide care and treatment for the condition causing the (employee’s) absence from work.
- D. **“Covered monthly earnings”** means the employee’s basic monthly salary in that amount received on the day just before the date of leave. Covered monthly earnings does not include commissions, overtime pay, bonuses, raises or any other special compensation not received as covered monthly earnings.

For hourly-paid employees, the number of hours worked during a regular workweek, not to exceed thirty-seven and one-half (37.5) hours per week will be used to determine covered monthly earnings. If an employee is paid on an annual basis, the covered monthly earnings will be determined by dividing the basic annual salary by 12.

III. PARTICIPATION

Eligible donor employees may designate accrued sick, personal and/or vacation leave, or any combination thereof, to be donated to a recipient who has been determined eligible to receive the same prior to the time of the donation. An employee who wishes to donate leave must complete a donation form indicating the amount and type of leave to be donated and submit the form to the Village Administrator. Anyone wishing to donate leave may donate up to four (4) weeks total of annual leave during a given fiscal year. This leave may be comprised of sick, vacation or personal leave or any combination thereof.

An eligible recipient employee, or a representative of the employee if he or she is unable to do so, who wishes to receive leave must fill out a form describing his or her circumstances, based upon the eligibility criteria below, and submit the form to the Village Administrator.

- A. **Eligibility to Donate**: Participation in the paid leave designation donation program is voluntary on the part of any employee. No employee shall be subject to discipline or any other adverse employment action for choosing not to participate, and no employee shall be rewarded in any manner for choosing to participate. Employees wishing to participate must be permanent full-time, employees with a minimum of six (6) months of continuous service with the Village.
- B. **Eligibility to Receive**: To be eligible to receive donated leave, a permanent full-time, employee who is **not** eligible for disability or workers’ compensation, nor any other type or kind of disability benefits, must show need based on at least one of the following criteria:

1. Serious illness or medical emergencies involving the employee,;
 2. Ongoing crisis or hardship;
 3. All accrued paid leave has been completely exhausted.
- C. **Maximum Donation**: A participating donor employee may donate up to four (4) weeks of accumulated sick, vacation and/or personal leave as desired provided that the participating employee must have remaining in his or her own employee benefits account at least ten (10) sick days and five (5) vacation days after the amount donated is deducted therefrom.
- D. **Donation Period**: Upon receipt of a request from an eligible recipient employee pursuant to the terms of this policy for donated paid leave, and the determination by the Village Administrator that (1) the employee is eligible to receive such paid leave, and (2) the amount of leave authorized for the employee to receive, employees will be notified of the request and given the opportunity to donate leave to the recipient employee. Donations will be accepted for a period of three (3) weeks following the original request. The Village Administrator may extend this period up to one (1) additional week.
- E. **Maximum Leave Period**: A leave of absence may not be taken for an indefinite period of time. The leave period shall be determined by the Village Administrator based upon the information contained in the Physician's Certification, in consultation with the employee's direct supervisor. Recipient employees shall not use donated paid leave until all of their accrued vacation time, personal days, sick leave and compensatory time has been exhausted. Regardless of the amount of leave authorized by the Village Administrator for the recipient employee to receive, donated paid leave may only be permitted to the extent that sufficient leave is actually donated to the recipient employee and, under no circumstances shall a recipient employee be permitted to receive more donated leave than that which is necessary to cover the period of leave authorized by the Village Administrator. Any such leave shall run concurrently with Family Medical Leave (FMLA).

Upon approval of a request for donated paid leave, the Village Administrator will inform the employee of the start and end date of his or her leave.

Note: The amount of donated paid leave initially approved by the Village Administrator may be **increased** at the request of the employee based upon information contained in any periodic progress report(s) received from the employee's treating physician. The Village Administrator reserves the right, at its sole discretion, to **decrease** the period of leave initially approved based upon information furnished by the employee's treating physician in any progress report(s).

However, under no circumstances shall an employee be granted a total period of donated leave in excess of ninety (90) days, whether consecutive or intermittent, in any given fiscal year.

- F. **Physician's Certification:** The recipient employee is responsible for submitting medical documentation from his or her health care provider. This information must be submitted on a form provided by the Village Administrator and may be obtained the Village Administrator's office.

