

*This meeting is being held via telephonic attendance*

## **AGENDA**

*Village of Hoffman Estates  
First Meeting of the Month  
Village Board of Trustees*

*1900 Hassell Road  
Hoffman Estates, IL 60169  
847/882-9100*

---

<b>Board Room</b>	<b>7:00 p.m.</b>	<b>November 2, 2020</b>
-------------------	------------------	-------------------------

---

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **RECOGNITION OF AUDIENCE**
4. **APPROVAL OF MINUTES** – Special Meetings of October 16, 17, 18, 21, 2020  
Special Meetings of October 23, 24, 25, 26, 2020  
Regular Meeting of October 19, 2020
5. **CONSENT AGENDA/OMNIBUS VOTE (Roll Call Vote)**  
*(All items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee so requests. In that event, the discussion will be the first item of business after approval of the Consent Agenda.)*
  - A. Approval of Agenda
  - B. Approval of the schedule of bills for November 2, 2020 - \$2,846,766.95
  - C. Request Board approval to submit an interest form for the 2021 GRCorps program offered by the Metropolitan Mayors Caucus.
  - D. Request Board approval of the new Transportation Planner and Director of Engineering positions as part of the succession plan for the Development Services Department.
  - E. Request Board approval to dispose of police records that have exceeded their State-required retention period.
  - F. Request Board authorization to:
    - 1) waive formal bidding; and
    - 2) order one (1) 2020 Ford Expedition Special Service vehicle as optioned from Kunes Country, Antioch, IL, (low bid) in an amount not to exceed \$39,781.
  - G. Request Board approval of the 2020-2021 annual Snow/Ice Control Policy and Procedure Manual.
  - H. Request Board authorization to award contract for State of Illinois joint purchase of 2020-2021 winter road salt to Cargill, Inc., North Olmstead, OH, based on the purchase of approximately 4,000 tons in 2021 at \$89.33 per ton from Cargill, In. at a cost of \$357,320.

**6. REPORTS (INFORMATION ONLY)****A. President's Report**

... Swearings-In

- Sgt. James Thomas to Police Lieutenant
- Officer Daniel Donohue to Police Sergeant
- Officer Anne Marie Witt
- Officer Victoria Wadowski
- Officer Patrick Buch

... Proclamation(s)

- America Recycles Day
- National Alzheimer's Disease Awareness Month

**B. Trustee Comments****C. Village Manager's Report****D. Village Clerk's Report****E. Committee Reports**

- Transportation & Road Improvements
- Planning, Building & Zoning
- General Administration & Personnel

**7. PLANNING & ZONING COMMISSION**

A. Request by Hoffman Village Station LLC (owner) and Sevan Engineering (applicant) for the following requests for the Hoffman Village Shopping Center located at 2575 W. Golf Road:

- 1) Special use under Section 9-8-2-C-1 of the Zoning Code to allow an automobile service station;
- 2) Preliminary and Final Site Plan approval for a Mariano's Service Station; and
- 3) Amendment to the Master Sign Plan for the Hoffman Village Shopping Center,  
with 6 conditions (see packets).

Voting: 1 Aye, 9 Nays, 1 Absent

Motion failed.

**8. ADDITIONAL BUSINESS**

A. Request Board approval of an Ordinance amending Section 8-3-22, Number of Licenses of Article 3, Alcoholic Liquors, of the Hoffman Estates Municipal Code (increase in number of Class "J" licenses for Ear Hengkry Inc., d/b/a 7-Eleven, 2250 W. Higgins Road).

**9. ADJOURNMENT -- Executive Session - Land Acquisition (5 ILCS 120/2-(c)-(5)&(6))**

**MEETING:** SPECIAL HOFFMAN ESTATES VILLAGE BOARD  
**DATE:** OCTOBER 16, 2020  
**PLACE:** COUNCIL CHAMBERS  
MUNICIPAL BUILDING COMPLEX  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 6:30 p.m. The Village Clerk called the roll. Trustees present: Gary Stanton, Michael Gaeta, Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Stanton.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 6:31 p.m.

Roll Call:

Aye: Stanton, Gaeta, Arnet, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting. Time: 8:35 p.m.

Roll Call:

Aye: Stanton, Gaeta, Arnet, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING: SPECIAL HOFFMAN ESTATES VILLAGE BOARD**  
**DATE: OCTOBER 17, 2020**  
**PLACE: COUNCIL CHAMBERS**  
**MUNICIPAL BUILDING COMPLEX**  
**1900 HASSELL ROAD**  
**HOFFMAN ESTATES, ILLINOIS**

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 12:03 p.m. The Village Clerk called the roll. Trustees present: Michael Gaeta, Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton  
A quorum was present.

**AMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Gaeta.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 12:04 p.m.

Roll Call:

Aye: Gaeta, Arnet, Mills, Newell. Pilafas, Stanton

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting. Time: 2:46 p.m.

Roll Call:

Aye: Gaeta, Arnet, Mills, Newell. Pilafas, Stanton

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING: SPECIAL HOFFMAN ESTATES VILLAGE BOARD**  
**DATE: OCTOBER 18, 2020**  
**PLACE: COUNCIL CHAMBERS**  
**MUNICIPAL BUILDING COMPLEX**  
**1900 HASSELL ROAD**  
**HOFFMAN ESTATES, ILLINOIS**

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 10:00 a.m. The Village Clerk called the roll. Trustees present: Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton, Michael Gaeta  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Arnet.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 10:01 a.m.

Roll Call:

Aye: Arnet, Mills, Newell, Pilafas, Stanton, Gaeta

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting. Time: 1:26 p.m.

Roll Call:

Aye: Arnet, Mills, Newell, Pilafas, Stanton, Gaeta

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING:** HOFFMAN ESTATES VILLAGE BOARD  
**DATE:** OCTOBER 19, 2020  
**PLACE:** COUNCIL CHAMBERS  
MUNICIPAL BUILDING COMPLEX  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 7:00 p.m. The Village Clerk called the roll. Trustees present: Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton, Michael Gaeta, Karen Arnet  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

R. Musiala, Acting Village Manager  
D. O'Malley, Deputy Village Manager  
A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel  
T. Bos, Police Chief  
F. Besenhoffer, IS Director  
J. Nebel, Public Works Director  
M. Saavedra, H&HS Director  
P. Seger, HRM Director  
R. Signorella, CATV Director  
S. Ostrovsky, Asst. to the Village Manager

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led Trustee Mills.

**3. RECOGNITION OF AUDIENCE:**

No one wished to be recognized.

**4. APPROVAL OF MINUTES:**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve Item 4. Voice vote taken. All eyes. Motion carried.

Approval of Minutes  
Minutes from October 3, 2020.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Mills, to approve Item 4. Voice vote taken. All ayes.

Motion carried.

Approval of Minutes

Minutes from October 5, 2020.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve Item 4. Voice vote taken. All ayes. Motion carried.

Approval of Minutes

Minutes from October 12, 2020.

**5. CONSENT AGENDA/OMNIBUS VOTE:**

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.A.

**5.A.** Approval of Agenda with the removal of the Executive Session.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Mills, to approve Item 5.B.

**5.B.** Approval of the schedule of bills for October 19, 2020 - \$6,105,965.22.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.C.

**5.C.** Request Board approval of Ordinance No. 4807-2020 amending Section 6-2-1-HE-11-1302-A of the Hoffman Estates Municipal Code (Georgetown Lane).

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.D.

**5.D.** Request Board approval of Ordinance No. 4808-2020 authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.E.

**5.E.** Request Board approval of Resolution No. 1709-2020 authorizing an application to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for Hassell Road corridor pedestrian and bicycle facility enhancements.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.F.

**5.F.** Request Board approval of Resolution No. 1710-2020 in support of the Village of Oak Brook's opposition to Graue Mill Dam removal.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.G.

**5.G.** Request Board approval of Resolution No. 1711-2020 authorizing the execution of a Redevelopment Agreement between the Village of Hoffman Estates and W-T Properties Schaumburg I, LLC to complete stormwater improvement work along Higgins Road and demolish the former bowling alley building at 80 W. Higgins Road.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.H.



**5.H.** Request Board approval of a request by HMC PT Prairie Stone Crossing, LLC for a site plan amendment for façade changes to the building at 4700 Hoffman Boulevard (former Sports Authority); and Resolution No. 1712-2020 authorizing the execution of a Redevelopment and Sales Tax Rebate Agreement between the Village of Hoffman Estates and HMC PT Prairie Stone Crossing, LLC for the redevelopment and occupancy of the building at 4700 Hoffman Boulevard (former Sports Authority).

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Item 5.I.

**5.I.** Request Board approval of a Surface Transportation Program (STP) resurfacing project of Jones Road and Salem Drive to V3 Companies, Ltd., Woodridge, IL, in an amount not to exceed \$73,103; and approve the Phase III construction services agreement with IDOT for the 2021 STP resurfacing project on Jones Road and Salem Drive.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Gaeta seconded by Trustee Mills, to approve Item 5.J.

**5.J.** Request Board authorization to waive formal bidding; and approve a proposal with Britten Inc, Traverse City, MI, for naming rights interior signage and interactive displays at the NOW Arena in a total amount not to exceed \$64,979.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Gaeta, Arnet

Nay:

Mayor McLeod voted aye.

Motion carried.

## **6. REPORTS:**

### **6.A. President's Report**

#### **Proclamation(s)**

Trustee Newell read the following proclamation.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to concur with the proclamation proclaiming Sunday, November 1, 2020 as Patrick Chlopek Day. Voice vote taken. All ayes.

Motion carried.

Mayor McLeod stated that early voting has started and that the drop box for the mail-in ballots is by the front door, that the Now Arena is having a Halloween event in their parking lot on Halloween and that the Village will be holding a virtual town hall meeting on November 10, 2020. The Mayor stated that he attended a ribbon cutting at the Holiday Inn Express, a Village Green Ad Hoc meeting a SWANCC meeting, a NWMC Board meeting, a White House Covid call, a NLC Transportation meeting, 3 special Board meetings, Coffee with the Board and the basketball museum tour.

#### **6.B. Trustee Comments**

Trustee Mills stated that she attended Coffee with the Board, the special Board meetings and she wished everyone a Happy Halloween.

Trustee Gaeta stated that he attended a Fire & Police Commission meeting, the bench dedication at the hospital, the Holiday Inn ribbon cutting, the Ad Hoc meeting, Coffee with the Board, the special Board meetings and he wished his wife Johanna a Happy Birthday.

Trustee Newell stated that she attended Coffee with the Board, the special Board meetings and she wished Trustee Gaeta's wife a Happy Birthday.

Trustee Arnet stated that she attended Coffee with the Board, the special Board meetings and she wished Johanna Gaeta a Happy Birthday.

Trustee Stanton wished Johanna Gaeta a Happy Birthday, he stated that he attended the bench dedication, the CAC butterfly garden event, the Holiday Inn ribbon cutting, Coffee with the Board and the three special Board meetings.

Trustee Pilafas wished Trustee Gaeta's wife a Happy Birthday, he stated that he attended the Village Green Ad Hoc meeting, Coffee with the Board, the special Board meetings, the Illinois Basketball History museum tour, he met with the park district to discuss common services and he stated that there are changes that he would like made to the Economic Development Commission, a change in the number of commission members and to clean up some of their duties.

#### **6.C. Village Manager's Report**

Acting Village Manager Musiala had no report.

#### **6. D. Village Clerk's Report**

The Village Clerk gave an update on how the first day of early voting went.

#### **6.E. Treasurer's Report**

Mrs. Musiala stated that during the month of August 2020, for Operating funds cash receipts and transfers-in exceeded cash disbursements and transfers-out by \$2.4 million, primarily due to the receipt of property taxes. After including these receipts and disbursements, the balance of cash and investments for the operating funds is \$53.9 million.

For the Operating, Debt Service and Capital Projects funds, cash receipts and transfers-in exceeded cash disbursements and transfers-out by \$2.9 million, primarily due to the receipt of property taxes.