Information contained in the Physician's Certification must include:

1. Date when the serious medical condition began;
2. Anticipated duration of treatment and/or hospitalization and recovery;
3. Appropriate medical facts regarding the medical condition to determine whether it prohibits the employee from performing the essential functions of his or her job;
4. Employees anticipated date of return to work.

Addition information and/or documentation deemed necessary by the Village Administrator to determine whether and to what extent to grant an employee's request for leave may also be required on a case by case basis. The Village Administrator reserves the right to require a second opinion from a health care provider for the purpose of verifying the seriousness of an employee's medical condition as it relates to the employee's ability to perform the essential functions of his or her job and, if it so elects to do so, will bear the entire cost of the second opinion.

- G. **Non-Transferable/Personal Use Only:** Any donated paid leave used by a participating recipient employee shall be only for the personal catastrophic illness or injury of the employee and may not be transferred to another employee or used for any other purpose without prior express, written approval from the Village Administrator.
- H. **Authority-Wide Program:** The Village shall establish a single paid leave designated donation program for the benefit of all eligible employees, regardless of the location at which a participating employee renders services to the Village. No individual employee(s) or department(s) may institute a separate donated paid leave program or policy of its own, either in addition to or in place of this policy without the prior express, written approval of the Village Administrator.
- I. **Relationship to the Illinois Workers' Compensation Act:** Injuries and illnesses that are compensable under the Illinois Workers' Compensation Act, 820 ILCS 305/1 et seq., or Illinois Workers' Occupational Disease Act, 820 ILCS 310/1 et seq., shall not be eligible for sick leave bank use.
- J. **Irrevocable Donation:** Once the required donation form has been completed by the donor and submitted to the Village Administrator, it is irrevocable.
- K. **Reciprocity with Other Government Employers:** Participating employees who were employed by another government agency, instrumentality, or political subdivision, whether federal, state or local, that also maintained a paid leave

designated donation program for its employees may not be permitted to transfer any benefits received pursuant to participation in that program to the Village's program.

IV. PAY/BENEFITS

Any paid leave granted pursuant to this policy will be paid at the following rate(s):

Group health insurance benefits will be continued at the same level and coverage during an employee's paid leave. In order for an employee to continue coverage of his or her voluntary life and/or health benefits during the period of approved leave, he or she is responsible for payment of any contribution amount. Arrangements for payment of such contribution(s) may be made on an individual basis with the Village Administrator. Other employee benefits such as vacation time, sick leave, personal days and/or pension benefits will **not** continue to accrue during the leave period.

V. INVOLUNTARY TERMINATION OF PARTICIPATION

Any abuse by an employee of the paid leave designated donation program shall be investigated by the Village and, upon a finding of wrongdoing on the part of a participating employee, shall result in that employee being required to reimburse the Village for any and all paid leave received pursuant to this policy, and may subject the employee to other disciplinary action up to and including termination.

THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE AT ANYTIME AT THE SOLE DISCRETION OF THE VILLAGE.

Village Board
Agenda Memorandum

Item #

to: Mayor & Village Board

from: Ben Wehmeier, Village Administrator
George Schafer, Assistant Village Administrator
Ted Friedley, Village Treasurer

Subject: Resolution Approving Investment Policy & Investment Procedures and Internal Controls Manual

date: June 22, 2011

BACKGROUND/HISTORY

As part of the review of the operations of the Finance Department, staff will be updating its various financial policies as well. The policies to be reviewed include:

- Purchasing Authority Policy - May COW
- Purchase Card Policy - May COW
- **Investment Policy – June COW**
- Fund Balance and Flow of Funds Policy (GASB 54)
- Debt Policy
- Revenue Management Policy
- Capital Asset Policy
- Red Flags Policy
- Water/Sewer Un-collectibles Policy
- Budget Policy

During the June Committee of the Whole, the Village Board reviewed the investment policy, and had no major issues with the policy. Attached to this memo is the memo created by Sikich describing the policy as well as the formal investment policy and procedures

PROS/CONS/ALTERNATIVES (IF APPLICABLE)

A formally approved investment policy can assist the Village in following recommended best practices and procedures for its investments, and ensure investment objectives are being met in a safe and secure manner.