For the Trust Funds, cash receipts and transfers-in exceeded cash receipts and transfers-out by \$7.5 million, primarily due to pension fund activity.

The total for cash and investments for all funds increased to \$249.1 million.

Trustee Pilafas asked if a check point could be provided at the next Finance Committee meeting.

## **6.F. Committee Reports**

### **Public Health & Safety**

Trustee Gaeta stated that they would be meeting to request approval to dispose of police records that have exceeded their State-required retention period and to receive and file the Police Department Monthly Report, the Health & Human Services Monthly Report, the Emergency Management Coordinator Monthly Report and the Fire Department Monthly Report.

### **Finance**

Trustee Pilafas stated that they would be meeting to request approval to apply to become a host site for the GRCorps Program (Greenest Region Compact) sponsored by the Metropolitan Mayors Caucus and to receive and file the Finance Department Monthly Report; the Information System Department Monthly Report and the Sears Centre Monthly Report.

### **Public Works & Utilities**

Trustee Newell stated that they would be meeting to hear a presentation of the 2020 American Public Works Association Excellence in Snow and Ice Control Award; have a discussion regarding 2020-2021 Annual Snow/Ice Control Policy and Procedure Manual; request approval of a request by Adesa Illinois, LLC for a resolution for the acceptance of public improvements for Adesa Auctions; request approval of a request by GH of Hoffman Estates, LLC for a resolution for the acceptance of public improvements for Holiday Inn Express; request authorization to award contract for State of Illinois joint purchase of 2020-2021 winter road salt to Cargill, Inc., North Olmstead, OH, based on the purchase of approximately 4,000 tons in 2021 at \$89.33 per ton from Cargill, Inc. at a cost of \$357,320 and to receive and file the Department of Public Works Monthly Report, and the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

## **7. ADDITIONAL BUSINESS:**

There was no Additional Business.

## **8. ADJOURNMENT:**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjouru the meeting. Time: 7:24 p.m. Voice vote taken. All ayes. Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING:** SPECIAL HOFFMAN ESTATES VILLAGE BOARD  
**DATE:** OCTOBER 21, 2020  
**PLACE:** COUNCIL CHAMBERS  
MUNICIPAL BUILDING COMPLEX  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 6:30 p.m. The Village Clerk called the roll. Trustees present: Anna Newell, Gary Pilafas, Gary Stanton, Michael Gaeta, Karen Arnet, Karen Mills  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Newell.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 6:31 p.m.

Roll Call:

Aye: Newell, Pilafas, Stanton, Gaeta, Arnet, Mills  
Nay:  
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Stanton, seconded by Trustee Pilafas, to adjourn the meeting. Time: 9:12 p.m.

Roll Call:

Aye: Newell, Pilafas, Stanton, Gaeta, Arnet, Mills  
Nay:  
Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING: SPECIAL HOFFMAN ESTATES VILLAGE BOARD**  
**DATE: OCTOBER 23, 2020**  
**PLACE: COUNCIL CHAMBERS**  
**MUNICIPAL BUILDING COMPLEX**  
**1900 HASSELL ROAD**  
**HOFFMAN ESTATES, ILLINOIS**

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 6:30 p.m. The Village Clerk called the roll. Trustees present: Gary Pilafas, Gary Stanton, Michael Gaeta, Karen Arnet, Karen Mills, Anna Newell  
A quorum was present.

**AMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Pilafas.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 6:31 p.m.

Roll Call:

Aye: Pilafas, Stanton, Gaeta, Arnet, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting. Time: 9:31 p.m.

Roll Call:

Aye: Pilafas, Stanton, Gaeta, Arnet, Mills, Newell

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING:** SPECIAL HOFFMAN ESTATES VILLAGE BOARD  
**DATE:** OCTOBER 24, 2020  
**PLACE:** COUNCIL CHAMBERS  
MUNICIPAL BUILDING COMPLEX  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 10:00 a.m. The Village Clerk called the roll. Trustees present: Gary Stanton, Michael Gaeta, Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas  
A quorum was present.

**AMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Stanton.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 10:01 p.m.

Roll Call:

Aye: Pilafas, Stanton, Gaeta, Arnet, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Stanton, seconded by Trustee Arnet, to adjourn the meeting. Time: 1:21 p.m.

Roll Call:

Aye: Stanton, Gaeta, Arnet, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**MEETING: SPECIAL HOFFMAN ESTATES VILLAGE BOARD**  
**DATE: OCTOBER 25, 2020**  
**PLACE: COUNCIL CHAMBERS**  
**MUNICIPAL BUILDING COMPLEX**  
**1900 HASSELL ROAD**  
**HOFFMAN ESTATES, ILLINOIS**

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 9:01 a.m. The Village Clerk called the roll. Trustees present: Michael Gaeta, Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Gaeta.

**3. ADJOURNMENT**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting into Executive Session to discuss Personnel-Employment (5 ILCS 120/2-(c)-(1)) Time: 9:02 a.m.

Roll Call:

Aye: Gaeta, Arnet, Mills, Newell, Pilafas, Stanton

Nay:

Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Arnet, seconded by Trustee Pilafas, to adjourn the meeting. Time: 10:04 a.m.

Roll Call:

Aye: Gaeta, Arnet, Mills, Newell, Pilafas, Stanton

Nay:

Mayor McLeod voted aye.

Motion carried.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.



**MEETING:  
DATE:  
PLACE:**

**SPECIAL HOFFMAN ESTATES VILLAGE BOARD  
OCTOBER 26, 2020  
COUNCIL CHAMBERS  
MUNICIPAL BUILDING COMPLEX  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS**

**1. CALL TO ORDER:**

Village President William McLeod called the meeting to order at 8:01 p.m. The Village Clerk called the roll. Trustees present: Karen Arnet, Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton, Michael Gaeta  
A quorum was present.

**ADMINISTRATIVE PERSONNEL PRESENT:**

R. Musiala, Acting Village Manager  
D. O'Malley, Deputy Village Manager  
A. Janura, Corporation Counsel  
P. Cross, Asst. Corporation Counsel  
F. Besenhoffer, IS Director  
P. Fortunato, Fire Chief  
T. Bos, Police Chief  
K. Cawley, Asst. Police Chief  
J. Nebel, Public Works Director  
M. Saavedra, H&HS Director  
P. Gugliotta, Planning, Building & Code Enforcement Director  
A. Wenderski, Village Engineer  
S. Ostrovsky, Asst. to the Village Manager  
R. Johnson, Management Analyst  
M. Koplín, Arena Owner Representative  
R. Signorella, CATV Director  
B. Gibbs, Now Arena General Manager

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

The Pledge was led by Trustee Arnet.

**3. ADDITIONAL BUSINESS:**

Motion by Trustee Gaeta, seconded by Trustee Arent, to approve Item 3.A.

**3.A.** Request Board authorization of Change Order #1 to the contract with V3 Construction Group, Ltd. of Woodridge, IL for the Village Green Phase I Improvement Project in an amount of \$71,318 for a total not to exceed \$982,318.

Roll Call:

Aye: Arnet, Mills, Newell, Pilafas, Stanton, Gaeta

Nay:

Mayor McLeod voted aye.

Motion carried.

**4. ADJOURNMENT:**

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting. Voice vote taken. All ayes. Motion carried. Time: 8:03 p.m.

---

Bev Romanoff  
Village Clerk

Date Approved

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.