RECOMMENDATION

Staff recommends passage of the policy and procedures

ATTACHMENTS (IF APPLICABLE)

1. Investment Policy Memo from Sikich
2. Resolution Approving Investment Policy & Investment Procedures and Internal Controls Manual

SPECIFIC VILLAGE BOARD ACTION REQUIRED

Motion to Approve Resolution



998 Corporate Boulevard • Aurora, IL 60502

June 9, 2011

Mr. George Shafer
Assistant Village Administrator
Village of Lemont
Lemont, IL 60439

We have reviewed the current Investment Policy for the Village and developed the attached Investment Policy to replace the existing policy. This new policy identifies and/or incorporates the following enhancements to the Investment Policy:

Investment Objectives and Investment Parameters

While the existing policy stated that the Village's primary investment objectives included safety, liquidity and return on investments, the updated policy expands the definition of these objectives to include detail specifics on how to achieve each objective. Similarly, the existing policy included guidelines for the investment parameters, including diversification and maximum maturities, but the new policy includes additional guidelines on how to achieve the goals of the policy.

Safekeeping and Custody

The new policy includes requirements related to safekeeping and custody of investments. This includes specific requirements for financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions. In addition, the new policy emphasizes the Village's responsibility to establish a system of internal controls and provides guidance on the specific controls that should be addressed as part of an effective internal control system.

Reporting and Mark-to-Market

The new policy transitions reporting from a semi-annual basis to a quarterly basis and includes specific guidelines for the reporting model. In addition, the policy requires the Village to review the market value of the investment portfolio on a quarterly basis to determine compliance with the stated goals of the investment policy.

Pension Fund Investments

Currently the Police Pension Fund does not have a separate investment policy. While the Village's updated policy includes a statement that any monies received for the Police Pension Fund shall be administered in accordance with the provisions of this policy in the absence of written orders from the Police Pension Fund Board of Trustees, we recommend developing a separate investment policy for the Police Pension Fund that will be adopted by the Pension Board.

Please let us know if you have any questions or if we can provide any further assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Ryan McAmis'.

RESOLUTION NO. _____

A RESOLUTION ADOPTING AN INVESTMENT POLICY & INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

WHEREAS, the Village of Lemont desires to adopt an Investment Policy & Investment Procedures and Internal Controls Manual; and

WHEREAS, the President and Board of Trustees find that adopting the attached Village of Lemont Investment Policy & Investment Procedures and Internal Controls Manual is in the interest of the public health, safety and welfare of the residents of Lemont;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES as follows:

SECTION 1: That the Village of Lemont Investment Policy & Investment Procedures and Internal Controls Manual, attached as Exhibit A hereto is hereby adopted.

SECTION 2: This Resolution shall be in full force and effect from and after its passage as provided by law.

SECTION 3: The Village Clerk of the Village of Lemont shall certify to the adoption of this Resolution and cause the same to be published in pamphlet form.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this _____ day of _____, 2011.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

Village of Lemont
Investment Policy
Adopted: June 27, 2011

TABLE OF CONTENTS

A. Scope	1
B. Objectives	1
1. Legality	1
2. Safety	1
3. Liquidity.....	3
4. Total Return	3
C. Standards of Care.....	3
1. Prudence.....	3
2. Ethics and Conflicts of Interest.....	4
3. Delegation of Authority	4
D. Safekeeping and Custody	4
1. Authorized Financial Dealers and Institutions	4
2. Internal Controls	5
3. Delivery vs Payment	6
4. Safekeeping	6
E. Suitable and Authorized Investments	6
1. Investment Types	6
2. Collateralization	7
F. Investment Parameters	8
1. Diversification	8
2. Maximum Maturities	8
G. Reporting.....	9
H. Performance Standards	9
I. Marking to Market.....	9
J. Policy Consideration.....	10
K. Approval of Policy.....	10

A. Scope

This Policy applies to the cash management and investment activities of the Village of Lemont and covers all Village funds other than those of the Police Pension Plan. It is the policy of the Village of Lemont to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds. With the exception of the Police Pension Fund, all other funds of the Village shall be administered in accordance with the provisions of this policy. The Police Pension Fund shall be administered in accordance with the contractual and statutory requirements of that fund. Any monies received for the Police Pension Fund shall be administered by the written order of the Board of Trustees of that Fund.