## **BILL LIST SUMMARY**

<b>BILL LIST AS OF 11/02/20</b>	<b>\$</b>	<b>1,402,410.88</b>
<b>MANUAL CHECKS 10/16 TO 10/29/20</b>	<b>\$</b>	<b>138,169.74</b>
<b>PAYROLL 10/23/2020</b>	<b>\$</b>	<b>1,306,186.33</b>
<b>TOTAL</b>	<b>\$</b>	<b>2,846,766.95</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
<b>GENERAL FUND</b>			
01 0302	ADVANCE AUTO PARTS	REPAIR PARTS	\$945.77
01 0302	ADVANCE AUTO PARTS	RTN REPAIR PARTS	(\$183.70)
01 0302	ADVANCE AUTO PARTS	STOCK REPAIR PARTS	\$185.42
01 0302	BRISTOL HOSE & FITTING	REPAIR PARTS	\$483.75
01 0302	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$11.16
01 0302	CHICAGO PARTS & SOUND LLC	REPAIR PARTS	\$235.34
01 0302	CHICAGO PARTS & SOUND LLC	STOCK REPAIRS PARTS	\$310.72
01 0302	FACTORY MOTOR PARTS CO	VARIOUS SUPPLIES	\$64.56
01 0302	FACTORY MOTOR PARTS CO	WIPER BLADES	\$25.20
01 0302	FIRESTONE TRUCK & SERVICE CENTER	STOCK REPAIR PARTS	\$933.38
01 0302	FIRESTONE TRUCK & SERVICE CENTER	VEHICLE TIRES	\$933.38
01 0302	GENERAL TRUCK PARTS & EQUIPMENT	MOTOR	\$670.00
01 0302	LEACH ENTERPRISES INC	REPAIR PARTS	\$22.95
01 0302	MACQUEEN EMERGENCY GROUP	STOCK REPAIR PARTS	\$60.27
01 0302	MONROE TRUCK EQUIPMENT	BQSS, SPRING KIT	\$23.50
01 0302	MONROE TRUCK EQUIPMENT	ESTIMATED SHIPPING/HANDLING	\$43.61
01 0302	MONROE TRUCK EQUIPMENT	GREASE ZERK #05050288	\$0.34
01 0302	MONROE TRUCK EQUIPMENT	HITCH, LOCK DOG WELDMENT	\$164.36
01 0302	MONROE TRUCK EQUIPMENT	PIN 1.0 X 2.75 CLEVIS, LA	\$14.44
01 0302	MONROE TRUCK EQUIPMENT	SALT SPINNER MOTOR #05006	\$929.64
01 0302	MONROE TRUCK EQUIPMENT	SEAL SAVER FOR SPINNER MO	\$9.02
01 0302	O'REILLY AUTO PARTS	FILTERS	\$52.00
01 0302	POMP'S TIRE	REPAIR PARTS	\$158.89
01 0302	POMP'S TIRE	STOCK REPAIR PARTS	\$322.78
01 0302	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$101.80
<b>CASH AND INVENTORIES</b>			<b>\$6,718.58</b>
01 1432	DIXON ENGINEERING INC	PLAN REVIEW AND INSPECTION	\$1,150.00
01 1432	GH OF HOFFMAN ESTATES LLC	PARTIAL RFD GUARANTEE DEPOSIT	\$168,200.00
<b>PAYMENTS FROM DEPOSITS ON HAND</b>			<b>\$169,350.00</b>
01 1214	NCPERS-IL IMRF	DED:2030 IMRF LIFE	\$784.00
01 1218	INT'L BROTHERHOOD TEAMSTERS LCL 700	DED:2034 PW DUES	\$3,748.00
01 1218	METROPOLITAN ALLIANCE OF POLICE	DED:2033 MAP 96	\$2,752.00
01 1218	METROPOLITAN ALLIANCE OF POLICE	DED:2038 MAP 97	\$456.00
01 1222	AFLAC	DED:1027 AFLAC-INS	\$8,349.40
01 1223	AFLAC	DED:2027 AFL-AF TAX	\$1,983.88
01 1226	PRE PAID LEGAL SERVICE INC	DED:2035 LEGAL	\$1,393.34
01 1232	LYDIA S. MEYER TRUSTEE	DED:0021 CT ORDER	\$425.00
<b>PAYROLL DEDUCTION</b>			<b>\$19,891.62</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01000011 3203	ILLINOIS STATE POLICE	LIQUOR CONTROL COMM	\$56.50
01000014 3502	NICHLAUS VERDONK	OVER PYMT RFD CITATION	\$50.00
<b>GENERAL-REVENUE ACCOUNTS</b>			<b>\$106.50</b>
01101123 4402	WAREHOUSE DIRECT	CORRECTION TAPE	\$10.99
<b>LEGISLATIVE</b>			<b>\$10.99</b>
01101223 4402	WAREHOUSE DIRECT	CORRECTION TAPE	\$10.99
<b>ADMINISTRATIVE</b>			<b>\$10.99</b>
01101324 4542	RICHARD A KAVITT ATTORNEY AT LAW	PROFESSIONAL SERVICES	\$2,100.00
01101324 4567	JOHN J SCOTILLO	PROFESSIONAL SERVICES	\$1,500.00
<b>LEGAL</b>			<b>\$3,600.00</b>
01101523 4403	P F PETTIBONE & CO	VARIOUS SUPPLIES	\$524.68
<b>VILLAGE CLERK</b>			<b>\$524.68</b>
01101624 4507	DISCOVERY BENEFITS	FSA MONTHLY SEPTEMBER	\$563.50
01101624 4546	PETER BURCHARD LLC	PROFESSIONAL SERVICES	\$14,544.00
01101624 4580	EMPLOYMENT SCREENING ALLIANCE GRP	PROFESSIONAL SERVICES	\$200.00
<b>HUMAN RESOURCES</b>			<b>\$15,307.50</b>
01107124 4542	COMCAST BUSINESS	INTERNET FEES	\$26.96
<b>EMERGENCY OPERATIONS</b>			<b>\$26.96</b>
 <b>TOTAL GENERAL GOVERNMENT DEPARTMENT</b>			 <b>\$19,481.12</b>
 <b>POLICE DEPARTMENT</b>			
01201223 4402	OFFICE DEPOT	OFFICE SUPPLIES	\$103.22
01201223 4405	RAY O'HERRON CO	REPAIR PARTS	\$74.69
01201223 4405	THE FINER LINE	SHADOW BOX	\$450.00
01201224 4507	MORIZZO FUNERAL HOME & CREMATION	PROFESSIONAL SERVICES	\$275.00
01201224 4507	PAMELA G KARAHALIOS	PROFESSIONAL SERVICES	\$1,000.00
01201224 4542.35	EMERGENCY MEDICAL PRODUCTS INC	NITRILE EXAM GLOVES, LG	\$174.40
<b>ADMINISTRATIVE</b>			<b>\$2,077.31</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01202122 4301	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING	\$325.00
01202122 4304	J.G. UNIFORMS, INC.	HOFFMAN ESTATES POLICE SUPPLIES	\$1,544.95
01202123 4414	EVIDENT INC	MEDICAL SUPPLIES	\$45.15
01202124 4510	CHICAGO COMMUNICATIONS,LLC	MAINTENANCE NOVEMBER 20	\$873.25
<b>PATROL &amp; RESPONSE</b>			<b>\$2,788.35</b>
01202223 4403	RYDIN DECAL	VILLAGE DECAL	\$30.40
<b>TRAFFIC CONTROL</b>			<b>\$30.40</b>
01202524 4542	NORTHWEST CENTRAL DISPATCH SYSTEM	DISPATCH SERVICE NOV 2020	\$47,860.23
<b>COMMUNICATIONS</b>			<b>\$47,860.23</b>
01202622 4301	ADAM MARAK	REIM FOR FUEL PURCHASE	\$84.00
<b>CANINE</b>			<b>\$84.00</b>
01202924 4508	GOLF ROSE PET LODGE	ANIMAL CARE	\$813.00
<b>ADMINISTRATIVE SERVICES</b>			<b>\$813.00</b>
<b>TOTAL POLICE DEPARTMENT</b>			<b>\$53,653.29</b>
 <b>FIRE DEPARTMENT</b>			
01301222 4305	MAJESTIC FLAG & BANNER CO.	FLAGS	\$164.42
01301224 4542.35	EMERGENCY MEDICAL PRODUCTS INC	DISPOSABLE FACE MASK 50EA	\$1,199.60
01301224 4542.35	EMERGENCY MEDICAL PRODUCTS INC	HAND SANITIZER BOTTLE, 80	\$482.96
01301224 4542.35	EMERGENCY MEDICAL PRODUCTS INC	SANIZIDE PRO 1 SPRAY, 32	\$518.00
<b>ADMINISTRATIVE</b>			<b>\$2,364.98</b>
01303122 4301.19	NIPSTA	BASIC OPERATIONS TRAINING	\$4,095.00
01303122 4301.19	ROMEOVILLE FIRE ACADEMY	TRUCK OPERATIONS	\$900.00
01303122 4301.19	ROMEOVILLE FIRE ACADEMY	VEHICLE & MACHINERY TRAIN	\$1,500.00
01303122 4304	TODAYS UNIFORMS	BELTS	\$23.95
01303122 4304	TODAYS UNIFORMS	CARGO PANTS	\$69.95
01303122 4304	TODAYS UNIFORMS	POLO SHIRTS	\$41.95
01303122 4304	TODAYS UNIFORMS	UNIFORMS	\$1,182.30
01303122 4304.14	GRAINGER INC	LEVEL A HAZMAT SUIT	\$713.46
01303123 4408.12	ONSITE COMMUNICATIONS	EAR PAD HEADSET	\$100.00

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01303124 4510.12	NORTHWEST CENTRAL DISPATCH SYSTEM	RADIO REPAIRS	\$219.00
01303124 4510.15	NORTHWEST CENTRAL DISPATCH SYSTEM	PROFESSIONAL SERVICES	\$45.00
01303124 4515.10	EVT TECH	INSTALLATION OF HEADSETS	\$190.00
01303124 4542.13	FOX VALLEY FIRE & SAFETY	EXTINGUISHER REPAIRS	\$84.00
01303125 4602.14	ANDAX INDUSTRIES LLC	DRY DECON LIGHTING SYSTEM	\$969.00
01303125 4602.14	ANDAX INDUSTRIES LLC	ESTIMATED SHIPPING/HANDLING	\$20.58
01303125 4602.14	JJS TECHNICAL SERVICES	CIRCUIT BOARD FOR QUATTRO	\$520.00
01303125 4602.14	JJS TECHNICAL SERVICES	ESTIMATED SHIPPING/HANDLING	\$20.00
01303125 4602.14	JJS TECHNICAL SERVICES	O2 SENSOR	\$165.00
<b>SUPPRESSION</b>			<b>\$10,859.19</b>

01303223 4419	AIRGAS USA, LLC	MEDICAL SUPPLIES	\$288.54
01303223 4419	EMERGENCY MEDICAL PRODUCTS INC	ADC ADSCOPE 603	\$183.56
01303223 4419	EMERGENCY MEDICAL PRODUCTS INC	CURAPLEX ECG CHART PAPER,	\$82.50
01303223 4419	EMERGENCY MEDICAL PRODUCTS INC	CURAPLEX PATIENT MOVER	\$79.96
01303223 4419	EMERGENCY MEDICAL PRODUCTS INC	NITRILE EXAM GLOVES, LG	\$697.60
01303223 4419	EMERGENCY MEDICAL PRODUCTS INC	NITRILE EXAM GLOVES, X-LG	\$422.40
01303223 4419	HENRY SCHEIN INC	MICRODOT XTRA HI/LO SOLUT	\$147.10
01303224 4510	EMERGENCY MEDICAL PRODUCTS INC	COMBICARRIER II, LIGHT GR	\$5,099.94
01303224 4510	EMERGENCY MEDICAL PRODUCTS INC	PHYSIO CONTROL 12 LEAD KI	\$1,989.92
01303225 4602	EMERGENCY MEDICAL PRODUCTS INC	COVIDIEN 5 QT SHARPS CONT	\$32.88
01303225 4602	EMERGENCY MEDICAL PRODUCTS INC	COVIDIEN LOCKING WALL BRA	\$53.98
01303225 4602	EMERGENCY MEDICAL PRODUCTS INC	CYLINDER TOGGLE HANDLE	\$107.60
<b>EMERGENCY MEDICAL SERVICES</b>			<b>\$9,185.98</b>

01303324 4507	AT & T	LANDLINES	\$1,625.17
<b>PREVENTION</b>			<b>\$1,625.17</b>

01303523 4412	CASE LOTS	BLEACH	\$18.90
01303523 4412	CASE LOTS	CITRABLAZE SPRAY	\$194.50
01303523 4412	CASE LOTS	DAWN DISH SOAP	\$119.90
01303523 4412	CASE LOTS	FLOOR CLEANER	\$321.60
01303523 4412	CASE LOTS	MULTIFOLD PAPER TOWELS	\$299.00
01303523 4412	CASE LOTS	OVEN CLEANER	\$199.50
01303523 4412	CASE LOTS	PUMP FOR 1 GALLON SANITIZER	\$13.80
01303523 4412	CASE LOTS	ROLL PAPER TOWELS	\$389.00
01303523 4412	CASE LOTS	SANISPRITZ SPRAY	\$239.60
01303523 4412	CASE LOTS	SCRUBBING BUBBLES SPRAY	\$184.50
01303523 4412	CASE LOTS	STAINLESS STEEL CLEANER	\$224.50
01303523 4412	CASE LOTS	TOILET CLEANER	\$149.75
<b>FIRE STATIONS</b>			<b>\$2,354.55</b>

**TOTAL FIRE DEPARTMENT**

**\$26,389.87**

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
<b>PUBLIC WORKS</b>			
01401223 4402	OFFICE DEPOT	OFFICE SUPPLIES	\$64.62
01401224 4542.35	WAREHOUSE DIRECT	FACE MASKS	\$749.50
			<b>\$814.12</b>
<b>ADMINISTRATIVE</b>			
01404123 4414	BRYAN SCHWICHTENBERG	CDL REIM	\$30.00
01404123 4414	GRAINGER INC	MOSMATIC NOZZLE	\$240.00
01404123 4414	GRAINGER INC	MOSMATIC UNDERCARRIAGE	\$3,768.00
01404123 4414	JOE R CAPIGA	REIM FOR CDL	\$30.00
01404124 4507	DTN, LLC	WEATHER FORECASTING SERVICE	\$308.64
01404124 4507	MURRAY & TRETTEL INC/ WEATHER	WEATHER FORECASTING SERVICE	\$400.00
			<b>\$4,776.64</b>
<b>SNOW &amp; ICE REMOVAL</b>			
01404224 4521	HEALY ASPHALT CO., LLC.	SURFACE MATERIALS	\$1,174.53
01404224 4542	LAKESHORE RECYCLING SYSTEMS	STREET SWEEPING SERVICES	\$20,172.27
01404224 4545	FULLIFE SAFETY CENTER	SAFETY SUPPLIES	\$145.00
			<b>\$21,491.80</b>
<b>PAVEMENT MAINTENANCE</b>			
01404323 4408	A.M. LEONARD,INC.	VARIOUS SUPPLIES	\$311.45
01404323 4414	OFFICE DEPOT	OFFICE SUPPLIES	\$53.17
01404323 4414	THE STANDARD COMPANIES	WIPERS	\$330.25
01404324 4507	LUCAS LANDSCAPING AND DESIGN	CONTRACTED BRUSH/BRANCH	\$5,640.00
01404324 4507	V CARDENAS LANDSCAPING	CONTRACTED MOWING SERVICE	\$7,273.61
01404324 4510	VERMEER MIDWEST\VERMEER-IL	BLADE SHARPENING	\$120.00
01404324 4545	FULLIFE SAFETY CENTER	MEDICAL SUPPLIES	\$167.05
			<b>\$13,895.53</b>
<b>FORESTRY</b>			
01404423 4403	BHFX DIGITAL IMAGING	SOFTWARE SUPPORT	\$2,500.00
01404424 4501	COMCAST BUSINESS	INTERNET SERVICES	\$123.45
01404424 4503	NICOR GAS	GAS 1900 HASSELL RD	\$49.84
01404424 4503	NICOR GAS	GAS 225 FLAGSTAFF	\$164.34
01404424 4503	NICOR GAS	GAS 2305 PEMBROKE	\$421.93
01404424 4503	NICOR GAS	GAS 2405 PEMBROKE	\$215.59
01404424 4503	NICOR GAS	GAS 2550 PRAIRIE STONE	\$38.95
01404424 4503	NICOR GAS	GAS 411 W HIGGINS	\$1,462.99
01404424 4503	NICOR GAS	GAS 5775 BEACON POINTE	\$307.88
01404424 4507	ROSE PEST SOLUTIONS INC	TO PROVIDE PEST CONTROL S	\$246.00
01404424 4507	SOUND INC.	BRIVO HOSTING FEES - VILLAGE	\$1,003.87
01404424 4509	CINTAS	FLOOR MAT RENTAL AND CLEANING	\$38.58



# VILLAGE OF HOFFMAN ESTATES

*November 2, 2020*

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01404424 4510	GRAINGER INC	REPAIR PARTS	\$30.93
01404424 4510	GRAINGER INC	VARIOUS SUPPLIES	\$417.61
01404424 4517	WOLF ELECTRIC SUPPLY CO	REPAIR PARTS	\$107.60
01404424 4518	AMAZON CAPITAL SERVICES INC	VARIOUS SUPPLIES	\$20.43
01404424 4518	CINTAS	FLOOR MAT RENTAL AND CLEANING	\$169.88
01404424 4518	ROSE PEST SOLUTIONS INC	TO PROVIDE PEST CONTROL SERVICES	\$95.00
01404424 4518	SOUND INC.	BRIVO HOSTING FEES - FIRE	\$155.11
01404424 4518	WEATHERGUARD ROOFING CO.	REPAIRS	\$261.50
01404424 4518	WEATHERGUARD ROOFING CO.	REPAIRS TO ROOF 1300 WESTBURY	\$549.50
01404424 4520	MENARDS - HNVR PARK	REPAIR PARTS	\$119.46
<b>FACILITIES</b>			<b>\$8,500.44</b>

01404522 4304	CINTAS #22	CONTRACT PRICING THROUGH	\$83.66
01404523 4411	AL WARREN OIL CO INC	FUEL	\$10,418.48
01404523 4414	AMAZON CAPITAL SERVICES INC	VARIOUS SUPPLIES	\$17.70
01404523 4414	SERVICE COMPONENTS INC	REPAIR PARTS	\$96.24
01404524 4507	VERIZON CONNECT NWF INC	WIRELESS SERVICES	\$1,922.45
01404524 4509	AIRGAS USA, LLC	OXYGEN	\$218.39
01404524 4513	ADVANCE AUTO PARTS	REPAIR PARTS	\$47.44
01404524 4513	AMAZON CAPITAL SERVICES INC	REPAIR PARTS	\$63.30
01404524 4513	DUNDEE FORD	REPAIR PARTS	\$138.89
01404524 4513	SERVICE COMPONENTS INC	REPAIR PARTS	\$120.49
01404524 4514	ADVANCE AUTO PARTS	REPAIR PARTS	\$32.70
01404524 4514	AEC FIRE-SAFETY & SECURITY INC	VARIOUS SUPPLIES	\$22.95
01404524 4514	AMAZON CAPITAL SERVICES INC	TOOL	\$475.78
01404524 4514	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$70.62
01404524 4514	BUMPER TO BUMPER/ LEE AUTO	RTN REPAIR PARTS	(\$97.46)
01404524 4514	MACQUEEN EMERGENCY GROUP	FUEL TANK	\$767.39
01404524 4514	MACQUEEN EMERGENCY GROUP	REPAIR PARTS	\$259.43
01404524 4514	MACQUEEN EMERGENCY GROUP	VARIOUS SUPPLIES	\$25.44
01404524 4514	MORTON GROVE AUTOMOTIVE WEST	ALTERNATOR	\$695.00
01404524 4514	O'REILLY AUTO PARTS	REPAIR PARTS	\$24.75
01404524 4514	POMP'S TIRE	REPAIR PARTS	\$45.00
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	HARDWARE KIT	\$100.00
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$868.88
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	RTN REPAIR PARTS	(\$284.90)
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	VARIOUS SUPPLIES	\$169.99
01404524 4534	ADVANCE AUTO PARTS	REPAIR PARTS	\$806.72
01404524 4534	ADVANCE AUTO PARTS	RTN REPAIR PARTS	(\$231.79)
01404524 4534	AMAZON CAPITAL SERVICES INC	REPAIR PARTS	\$191.96
01404524 4534	AMAZON CAPITAL SERVICES INC	VARIOUS SUPPLIES	\$34.95
01404524 4534	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$310.65
01404524 4534	BUMPER TO BUMPER/ LEE AUTO	RTN PARTS	(\$149.78)
01404524 4534	BUMPER TO BUMPER/ LEE AUTO	RTN REPAIR PARTS	(\$48.00)

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01404524 4534	DUNDEE FORD	REPAIR PARTS	\$638.49
01404524 4534	FACTORY MOTOR PARTS CO	VARIOUS SUPPLIES	\$95.99
01404524 4534	FIRESTONE TRUCK & SERVICE CENTER	VEHICLE ALIGNMENT	\$55.00
01404524 4534	FIRESTONE TRUCK & SERVICE CENTER	VEHICLE TIRES	\$1,038.30
01404524 4534	MAPES AUTO UPHOLSTERY, INC	VEHICLE SEAT CUSHION	\$300.00
01404524 4534	MENARDS - HNVR PARK	REPAIR PARTS	\$103.44
01404524 4534	ROLAND MACHINERY COMPANY	REPAIRS TO ALARM	\$162.31
01404524 4534	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$90.90
01404524 4534	RUSSO POWER EQUIPMENT	OIL FILTERS	\$85.79
01404524 4534	VERMEER MIDWEST/VERMEER-IL	REPAIR PARTS	\$175.91
01404525 4602	MENARDS - HNVR PARK	REPAIR PARTS	\$24.88
01404525 4602	PURE MECHANICAL LLC	INSTALL NEW 12" VENT PIPE	\$1,326.12
<b>FLEET SERVICES</b>			<b>\$21,314.45</b>
01404624 4519	THE STANDARD COMPANIES	WIPERS	\$330.25
<b>F.A.S.T.</b>			<b>\$330.25</b>
01404724 4522	MENARDS - HNVR PARK	REPAIR PARTS	\$96.36
01404724 4522	VCNA PRAIRIE LLC	CONCRETE	\$861.00
01404724 4522	VCNA PRAIRIE LLC	MAINTENANCE SUPPLIES	\$184.50
01404724 4522	WELCH BRQS INC	REPAIR PARTS	\$870.40
<b>STORM SEWERS</b>			<b>\$2,012.26</b>
01404824 4502	COMMONWEALTH EDISON	ELECTRIC GOLF RED LIGHT	\$12.41
01404824 4502	COMMONWEALTH EDISON	ELECTRIC STREET LITES	\$194.87
01404824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 0 SEDGE	\$7,999.69
01404824 4545	FULLIFE SAFETY CENTER	SAFETY SUPPLIES	\$135.21
<b>TRAFFIC CONTROL</b>			<b>\$8,342.18</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>			<b>\$81,477.67</b>
<b>DEVELOPMENT SERVICES</b>			
01505124 4507	ANIMAL TRACKERS WILDLIFE COMPANY	HORNET REMOVAL	\$125.00
01505124 4545	JOHN SHOGREN	REIM FOR SAFETY SHOES	\$100.00
<b>CODE ENFORCEMENT</b>			<b>\$225.00</b>
01505924 4542	GOLDEN CORRIDOR ADV MANU PRTRNSHP	MUNICIPAL SPONSORSHIPS	\$10,000.00
<b>ECONOMIC DEVELOPMENT</b>			<b>\$10,000.00</b>
<b>TOTAL DEVELOPMENT SERVICES DEPARTMENT</b>			<b>\$10,225.00</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
<b>HEALTH &amp; HUMAN RESOURCES</b>			
01556523 4402	OFFICE DEPOT	OFFICE SUPPLIES	\$172.67
01556523 4402	OFFICE DEPOT	PLANNER	\$20.79
<b>TOTAL HEALTH &amp; HUMAN SERVICES DEPARTMENT</b>			<b>\$193.46</b>
01605824 4593	NORTHERN LIGHTS DISPLAY	BANNERS	\$6,249.00
<b>MISCELLANEOUS B &amp; C</b>			<b>\$6,249.00</b>
<b>TOTAL BOARDS &amp; COMMISSIONS DEPARTMENT</b>			<b>\$6,249.00</b>
<b>TOTAL GENERAL FUND</b>			<b>\$393,736.11</b>
<b>PRAIRIE STONE CAPITAL FUND</b>			
27000025 4621	SOUND INC.	INSTALL NEW VERIZON 4G WIFI	\$2,152.00
<b>TOTAL PRAIRIE STONE CAPITAL FUND</b>			<b>\$2,152.00</b>
<b>ROAD IMPROVEMENT FUND</b>			
29000025 4610	CIVILTECH ENGINEERING, INC.	PROFESSIONAL SERVICES	\$42,558.10
<b>TOTAL ROAD IMPROVEMENT FUND</b>			<b>\$42,558.10</b>
<b>CAPITAL IMPROVEMENT FUND</b>			
36000025 4615	TRANSYSTEMS CORP.	PROFESSIONAL SERVICES	\$1,319.34
<b>TOTAL CAPITAL IMPROVEMENTS FUND</b>			<b>\$1,319.34</b>
<b>CAPITAL VEHICLE AND EQUIPMENT FUND</b>			
37000025 4603	CURRIE MOTORS	2020 FORD AWD INTERCEPTOR	\$111,594.00
37000025 4612	EVT TECH	ESTIMATED SHIPPING/HANDLING	\$25.00
37000025 4612	EVT TECH	HAVIS 11" SLIDE OUT LOCK	\$588.48
37000025 4612	EVT TECH	HAVIS 16" HEAVY DUTY TELE	\$231.50
<b>TOTAL CAPITAL VEHICLE AND EQUIPMENT FUND</b>			<b>\$112,438.98</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
<b>WATERWORKS &amp; SEWERAGE FUND</b>			
40 1445	AMERICAN UNDERGROUND INC	HYDRANT METER DEPOSIT	\$775.00
<b>WATER MISCELLANEOUS PAYMENT</b>			<b>\$775.00</b>
40406723 4402	OFFICE DEPOT	OFFICE SUPPLIES	\$64.63
40406723 4402	PROVEN IT	COPIER SERVICES	\$18.95
40406723 4408	USA BLUE BOOK	VARIOUS SUPPLIES	\$86.94
40406723 4414	LEE JENSEN SALES CO., INC.	GUIDEBAR	\$215.00
40406723 4414	OFFICE DEPOT	OFFICE SUPPLIES	\$92.23
40406723 4414	TEST GAUGE INC	CALIBRATION	\$143.36
40406724 4503	NICOR GAS	GAS 1775 ABBEYWOOD	\$44.48
40406724 4503	NICOR GAS	GAS 4690 OLMSTEAD	\$40.12
40406724 4507	SOUND INC.	BRIVO HOSTING FEES - WATER	\$353.69
40406724 4507	VERIZON CONNECT NWF INC	WIRELESS SERVICES	\$823.90
40406724 4510	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$125.07
40406724 4510	MENARDS - HNVR PARK	REPAIR PARTS	\$52.96
40406724 4510	STANDARD EQUIPMENT CO	VARIOUS SUPPLIES	\$174.55
40406724 4527	GRAINGER INC	FIRE HYDRANT VALVE	\$1,123.77
40406724 4529	ADVANCED TURF SOLUTIONS	LANDSCAPE MATERIALS	\$80.00
40406724 4529	BEVERLY MATERIALS, L.L.C.	CLEAN FILL	\$105.00
40406724 4529	BEVERLY MATERIALS, L.L.C.	STONE	\$368.68
40406724 4529	GREEN SOILS MANAGEMENT LLC	STONE	\$136.62
40406724 4529	JCK CONTRACTORS, INC	TOPSOIL	\$160.00
40406724 4529	MENARDS - HNVR PARK	CONCRETE MIX	\$17.64
40406724 4529	MENARDS - HNVR PARK	REPAIR PARTS	\$5.96
40406724 4529	UNDERGROUND PIPE & VALVE CO	REPAIR PARTS	\$398.00
40406724 4529	VCNA PRAIRIE LLC	CONCRETE	\$509.00
40406724 4529	WATER PRODUCTS CO.	REPAIR PARTS	\$1,796.97
40406724 4529	ZIEBELL WATER SERVICE	REPAIR PARTS	\$569.28
40406724 4545	FULLIFE SAFETY CENTER	SAFETY SUPPLIES	\$47.64
40406724 4545	STATE INDUSTRIAL PRODUCTS CORP	VARIOUS SUPPLIES	\$261.60
40406724 4545	ULTRA STROBE COMMUNICATIONS	WHELEN JUSTICE LIGHTBAR 4	\$500.00
40406724 4585	ADVANCE AUTO PARTS	REPAIR PARTS	\$86.62
40406724 4585	ADVANCE AUTO PARTS	RTN REPAIR PARTS	(\$10.20)
40406724 4585	FIRESTONE TRUCK & SERVICE CENTER	ALIGNMENT	\$55.00
40406724 4585	O'REILLY AUTO PARTS	REPAIR PARTS	\$7.98
40406724 4585	ROLAND MACHINERY COMPANY	REPAIRS TO ALARM	\$162.31
40406724 4585	ULTRA STROBE COMMUNICATIONS	WHELEN JUSTICE LIGHT BAR	\$1,025.00
40406724 4585	ULTRA STROBE COMMUNICATIONS	WHELEN JUSTICE LIGHTBAR 4	\$525.00
<b>WATER DIVISION</b>			<b>\$10,167.75</b>