Pooling of Funds

Except for cash in certain restricted and special funds, the Village will consolidate cash and investment balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles monthly.

B. Objectives

The primary objectives of investment activities, in priority order, shall be Legality, Safety, Liquidity, and Total Return.

1. Legality

The Village's investments will be in compliance with all federal, state and other legal statutes and requirements governing the investment of public funds.

2. Safety

Safety of principal, along with legality, is the foremost objectives of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, custodial credit risk, and interest rate risk in the overall portfolio. The Village shall diversify its investments to minimize risks regarding individual securities.

The Village of Lemont
Investment Policy
Adopted: June 27, 2011

a. Credit Risk

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Village will minimize credit risk by:

- Limiting investments to the types of securities listed in Section E of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business in accordance with Section D.1. of this policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Custodial Credit Risk

Custodial Credit Risk is the risk that, in the event of a bank or counterparty failure, the Village's collateral securing uninsured deposits or investments may not be recovered. The Village will minimize custodial credit risk over deposits with financial institutions by ensuring that all deposits with financial institutions are insured or collateralized with securities held by the Village's agent in the Village's name.—All investments shall be conducted on a Delivery vs Payment (DVP) basis. Securities will be held by a third-party securities custodian designated by the Village separate from where the investment was purchased.

c. Interest Rate Risk

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Village will minimize interest rate risk by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the weighted average maturity of the portfolio to no more than two years and limiting the maximum maturity of any investment to three years from the date of purchase, unless matched to a specific future cash flow need.

3. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may also be placed in local government investment pools which offer same-day liquidity for short-term funds.

4. Total Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the legality, safety and liquidity objectives described above. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

C. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person,” which states “ Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing the entire portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

3. Delegation of Authority

Authority to manage the investment program is granted to the Assistant Village Administrator derived from the following: 30 ILCS 235 et. seq. The Assistant Village Administrator or designee establishes written procedures and internal controls for the operation of the investment program that is consistent with the investment policy. ~~Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements.~~ No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Assistant Village Administrator. The Assistant Village Administrator and Village Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

D. Safekeeping and Custody

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.

The Village of Lemont
Investment Policy
Adopted: June 27, 2011

- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the Village's investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Assistant Village Administrator.

2. Internal Controls

The Assistant Village Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Assistant Village Administrator shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical-delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of telephone transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank or third party custodian.

See Attachment A: Village of Lemont Investment Procedures and Internal Controls Manual.

3. Delivery vs Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Village custodian prior to the release of funds.

4. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the Village as evidenced by safekeeping receipts in the Village's name and a written custodial agreement. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

E. Suitable and Authorized Investments

1. Investment Types

Except as modified herein all investments purchased under this policy shall be guided by the Public Funds Investment Act 30 ILCS 235 et seq. and all revisions thereto, as may be made by the Illinois Legislature. Below is a summary of acceptable investments as determined by the Assistant Village Administrator in compliance with the applicable statute:

- a. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and are rated A or better by a nationally recognized ratings agency.
- b. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the three highest tier (e.g., A-1, P-1, D-1, or F-1 or higher) by a nationally recognized rating agency
- c. Investment-grade obligations (rated A or better by a nationally recognized ratings agency) of state, provincial and local governments and public authorities.
- d. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
- e. Local government investment pools.

Investment in derivatives shall be prohibited without the approval of the Board of Trustees of the above instruments shall require authorization by the appropriate governing authority.

2. Collateralization

Monies held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:

- (a) U.S. Government securities.
- (b) Obligations of federal agencies.
- (c) Obligations of federal instrumentalities.
- (d) General obligation bonds of any United States state or local government rated "A" or better (i.e., at least upper medium quality) by Moody's Investors Service, Standard & Poor's Rating Service, or Fitch Investors Service.

The chief investment officer may reject any form of collateral at any time.

The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral may not be released without the signature of the chief investment officer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the chief investment officer, and evidenced by a safekeeping receipt.

The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer.

Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to the chief investment officer.