# VILLAGE OF HOFFMAN ESTATES

November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 5400 W GOLF	\$1,624.14
40406824 4525	ANDERSON LOCK	CHIPPENDALE LOCKS	\$166.40
40406824 4525	ANDERSON LOCK	REPAIR PARTS	\$552.50
40406824 4525	GRAINGER INC	REPAIR PARTS	\$120.38
40406824 4525	MENARDS - HNVR PARK	REPAIR PARTS	\$100.34
40406824 4530	ADVANCED TURF SOLUTIONS	LANDSCAPE MATERIALS	\$80.00
40406824 4530	BEVERLY MATERIALS, L.L.C.	CLEAN FILL	\$105.00
40406824 4530	BEVERLY MATERIALS, L.L.C.	STONE	\$368.68
40406824 4530	GREEN SOILS MANAGEMENT LLC	STONE	\$136.62
40406824 4530	VCNA PRAIRIE LLC	CONCRETE	\$509.00
40406825 4602	FULLIFE SAFETY CENTER	SENSORS	\$149.80
<b>SEWER DIVISION</b>			<b>\$3,912.86</b>
40407024 4542	FIRST BILLING SERVICES LLC	BILLING SERVICES	\$4,435.85
<b>BILLING DIVISION</b>			<b>\$4,435.85</b>
40407324 4527	DIXON ENGINEERING, INC.	ENGINEERING SERVICES FOR	\$1,581.25
40407325 4608	STATE INDUSTRIAL PRODUCTS CORP	SOLE VENDOR FOR PRODUCT	\$2,158.00
40407523 4420	WATER RESOURCES INC	VARIOUS WATER METERS	\$3,580.00
40407723 4542	SIEMENS INDUSTRY INC	PROFESSIONAL SERVICES	\$469,521.18
<b>CAPITAL PROJECTS</b>			<b>\$476,840.43</b>
<b>TOTAL WATERWORKS AND SEWERAGE FUND</b>			<b>\$496,131.89</b>
<b>NOW ARENA OPERATING FUND</b>			
41000024 4510	NOW ARENA	BEER BOX DISCONNECT	\$380.00
41000025 4602	BRITTEN INC	SIGNAGE FOR NOW ARENA	\$32,489.50
<b>TOTAL NOW ARENA OPERATING FUND</b>			<b>\$32,869.50</b>
<b>INSURANCE FUND</b>			
46700024 4552	EBY GRAPHICS	REPAIR PARTS	\$90.64
46700024 4552	OTTO'S COLLISION SERVICE	SHEET METAL	\$1,219.20
<b>TOTAL INSURANCE FUND</b>			<b>\$1,309.84</b>

**VILLAGE OF HOFFMAN ESTATES**  
November 2, 2020

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
<b>INFORMATION SERVICES</b>			
47001223 4406	SOUTHERN COMPUTER WAREHOUSE	TONER	\$68.52
<b>ADMINISTRATIVE</b>			<b>\$68.52</b>
47008524 4542	DELL COMPUTERS	DELL STORAGE MD1400 UPGRADE	\$11,480.00
<b>OPERATIONS</b>			<b>\$11,480.00</b>
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$7,780.08
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$1,604.13
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$2,460.70
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$1,368.87
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$818.87
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$1,535.90
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$501.13
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$1,971.60
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$545.83
47008625 4602	ZONES LLC	NETWORK INFRASTRUCTURE PROJECT	\$760.72
<b>CAPITAL ASSETS</b>			<b>\$19,347.83</b>
<b>TOTAL INFORMATION SYSTEMS FUND</b>			<b>\$30,896.35</b>
<b>2019 CAPITAL PROJECTS</b>			
64000023 4542	SIEMENS INDUSTRY INC	PROFESSIONAL SERVICES	\$288,998.77
<b>TOTAL 2019 CAPITAL PROJECTS</b>			<b>\$288,998.77</b>
<b>BILL LIST TOTAL</b>			<b>\$1,402,410.88</b>

SUPERION  
 DATE: 10/29/2020  
 TIME: 10:28:55

VILLAGE OF HOFFMAN ESTATES  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1  
 ACCTPA21

SELECTION CRITERIA: transact.t\_c='20' and transact.trans\_date between '20201016 00:00:00.000' and '20201029 00:00:00.000'  
 ACCOUNTING PERIOD: 10/20

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	119864 V	10/20/20	13996	O'REILLY AUTO PARTS	01	STOCK REPAIR PARTS	0.00	-67.89
0102	119864 V	10/20/20	13996	O'REILLY AUTO PARTS	01	REPAIR PARTS	0.00	-12.58
TOTAL CHECK							0.00	-80.47
0102	119921	10/16/20	12216	VHE SWC TRUST	01505924	SALES TAX INCENTIVE	0.00	88,238.27
0102	119922	10/16/20	18085	AMALGAMATED BANK OF CHIC	17000024	ADMINISTRATIVE FEE	0.00	475.00
0102	119923	10/16/20	18873	DESCHOUW BSM LLC	01	RFD OF PERFRMANCE DE	0.00	5,500.00
0102	119924	10/16/20	20402	BLACKBERRY FALLS LLC	01	PLAYGROUND PROJECT	0.00	5,500.00
0102	119925	10/16/20	14550	CALL ONE	01404424	LANDLINES	0.00	4,639.84
0102	119925	10/16/20	14550	CALL ONE	40406724	LANDLINES	0.00	1,712.88
0102	119925	10/16/20	14550	CALL ONE	40406824	LANDLINES	0.00	55.60
0102	119925	10/16/20	14550	CALL ONE	01303324	LANDLINES	0.00	52.30
0102	119925	10/16/20	14550	CALL ONE	01556524	LANDLINES	0.00	52.30
TOTAL CHECK							0.00	6,512.92
0102	119926	10/16/20	20401	WINSTON KNOLLS FOUNDATIO	01	RFD OF PERFORMANCE	0.00	11,000.00
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101124	WIRELESS SERVICES	0.00	829.25
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101224	WIRELESS SERVICES	0.00	110.32
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101324	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101424	WIRELESS SERVICES	0.00	170.42
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101524	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01101624	WIRELESS SERVICES	0.00	120.20
0102	119927	10/16/20	4496	VERIZON WIRELESS	01102524	WIRELESS SERVICES	0.00	125.03
0102	119927	10/16/20	4496	VERIZON WIRELESS	01106224	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01107124	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01201224	WIRELESS SERVICES	0.00	1,578.38
0102	119927	10/16/20	4496	VERIZON WIRELESS	01301224	WIRELESS SERVICES	0.00	360.61
0102	119927	10/16/20	4496	VERIZON WIRELESS	01303124	WIRELESS SERVICES	0.00	120.20
0102	119927	10/16/20	4496	VERIZON WIRELESS	01303124	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01303224	WIRELESS SERVICES	0.00	1,208.36
0102	119927	10/16/20	4496	VERIZON WIRELESS	01303324	WIRELESS SERVICES	0.00	180.30
0102	119927	10/16/20	4496	VERIZON WIRELESS	01401224	WIRELESS SERVICES	0.00	109.39
0102	119927	10/16/20	4496	VERIZON WIRELESS	01404124	WIRELESS SERVICES	0.00	190.85
0102	119927	10/16/20	4496	VERIZON WIRELESS	01404224	WIRELESS SERVICES	0.00	55.55
0102	119927	10/16/20	4496	VERIZON WIRELESS	01404324	WIRELESS SERVICES	0.00	359.13
0102	119927	10/16/20	4496	VERIZON WIRELESS	01404424	WIRELESS SERVICES	0.00	377.77
0102	119927	10/16/20	4496	VERIZON WIRELESS	01404824	WIRELESS SERVICES	0.00	233.17
0102	119927	10/16/20	4496	VERIZON WIRELESS	01501224	WIRELESS SERVICES	0.00	120.20
0102	119927	10/16/20	4496	VERIZON WIRELESS	01505024	WIRELESS SERVICES	0.00	60.10
0102	119927	10/16/20	4496	VERIZON WIRELESS	01505124	WIRELESS SERVICES	0.00	1,028.91
0102	119927	10/16/20	4496	VERIZON WIRELESS	01505224	WIRELESS SERVICES	0.00	752.18
0102	119927	10/16/20	4496	VERIZON WIRELESS	01505924	WIRELESS SERVICES	0.00	158.66
0102	119927	10/16/20	4496	VERIZON WIRELESS	01556524	WIRELESS SERVICES	0.00	120.20
0102	119927	10/16/20	4496	VERIZON WIRELESS	40406724	WIRELESS SERVICES	0.00	1,722.21
0102	119927	10/16/20	4496	VERIZON WIRELESS	41000024	WIRELESS SERVICES	0.00	50.22
0102	119927	10/16/20	4496	VERIZON WIRELESS	47008524	WIRELESS SERVICES	0.00	81.24
0102	119927	10/16/20	4496	VERIZON WIRELESS	47001224	WIRELESS SERVICES	0.00	2,991.30

SUPERION  
 DATE: 10/29/2020  
 TIME: 10:28:55

VILLAGE OF HOFFMAN ESTATES  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2  
 ACCTPA21

SELECTION CRITERIA: transact.t\_c='20' and transact.trans\_date between '20201016 00:00:00.000' and '20201029 00:00:00.000'  
 ACCOUNTING PERIOD: 10/20

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENOOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	119927	10/16/20	4496	VERIZON WIRELESS	47001224	WIRELESS SERVICES	0.00	789.98
TOTAL CHECK							0.00	14,304.63
0102	119928	10/16/20	13996	O'REILLY AUTO PARTS	01	REPAIR PARTS	0.00	67.89
0102	119929	10/16/20	12947	BUMPER TO BUMPER/ LEE AU	01	REPAIR PARTS	0.00	12.58
0102	119930	10/22/20	19229	JEWEL FOOD STORES	01101123	VARIOUS SUPPLIES	0.00	130.86
0102	119930	10/22/20	19229	JEWEL FOOD STORES	01303123	VARIOUS SUPPLIES	0.00	40.90
0102	119930	10/22/20	19229	JEWEL FOOD STORES	01301223	VARIOUS SUPPLIES	0.00	27.45
TOTAL CHECK							0.00	199.21
0102	119937	10/23/20	1853	TREASURER STATE OF ILLIN	01	UNCLAIMED PROPERTY	0.00	4,304.71
0102	119938	10/23/20	19424	MARLIN BUSINESS BANK	37000025	COPIER SERVICES	0.00	1,261.00
0102	119939	10/27/20	19424	MARLIN BUSINESS BANK	01201224	COPIER LEASING	0.00	688.00
0102	119939	10/27/20	19424	MARLIN BUSINESS BANK	01303124	COPIER LEASING	0.00	186.00
TOTAL CHECK							0.00	874.00
TOTAL CASH ACCOUNT							0.00	138,169.74
TOTAL FUND							0.00	138,169.74
TOTAL REPORT							0.00	138,169.74



**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF PUBLIC WORKS**

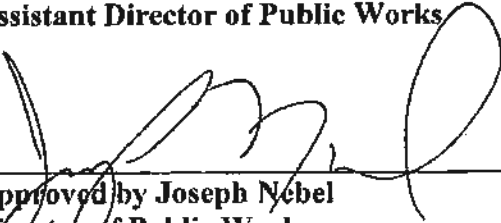
**SNOW AND ICE CONTROL  
POLICY AND PROCEDURE MANUAL**

***2020-2021 SEASON***



---

**Recommended by Kelly Kerr  
Assistant Director of Public Works**



---

**Approved by Joseph Nebel  
Director of Public Works**

---

**Date Approved by Village Board**

**ADVANCE PREPARATION AND PLANNING**

**NOTE: ANNUAL UPDATES ARE ILLUSTRATED BY USE OF *ITALICIZED* TYPE  
NOTE: MINOR UPDATES HAVE BEEN MADE TO THE 2020-21 EDITION THAT ARE NOT  
ITALICIZED INCLUDING CORRECTIONS TO FORMATTING AND SENTENCE STRUCTURE**

All personnel who perform snow removal will attend an intensive training session on the basic mission and operating procedures to be used.

Training will be provided on, but is not limited to, the following:

1. Route assignments (drive through)
2. Equipment checks
3. Specific operating needs of equipment assigned
4. Call in and response procedures
5. Shift assignments
6. Driving and operating safe and tips

Each truck is to be examined thoroughly by Fleet Services mechanics. Wiring and hydraulic hoses that are even remotely suspected of being deficient are to be replaced. All plow frames and plow components will be examined and those parts appearing weak or damaged will be reinforced or replaced. These inspections and repairs will begin in September and be completed by the end of October.

Area route assignments and associated route maps are updated every October to insure new subdivisions and other recent additional responsibilities are incorporated into the Village's plan.

**ADVANCE PREPARATION  
SNOW FENCE**

In November, snow fence will be erected in the following locations where drifting typically occurs. Whenever possible all snow fence will be kept at least 60 feet from the curb line.

SOUTH	NORTH
Atlantic & Pacific	Whispering Trails (Lincoln Park)
Gannon (Chestnut Park)	Whispering Trails (Meadow Park)
Kingsdale (Victoria Park)	Winding Trail (Lincoln Park)
N. Dovington (Victoria Park)	Freeman Road (South Ridge Park)
N. Dexter (Victoria Park)	Huntington & Charlemagne
Randi Lane (north of 630 Randi Lane)	Beverly (south of Higgins)
Evanston & Illinois (Chino Park)	Other areas as necessary

**I. WINTER WEATHER ALERT SERVICE**

A weather alert service is in effect to provide advance warnings of threatening weather conditions.

A. A service alert is to be received by one or more of the following individuals:

1. Assistant Director of Public Works
2. First call Supervisor
3. Second call Supervisor
4. Director of Public Works

- B. When an alert is received, the Assistant Director will contact the First call Supervisor regarding an alert that may require a Department response (salting/plowing operations). The First call Supervisor will notify both the Police Radio Desk and the Assistant Director as to the time such operations begin. The First call Supervisor will again notify both the Police Radio Desk and the Assistant Director when operations are complete.
- C. All snow/ice control related communications with the Weather Service and the Police Department are to be conducted by a Supervisor.

## **II. EMERGENCY PROCEDURES**

It is the goal to clear all Village streets, cul-de-sacs, and dead-ends within 14 hours after a winter weather event has ended. As operations and monitoring of progress continues, outside contractors may be called in to assist when we anticipate that our time goal will not be closely met. Varying conditions such as blowing/drifted snow, excessively heavy snow, etc., may also necessitate outside assistance.

The agreement with contractors shall specify that workers will report within two (2) hours of call. After the first storm, they will be encouraged to store their equipment within the Village.

Contractor equipment will be used primarily to clear cul-de-sacs. As areas are cleared, contractor and available Village equipment will be shifted as needed and contractors released as quickly as possible.

In the event that outside contractors are needed for emergency assistance, authorization must be obtained from the Director of Public Works, or their designee.

If a winter weather event is forecasted to exceed six (6) inches of precipitation with a duration of greater than twelve (12) hours of accumulation, the following measures will take place: Cul-de-sac drivers will be instructed to "open only" all cul-de-sacs/dead-ends/eye brows as designated on their route sheets. "Open only" will involve two or three passes through each cul-de-sac/dead-end/eye brow but will not include curbing or clean-up of areas until all cul-de-sacs have been opened to traffic.

## **III. CONTROL OF OPERATIONS**

### **Under the Direction and General Supervision of the Department Director:**

- A. The Assistant Director, or designated Supervisory Staff, will be in command of salt/snow operations at all times.
- B. Only the Assistant Director, or designated Supervisory Staff, will advise the Police Department of the activation of the Village two (2) inch snow ordinance.
- C. The Assistant Director, or designated Supervisory Staff, will keep the Police Department advised of street operations and when such operations are complete.
- D. When required, two (2) Supervisors will be the staffing level for any given snow/ice Control operation.
- E. The Assistant Director, or designated Supervisory Staff, will assign push back operations the same day or next day, time and conditions permitting.
- F. Supervisors will be assigned for each operation. Supervisory personnel to be utilized include all division supervisors with support from the Director and Assistant Director of Public Works.

Administrative staff are also available to provide support, as needed.

- G. As authorized by the Assistant Director, or their designee, administrative staff may be called in to assist with incoming calls and radio traffic, as needed.
- H. Only authorized personnel are permitted to answer the snow phone. All information and/or requests shall be logged and submitted to the shift supervisor on the date received.

All salt/plow complaint calls shall be responded to in a courteous manner. Recorded information should include the caller's name and address, the time the call was received, and the problem reported. A response to recorded complaints shall be provided by a supervisor within 24 hours or as soon as reasonably possible.

- I. Both during and after normal work hours, all snow/ice related concerns or problems shall be forwarded to a program Supervisor. The Police Department has been advised to call a Supervisor for all snow/ice related matters. The Supervisor is responsible for taking appropriate actions in response to these concerns.

#### IV. GENERAL RULES (for drivers/operators)

- A. Carry gloves and jacket in the truck at all times in case of breakdowns.
- B. Stay in assigned area only, unless otherwise instructed by the designated supervisor on duty.
- C. Use radios only in the line of duty. Refer all questions to the EOC as "snow control" from "unit number".
- D. Always use 10-7 location and 10-8 to supervisors.
- E. Obey all traffic rules at all times.
- F. Be courteous to the public; refrain from giving out any information to the public; refer all questions to the Public Works phone at (847) 490-6800.
- G. When coming into the vehicle maintenance garage for service, while repairs are being made to your vehicles, drivers should conduct regular vehicle checks.
- H. Always keep your vehicle cab compartment clean during and after use.
- I. Salt/plow drivers are to have their mars and strobe lights on during salt/plow operations or when transporting any large (11 ft. or greater) plow. Exceptions must be authorized by a supervisor.
- J. When completing associated time sheets, military time is to be used.
- K. All accidents and/or injuries, no matter how minor, are to be reported to the on duty supervisor immediately via two-way radio or any means necessary.
- L. Any vehicle problems requiring service must be reported via vehicle service request form and attached to the driver's/operator's time sheet prior to the shift's end.
- M. After the shift supervisor has authorized an employee to leave a completed area, the driver/operator is responsible for preparation, re-fueling, and insuring that vehicle used is ready for the next shift, unless otherwise advised by a Supervisor.
- N. Employees using the wash bay are to keep the area clean and free of debris.

## V. PLOWING AND SALTING PROCEDURES (drivers/operators)

Each driver/operator is responsible for their individual assigned area or route. The area should be free of ice and snow as soon as possible and all roadways are to be in safe condition. The job is not complete until all streets are free of ice and snow and snow is plowed to the curb lines, where required. Under no circumstances should a driver/operator leave an assigned area or route unless authorized by a Supervisor. The Supervisor must be notified immediately upon return to service. In the event of equipment problems, a Supervisor is to be notified for instructions.

- A. The operation required will depend on weather conditions. Specific instructions will be given by the shift Supervisor. The Supervisor may provide other specific instructions, as needed.
- B. The operational procedure and goal for the application of salt on primary, main, and secondary streets shall be bare pavement. Salt should be applied near the center line of the street. Salt bounce when dropped from the spinner should never exceed curb lines.
- C. Vehicle speed when salting shall not exceed 20 MPH. Under no circumstances shall plowing be done at speeds in excess of 20 MPH. Lower speeds shall be used in every instance where 20 MPH results in throwing snow onto sidewalks.
- D. Snow is to be plowed to the curb line, if curb exists, or completely off the shoulder. An effort shall be made to plow all snow to the curb on the initial pass.
- E. Breaks must be scheduled by a Supervisor prior to leaving an assigned area.
- F. It is important that the Supervisor know the driver's/operator's progress and what part of the assigned area or route has been completed. The Supervisor will request the status of an area and the driver/operator is to report his/her location and what has been accomplished thus far.
- G. Cul-de-sac drivers must check off cul-de-sacs as they are completed with recorded time of completion. The route map is to be signed and turned into the shift supervisor when the shift is over. Unfinished areas are to be brought to the Supervisor's attention along with a description of the work to be completed and passed on to the next shift's personnel.
- H. Upon the completion of an assigned route, the driver/operator is to contact the operation supervisor. The driver/operator is not permitted to leave an assigned area or route unless authorized by a Supervisor.
- I. After a driver's/operator's assigned area has been completed and the Supervisor has given authorization to return to the garage, each driver/operator is to refuel, hose off, clean, and ready their particular vehicle unless otherwise authorized by a supervisor. Route drivers are to check with the Supervisor for possible re-loading directions.
- J. Upon return to the Public Works Center, a time ticket and area route sheets are to be submitted to the office Supervisor. The Supervisor will authorize the driver's/operator's end of shift once all submitted documents have been reviewed and approved. The driver/operator may not go off duty unless authorized by a Supervisor.
- K. The Facilities Division will assume responsibility for salting and/or shoveling Village building sidewalks in the event that such services are required outside of street plowing/salting operations.
- L. Depending on weather conditions, temperature, and precipitation forecasts, the operation supervisor may determine when cul-de-sac salting is to be performed.

## VI. WORK RULES AND PROCEDURES

Note: From time to time requests are initiated by department personnel to review this section of the policy. Modifications that are considered to be housekeeping issues are referred to the Assistant Director for final disposition. All other proposed modifications must be brought to the attention of the SNOW/ICE TASK FORCE and approved by the Department Director. The deadline for this process is November 1<sup>st</sup> each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

All department personnel are expected to be available for snow and ice control for overtime call-outs, *excluding those on approved benefit time*. During threatening weather all department personnel are required to provide a phone number for use with the Everbridge system. If this number changes, or the individual is not at the number provided, the individual must call the PWC employee snow phone (847) 781-2730 to speak to a Supervisor or to leave a message.