F. Investment Parameters

1. Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). No more than 10% of the portfolio can be invested in any one investment.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. Maximum Maturities

To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three (3) years from the date of purchase. The Village shall adopt weighted average maturity limitations, consistent with the investment objectives, as previously noted.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in these types of securities shall be disclosed in writing to the Board of Trustees.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

G. Reporting

The Village Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the Village to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Village Administrator and the Village Board Finance Officer. The report will include the following:

- Listing of individual securities held, by fund, at the end of the reporting period reporting original cost and current market value of each security.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The purchase and safekeeping institutions.

H. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmark shall have a similar weighted average maturity as the portfolio.

I. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This review of the investment portfolio, in terms of value and price volatility, should be performed consistent with the GFOA Recommended Practices on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools". In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

J. Policy Consideration

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the Village board in consultation with the individuals charged with maintaining internal controls.

K. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the Village Board of the Village of Lemont and reviewed annually.

Investment Procedures and Internal Controls Manual – Attachment A

A. Introduction

The Finance Department and Assistant Village Administrator is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Lemont. The responsibility for the administration of the investment program has been delegated to the Assistant Village Administrator and Village Treasurer, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Assistant Village Administrator and Village Treasurer to ensure that the manual is current with investment industry standards and practices.

C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Village Treasurer, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

D. Investment Decisions

The investment staff, which includes the Assistant Village Administrator and Village Treasurer, shall adhere to the guidelines of the Village of Lemont’s Investment Policy regarding all investment procedures or any other cash and investment transactions.

Investment Procedures and Internal Controls Manual – Attachment A

E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Village Board of Trustees
2. Village Administrator
3. Assistant Village Administrator
4. Village Treasurer

F. Duties and Responsibilities

The Assistant Village Administrator and the Village Treasurer have specific duties and responsibilities as stated in their respective position descriptions. The Assistant Village Administrator shall be responsible for the management of the investment program and the Village Treasurer shall be responsible for the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) with another finance department employee responsible for the accounting along with monitoring compliance with the internal control procedures.

G. Ethics and Conflict of Interest

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel and the Board of Trustees to the Village Administrator of any material interests which they may hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

H. Separation of Duties

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for approving investment transactions should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements.

I. Reporting Requirements

A quarterly report shall be prepared and forwarded to the Village Administrator who in turn shall forward to the Village Board. The report shall contain, but not be limited to, the following information:

- | | |
|----------------------------|-----------------------------------|
| a) Security ID | f) Par value |
| b) Purchase date | g) Original cost value |
| c) Maturity date | h) Coupon rate (if applicable) |
| d) Purchase institution | i) Yield to maturity |
| e) Safekeeping institution | j) System assigned account number |

Investment Procedures and Internal Controls Manual – Attachment A

A mark-to-market report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio. These values should be obtained from a reputable and independent source.

J. Operations

“Operations” is defined as those necessary procedures and duties required to maintain a properly working department on a daily basis.

1. Daily Investment Procedures

The following is a basic outline of routine daily procedures necessary to maintain proper documentation on cash and investment transactions.

Each morning, the daily bank balances shall be obtained from the depository bank via computer.

The Village Treasurer shall be responsible for providing the Assistant Village Administrator with daily information regarding the cash requirements and required maturity dates for all funds.

2. Daily Investment Worksheet (“cash book”)

On a daily basis, it is necessary to monitor cash activity within specific bank accounts for the purpose of determining net cash available for investment. A “cash book” shall be maintained by the Village Senior Fiscal Assistant which shall include a summary of daily cash inflows and outflows by bank account and corresponding book balances at the end of each day.

A review of the “cash book” shall be conducted by the Village Treasurer and shall consider net available cash for investment as well as future anticipated cash flows for the purpose of determining the amount and duration in which funds might be invested.

All cash and investment transactions shall be journalized, by bank account, and given to the Village Treasurer before 2:00 p.m. each day.

Proper documentation and authorization shall be required before any cash or investment transaction is executed.

Investment Procedures and Internal Controls Manual – Attachment A

3. Authorized Wire Transfers

Only the Village Treasurer shall be authorized to originate the wiring Village funds for investment and payment of debt service purposes to established Village bank accounts. Wire instructions and personal identification numbers (PIN's) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing and approved by an authorized representative and all requests shall be filed with the investment work-up documents. All bank transfers will require two signatures, the Village Treasurer and the Assistant Village Administrator. Phone wire transfers may be performed provided such requests are made over recorded lines and a written confirmation of the transfer is prepared by the bank. The purpose of the bank transfer must be noted as part of the transfer information.