During the snow season<sup>1</sup>, all Department personnel that are not on authorized leave of absence<sup>2</sup> must be available to be contacted by the Supervisor on duty. Personnel that cannot be contacted, do not have verbal communications with a Supervisor, do not report for snow and ice control operations, do not report for snow and ice control operations within the prescribed one and one-quarter (1 ¼) hours (or 1 ½ hour from 4:00 p.m. to 7:00 p.m., Monday through Friday), and/or are not on an authorized leave of absence may be issued a refusal occurrence<sup>3</sup> subject to the following refusal occurrence disciplinary actions:

- 1<sup>st</sup> refusal occurrence - verbal notification (pending review)<sup>4</sup>
- 2<sup>nd</sup> refusal occurrence - written reprimand (pending review)<sup>5</sup>
- 3<sup>rd</sup> refusal occurrence - three (3) day suspension (pending review)<sup>6</sup>
- 4<sup>th</sup> refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period December 1<sup>st</sup> thru April 1<sup>st</sup>
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual.
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1<sup>st</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of one (1) year from the date of occurrence.
- (5) A 2<sup>nd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3<sup>rd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of four (4) consecutive snow seasons.

\*As has always been Village policy, although an expired refusal occurrence that falls under the Snow and Ice Control Policy and Procedure Manual may not be referred to in any subsequent Snow and Ice Control refusal matter, it still remains a permanent record in the employee's Personnel File. As such, it may be referred to in conjunction with other disciplinary matters, a progressive disciplinary process, and/or an individual's performance review.

When a call out for snow and ice operations is necessary, the primary snow and ice supervisor will contact employees by way of the Everbridge communication system. Employees shall provide the department with up to (2) phone numbers to be used for contact of the employee. Personal cell phones may be utilized by individuals as a primary phone contact although missed or failed calls shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. Written notification on telephone numbers must be provided to the Supervisor before its use by December 1<sup>st</sup> of the snow season and must immediately be updated of changes throughout the course of the snow season. The Everbridge system will attempt contact of individuals multiple times (*the standard operating procedure shall be a maximum of 10 contact attempts per contact method*). The employee is required to confirm contact from the Everbridge system by way of following the instructions on the voice recording or text message, when received. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not an individual should report for duty.

When contacting or being contacted by a Supervisor, a determination of the individual's duty requirements will be made. When the Supervisor requires the individual to report to work, the individual will be given one (1) hour from the time of the initial contact to report for duty at the Public Works Center EOC.

Individuals reporting within this one (1) hour arrival window will be paid for one hour prior to their recorded "punch in" time. Employees not reporting within the one (1) hour arrival window will not be paid for this time and will have one and one-quarter (1 ¼) hours (or 1 ½ hours from 4:00 p.m. to 7:00 p.m., Monday through Friday) from the

time of the initial contact to report for duty or be subject to the refusal occurrence disciplinary action process described under this section.

Personnel not reporting for duty due to illness, inside or outside of their normal work shift, will be subject to review and may be issued a refusal occurrence pending the outcome of the review process.

If an individual is called or calls in during snow and ice control for assignment and their services are not or appear to not be needed, the individual shall be given at least 4 hours (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the supervisor) before an additional call will be placed to the individual. If the Supervisor is not certain that services are needed due to an individual's unavailability, the Supervisor will make every effort to respond back to the individual within 10-15 minutes with an answer. Only in extreme emergency should this procedure be suspended. If the individual, for example, is not available after the 4 hour period (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the Supervisor) then a refusal occurrence may be issued.

#### Vacation/Floating Holiday - Winter Months (December 1<sup>st</sup> thru April 1<sup>st</sup>)

- A. During winter months no more than eight (8) personnel (3 Street, 3 Water, 1 Facilities, and 1 Fleet Services) are allowed off free and clear each day. If the 48 hour deadline passes and either Street or Water side doesn't have 3, a fourth from the opposite side will be allowed to be free and clear. This option does not apply to Facilities or Fleet Services due to the small number of employees in these divisions. All divisions MUST also maintain the minimum staffing level of 60% in each division.
- B. Snow and ice control is a large part of winter Public Works operations and requires participation and cooperation from all employees. Given the large labor requirements for snow and ice operations, a limit has been placed on the number of employees allowed off at any given time during the season. Given this limit and to help assure that all employees have an opportunity for a "free and clear" weekend, there will be a set maximum of 5 "free and clear" weekends allowed per employee over a given snow and ice season (Dec 1<sup>st</sup> – April 1<sup>st</sup>). Requests that exceed this number will be denied or benefit time may be permitted without the "free & clear" designation outside of regular working hours.
- C. Depending on work schedules, additional approved leave may be scheduled but must be approved subject to being available for call-in if snow removal, salting, or related work is necessary on the requested day. In those cases, vacation, floating holidays, compensation time, call duty, or time due will be re-scheduled to a later date.
- D. Personnel on scheduled leave may be contacted if their services are needed. Those individuals who were 4<sup>th</sup> or more to request leave within their division shall report to work and their leave is to be re-scheduled. Personnel who were 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> to request leave for that day may be contacted but have the option of reporting to work. If a choice to report to work is made, the leave for that day is to be re-scheduled.
- E. All benefit time (vacation, floating holiday, and compensation time) is treated equally with regards to scheduled approved leave.
- F. Requested benefit time use for Fridays and Mondays must be used in eight (8) hour increments to be approved for weekend absence from snow/ice control.
- G. All benefit time use must be requested at least forty-eight (48) hours prior to intended use.
- H. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time, unless authorized by the Department Director or their designee.

- I. The use of an emergency vacation day shall be allowed in either 4 or 8 hour increments, depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days and normal work shift hours.
- J. Authorized use of benefit time for "approved leave" will begin at the conclusion of a normal shift and will end at the start of the next scheduled normal shift.
- K. Drivers on the salting roster may substitute their roster position with a "Buddy Switch" without limitation on the number of times used. Buddy Switches are for the purpose of covering a driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
  - 1. Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying their buddy and the switch to be made. The buddy also must leave a message at (847) 781-2730 stating they are covering the route of the initial roster listed individual.
  - 2. A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact their buddy. The buddy must then call the supervisor to confirm their responsibility to report.
- L. Personnel who work from midnight to their regular starting time during snow removal operations may request to leave work prior to the end of their regular work shift when work schedules allow at the discretion of their supervisor.

- 1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from December 1<sup>st</sup> – April 1<sup>st</sup>.

Two (2) 12-hour Salting Rosters (A.M. and P.M.), filled on a seniority basis, shall be maintained throughout the season. For each hour outside an individual's regularly scheduled workday that the individual is on either the A.M. or P.M. Salting Roster, that individual will receive a stipend, as outlined within the CBA.

Snow and ice route assignments will be made based on department seniority for the initial call-out of employees on a Salting Roster. An inverse order of qualified senior personnel will be used to fill any empty slots on the Rosters. It is understood that, during continuing snow and ice operations, originally selected route assignments will not be in effect.

- 2. With regards to the restrictions outlined within the Drug & Alcohol Policy for Commercial Driver's License holders, the following shall hold true during snow/ice call-outs:
  - a) Personnel listed on the salting call-in roster are responsible to respond to a salting call-out or be subject to provisions as outlined within Article VI - Work Rules and Procedures.
  - b) Show-up time shall not be provided for any delayed or extended start.

**VII. SALT STORAGE, LOADING/UNLOADING (drivers/operators)**

All road salt is to be stored under roof at the Village Salt Dome located at 2405 Pembroke Avenue. The storing of salt under roof eliminates the possibility of contamination of streams, wells, or groundwater, eliminates the loss of product due to runoff and dissolving by precipitation, and prevents formation of clumps which are difficult to handle, load, and run through vehicle spreaders.

**Practices & Procedures**



- A. Salt deliveries shall be placed under roof as soon as possible after they have been received. The most common method for loading salt into the storage dome is by way of the conveyor system that must be operated by individuals that have received the appropriate training.
- B. The area inside the salt dome as well as area/tarmac surrounding the salt dome shall be kept free of debris and trash. Equipment not being used or not related to snow and ice control operations shall not be stored around the tarmac, including in or around the liquid deicer storage tanks.
- C. The dumping of salt loads from delivery trucks directly into the salt dome is discouraged and may only occur if the dome is significantly empty, a Village employee is on site to serve as a spotter, the task can be easily accomplished in a safe and proper manner, and a valid reason exists for not using the conveyor system for storing the salt.
- D. Salt is NOT permitted to be left on the tarmac around the salt dome if precipitation is imminent.
- E. Salt spilled in the process of loading truck beds, shifting of loads, and/or dumping of remaining loads shall be cleaned up and placed back into the salt dome prior to end of operation.
- F. Extreme care should be taken by the FEL operator responsible for performing loading/unloading operations to ensure damage to the paved tarmac area is avoided when scraping the area of salt material during cleanup operations. The tarmac should be walked and inspected once per month by the assigned Snow & Ice Supervisor to ensure the integrity of the area.
- G. Salt shall NOT be mixed with other aggregate material, such as sand, unless instructed to do so by the Director or Assistant Director of Public Works, or their designee.

#### **VIII. VEHICLE MAINTENANCE & UPKEEP (drivers/operators)**

All drivers and operators are responsible for maintaining their assigned vehicles and/or equipment in a proper working order. Unless instructed to the contrary by a supervisor, vehicles should be refueled at the end of each shift and debris removed from the cab upon returning to the Public Works Center. In most cases, vehicle/equipment wash downs and check outs will occur the next regular workday during regular hours.

#### **Vehicle Wash Downs & Wash Bay Procedures**

- A. All vehicles and equipment involved in a snow and ice control operation shall be washed down and hosed off inside the wash bay. The rinsate from washing shall be collected in the floor drains which filters and empties into the triple trap system. This prevents soap and water, contaminated with deicing products, from entering the storm sewer system and polluting ponds, streams, and detention areas.
- B. Occasionally, a supervisor may approve washing and hosing of vehicles and equipment on the floor of the Public Works Center. The rinsate from washing is collected in the floor drains which filter and empty into a triple trap system much like the one located at the West Site wash bay.
- C. Overhead doors at both sites utilized for washing **shall remain in a closed position** while the task is being performed to prevent the potential for freezing of water pipes. **AT NO TIME SHALL EMPLOYEES LEAVE THE SITE TO TRAVEL ELSEWHERE WITHOUT CLOSING ALL OVERHEAD DOORS.**
- D. Utilization of the power washer in the west site wash bay is common for this task BUT requires reading of the Department JSA for the equipment prior to use. Unless another individual is present and will be

immediately utilizing the equipment, equipment is to be shut down, the spray wand placed back in the holder, the hose stored out of the way, and the area cleaned up prior to leaving.

- E. The West Site wash bay, as well as the area utilized for washing at the Public Works Center, shall be kept free of debris and trash and the area policed when washing is complete.

## **IX. OVERTIME/OVERTIME PAY**

This section is in accordance with Article XVII of the current CBA.

To ensure a uniform policy for overtime, the following procedures will be enacted for all Public Works personnel during snow and ice operations:

- A. All paid time will start when an individual "punches in" and stops when that person "punches out". A maximum of one hour show-up time will be paid upon call-in and punch in confirmation as identified in Section VI.
- B. The normal workweek shall consist of forty (40) hours per departmental calendar week. Individuals who work the hours between 4:30 p.m. and the normal starting time shall be compensated at one and one-half (1 ½) times their regular straight time hourly rate of pay. On any day this occurs, the individual will not be guaranteed eight hours of straight time pay or permitted to extend any portion of the day with other benefit compensation. Furthermore, it is understood that after an employee has worked a combination of forty (40) hours of straight time and/or overtime in a single work week, there will be no guarantee of additional working hours in that same work week.
- C. Inclusive of holiday pay at the individual's regular hourly rate of pay shall be two and one-half (2.5) times the regular straight time hourly rate for all hours worked on any of the seven (7) designated holidays.
- D. Any call duty person will receive a minimum of two (2) hours pay on call-outs unless the time extends into their regular work shift or unless they are called back to correct their own error.