Wire transfers shall be confirmed by a third party independent of the authorization function.

4. Securities' Confirmations

The processing of securities' confirmations, including the filing and reconciling, shall be reviewed by an individual who did not execute the purchase or sale. All confirmations for securities, including certificates of deposit, shall be attached to the daily investment work-up documentation. The original confirmations are not permitted to leave the Finance Department, and only copies will be provided upon request.

Upon receipt, the safekeeping account listing shall be reconciled against the appropriate investment reports.

5. Coupon Notices

Securities which periodically pay coupons will require that the amount of the coupon payments be transferred to the appropriate bank account and a journal entry prepared and given to the Village Treasurer.

Investment Procedures and Internal Controls Manual – Attachment A

6. Safekeeping Procedures

All securities purchased for the Village shall be received by “delivery vs. payment” (DVP) to the Village’s designated custodian for safekeeping. The Village’s designated safekeeping institution shall be notified of the trade prior to or on the day of settlement. Confirmation of the delivery will include the type of security purchased/sold, CUSIP, coupon rate (if applicable), maturity, purchase and settlement dates, par value and purchase price.

Nonnegotiable Certificates of deposit are permitted to be safe kept at the issuing bank provided they are fully collateralized and pledges are held at an independent third party institution. Negotiable certificates of deposit should be on a DVP basis as noted above. All certificates of deposit confirmations must be verified against the appropriate investment reports and general ledger account on a monthly basis.

Additional requirements and procedures are outlined in the Third-Party Custodial Safekeeping Agreement regarding safekeeping procedures.

K. Accounting for Investment Transactions

Investments shall be recorded in the financial records at original cost. Interest income will be recognized at maturity or amortized as of the last day of the fiscal year according to the effective interest method of amortization.

L. Investment Information

1. Internal Investment Reports

Investment reports are generated by the Village Treasurer. Each report shall be checked against the original documentation and the appropriate general ledger accounts to ensure the accuracy of the reports on a monthly basis. Furthermore, the investment reports shall be safe kept by the Finance Department.

2. Market Values

Market values shall be calculated on a quarterly basis by the Village Treasurer and a report provided to the Village Administrator and the Board of Trustees.

3. Trust Statements

Original statements for the Village’s investment accounts which are held by a custodian shall be reconciled by the Village Treasurer on a monthly basis.

Investment Procedures and Internal Controls Manual – Attachment A

M. Selection of Dealers and Bankers

As stated in the Village of Lemont's Investment Policy, the Village Treasurer shall only purchase securities from financial institutions which are qualified as public depositories by the Village of Lemont or from broker/dealers that were selected based on credit worthiness that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

The Finance Department shall provide each authorized dealer a copy of the Village's Investment Policy and each dealer shall be required to submit, in writing, a statement that they have received, read and understand the Village's investment policy. This statement shall be submitted to the Assistant Village Administrator.

Once all requirements are met, the Finance Department will provide the dealer with a list of staff members who are authorized to conduct cash and investment transactions.

N. Security Selection Process

When purchasing or selling securities, the Finance Department shall select the security which provides both the highest rate of return within the established parameters of the Investment Policy and satisfies the current objectives and needs of the Village's portfolio. These selections shall be made based on a minimum of two (2) bids/quotes (unless securities are being purchased at the FED window) being obtained from banks and/or broker/dealers on the securities in question.

Two bids/quotes are not necessary in the following situations:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
2. When no active market exists for the issue being traded due to the age or depth of the issue.
3. When a security is unique to a single dealer, for example, a private placement.
4. When the transaction involves new issue or issues in the "when issued" market.

When using the competitive bid process, all bids shall become part of the record of the specific security involved.



Village of Lemont

418 Main Street • Lemont, Illinois 60439

Village of Faith

Mayor
Brian K. Reaves

Village Clerk
Charlene M. Smollen

Trustees
Debby Blatzer
Paul Chialdikas
Clifford Miklos
Rick Sniegowski
Ronald Stapleton
Jeanette Virgilio

Administrator
Benjamin P. Wehmeier

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- II. **SETTING PRICE OF REAL ESTATE**

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