## **X. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS**

- A. Regular Division Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

Two Fleet Services staff members shall be contacted each time that a complete municipal vehicle operator work shift is called out for any weather related emergency situation.

The first Fleet Services staff member to be notified shall be the regularly assigned weekly call duty person. Subsequent to the notification of this individual, a second mechanical/technical maintenance person shall be notified.

The second staff member to be contacted will have pre-knowledge of their being next scheduled for this assignment via seniority. The inverse process will start with the least senior mechanic to be the next in line to be called in if all senior mechanics have declined.

This primary plan will be in effect for weather emergency situations of up to and including twelve hours duration.

- B. Maximum Effort Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

During periods of continuous storm fighting activity which last in excess of twelve hours duration, two (2) twelve hour work shifts shall be implemented. These shifts shall be rotated for each new storm to ensure the fair treatment of all staff members.

Variable start of shift times will be encountered by the two shift members who are notified as a result of the initial call out procedures. As a result, there will be occasions when these individuals may be required to work a shift in excess or possibly less than the standard twelve hour period.

Fleet Services staff assignments during twelve-hour shift periods shall include all division mechanics with support of the division supervisor.

#### **XI. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS**

- A. It shall be the primary responsibility of the Shift Supervisor to oversee that all Village-owned streets and properties be clean of all snow and ice in accordance with prescribed policies.
- B. It shall be the responsibility of the Shift Supervisor to ensure that all personnel under their direction are properly trained in the use of Village equipment and plowing and salting techniques and be knowledgeable of the snow removal policies of the Village.
- C. It shall be the responsibility of the Shift Supervisor to check all time sheets, equipment mileage, hours, and amount of salt used by each driver/operator under their direction at the end of each operation.

#### **XII. OPERATOR CHECK LIST**

Prior to using any snow removal vehicle an inspection is to be completed by the assigned operator. The operator is responsible for completing a "Vehicle Inspection Sheet" on the unit assigned and is to submit this sheet to the on-duty supervisor after the operator's shift. Any needed repairs or replacements shall be brought to the immediate attention of the Fleet Services Supervisor. Vehicle inspections may be completed in advance of a snow/ice control operation to expedite response time.

Pre-Trip Inspected By: \_\_\_\_\_

Pre-Trip Inspection Date: \_\_\_\_\_

Miles: \_\_\_\_\_

**VILLAGE OF HOFFMAN ESTATES  
Vehicle and Equipment  
Pre-Trip Inspection & Condition Report**

Unit #: \_\_\_\_\_ Driver/Operator: \_\_\_\_\_ Date: \_\_\_\_\_

**INSPECT ALL ITEMS THAT APPLY**

ITEM	OK	REPAIR	ITEM	OK	REPAIR
Headlights			Brakes		
Marker Lights			Wipers/Washers		
Tail Lights			Heater/Defrost		
Brake Lights			Seat Belts		
Emergency Warning Light			Back Up Alarm		
Reflectors			Radios		
Mirrors			Air Leaks		
Tires			Horn		
Cab/Body Dents			Fire Extinguisher		
Exhaust System			First Aid Kit		
Mars Light			Two-Way Radios		
Strobe Lights			Gauges/Instruments		
Oil Fluid Leaks			Mud Flaps		
Springs & Suspension			Triangle Kit		
Cab Clean					
FLUIDS	OK	ADDED	WINTER	OK	REPAIR
Trans Fluid			Plow Blade/Curb Guard		
Hydraulic Fluid			Plow Wands		
Coolant			Spreader/Spinner		
P/S Fluid			Hydraulic Hoses		
Washer Fluid			Spreader Light		
Engine Oil			Plow Light		
Fuel			Plow Frame		
			Tow Chain		
			Flashlight		
			Plow Chain		
			CACL Tank Fill/Flush		
			Shovel		

Service Request: \_\_\_\_\_

Remarks: \_\_\_\_\_

#### **HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL**

It shall be unlawful for any person, firm, or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time within eight (8) hours after a snow fall or two (2) inches or more has occurred, unless within said time said public street has been cleared of snow, provided that said eight hour parking restriction shall continue during snow removal operations until completed.

The Police Department and all members thereof are hereby authorized to remove and tow away or have removed and towed away by commercial towing service or by Village operated vehicles any car or other vehicle illegally parked which prevents and obstructs snow removal from public streets.

Cars or vehicles so towed away illegal parking shall be stored in a safe place and shall be restored to the owner or operator of such vehicle upon the payment of the towing and storage fees.

#### **HE-11-1309 SNOW REMOVAL**

- A. It shall be unlawful to deposit on public sidewalks or public streets any snow which accumulated upon and is removed from an adjacent private property or from the area between adjacent road line and curb line of the street.
- B. It shall be unlawful to deposit on or against any fire hydrant which accumulated upon and was removed from a property.

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position.**

**Employee Requesting:** (Print and Initial) \_\_\_\_\_

**Employee Accepting:** (Print and Initial) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Weekday**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Fri**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sat**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sun**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Snow and Ice Supervisor Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

**Note:** Gives for weekend must not be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**2020-2021 SNOW/ICE CONTROL/SALTING  
PERSONNEL CALL-IN ROSTER  
MASTER LIST DRAFT AS OF 10/2020**

<b>SUPERVISORS:</b>	<b>AM:</b>	<b>PM:</b>	<b>DATE POSTED:</b>	
	<b>4<sup>th</sup>:</b>		<b>TIME POSTED:</b>	
<b>AM SHIFT (0630 TO 1830)</b>			<b>PM SHIFT (1830 TO 0630)</b>	
<b>DRIVER</b>		<b>AREA</b>	<b>UNIT</b>	<b>DRIVER</b>
		Yard	50	
		I	2	
		II-A	9	
		II-B	16	
		II-C	7	
		III & IV Mains	3	
		III-A	4	
		IV-A	6	
		IV-B	5	
		V-A	11	
		V-B	13	
		V-C	14	
		V-D	12	
		V-E	15	
		VI-A	1	
		VI-B	10	
		VI-EDA	17	
		Sidewalks	44	
		Sidewalks	91	

**FLEET ON CALL – ALL ROSTER CHANGES MUST BE SIGNED BY BOTH PARTIES AND SUBMITTED PRIOR TO CALL OUT**  
**\* Denotes double up / Next double up**

**NEXT UP:**

<b>1<sup>ST</sup></b>		<b>5<sup>TH</sup></b>		<b>9<sup>TH</sup></b>	
<b>2<sup>ND</sup></b>		<b>6<sup>TH</sup></b>		<b>10<sup>TH</sup></b>	
<b>3<sup>RD</sup></b>		<b>7<sup>TH</sup></b>		<b>11<sup>TH</sup></b>	
<b>4<sup>TH</sup></b>		<b>8<sup>TH</sup></b>		<b>12<sup>TH</sup></b>	

*This meeting is being held via telephonic attendance.*

**AGENDA  
TRANSPORTATION AND ROAD IMPROVEMENT COMMITTEE  
Village of Hoffman Estates  
November 9, 2020**

**DRAFT**

**7:00 p.m. – Helen Wozniak Council Chambers**

<b>Members:</b>	<b>Karen Mills, Chairman</b>	<b>Anna Newell, Trustee</b>
	<b>Gary Stanton, Vice Chairman</b>	<b>Gary Pilafas, Trustee</b>
	<b>Karen Arnet, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

- I. Roll Call**
- II. Approval of Minutes – October 12, 2020**

**REPORTS (INFORMATION ONLY)**

- 1. Transportation Division Monthly Report**
  
- III. President’s Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk’s office).*

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*



*This meeting is being held via telephonic attendance.*

**AGENDA  
PLANNING, BUILDING AND ZONING COMMITTEE  
Village of Hoffman Estates  
November 9, 2020**

**Immediately Following the Transportation & Road Improvement Committee**

<b>Members:</b>	<b>Gary Stanton, Chairman</b>	<b>Anna Newell, Trustee</b>
	<b>Karen Arnet, Vice-Chairman</b>	<b>Gary Pilafas, Trustee</b>
	<b>Karen Mills, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

**I. Roll Call**

- II. Approval of Minutes** - October 5, 2020 (*Special Meeting*)  
October 12, 2020  
October 26, 2020 (*Special Meeting*)

**NEW BUSINESS**

1. Request approval of a Resolution supporting a Cook County Class C classification application for property tax assessment purposes for the site located at the northeast corner of Higgins Road and Glen Lake Boulevard (1300 Higgins Road).
2. Request approval of a Resolution regarding the Economic Development Commission of the Village of Hoffman Estates.
3. Request approval of North West Housing Partnership (NWHP) as subrecipient to administer the Community Development Block Grant (CDBG) Single-Family Rehabilitation Program and to approve execution of the proposed Subrecipient Agreement.
4. Request approval of a Subrecipient Agreement with the Children’s Advocacy Center (“CAC”) of North and Northwest Cook County to administer Community Development Block Grant (“CDBG”) funding for CDBG-eligible public services that will prevent, prepare for, and respond to the coronavirus (“CDBG-CV Grant”).
5. Request approval of a Subrecipient Agreement with Clearbrook to administer Community Development Block Grant (“CDBG”) funding for CDBG-eligible public services that will prevent, prepare for, and respond to the coronavirus (“CDBG-CV Grant”).
6. Request approval of a Subrecipient Agreement with WINGS to administer Community Development Block Grant (“CDBG”) funding for CDBG-eligible public services that will prevent, prepare for, and respond to the coronavirus (“CDBG-CV Grant”).

**REPORTS (INFORMATION ONLY)**

1. Planning Division monthly report.
2. Code Enforcement Division monthly report.
3. Economic Development and Tourism monthly report.

- III. President’s Report**  
**IV. Other**  
**V. Items in Review**  
**VI. Adjournment**

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk’s office).*

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

*This meeting is being held via telephonic attendance.*

**AGENDA  
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE  
VILLAGE OF HOFFMAN ESTATES  
November 9, 2020**

***DRAFT***

***Immediately Following Planning, Building & Zoning Committee***

---

**Members: Karen Arnet, Chairman  
Karen Mills, Vice-Chairman  
Gary Stanton, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Michael Gaeta, Trustee  
Mayor William McLeod**

- I. Roll Call**
- II. Approval of Minutes – October 12, 2020**

**NEW BUSINESS**

**REPORTS (INFORMATION ONLY)**

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office).  
The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*



# VILLAGE MANAGER'S OFFICE

## Memo

**TO:** President & Board of Trustees  
**FROM:** Rachel Musiala, Acting Village Manager  
**RE:** **AGENDA ITEM 7A - MARIANO'S GAS STATION SPECIAL USE AND SITE PLAN**  
**DATE:** October 29, 2020

Urgent                       For Review                       Please Reply

The Planning and Zoning Commission (PZC) recommended denial of the above noted request at their October 21, meeting. Subsequent to the PZC meeting, the two attached letters were provided to address concerns raised at the meeting.

- ◆ Letter from Thomas Meyers of Phillips Edison (Hoffman Village Shopping Center property owner representative).
- ◆ Letter from the petitioner, Tim Kratz of Sevan Solutions (Project Manager - Agent for Mariano's ownership).

The petitioner plans to be present at the November 2, Village Board meeting and is requesting the opportunity to speak.

If you have any questions regarding this matter prior to the meeting, please let me or Peter Gugliotta know.

Rachel Musiala  
Acting Village Manager

Attachments

PJG/kr

cc: D. O'Malley  
P. Gugliotta  
J. Horn

To Whom it May Concern:

As the portfolio manager responsible for Hoffman Village, I am writing to express my support for the proposed Mariano's fuel development.

This has been a very challenging year for retail, impacting many of our tenants at the center. In my opinion, the best way to help them is not with empty parking spaces, but with more customers driving to their businesses' parking lot and seeing their offerings and buying their goods and services. It is why they located their businesses at this center in the first place, because on average, customers go to the grocery 2-3 times per week.

I will not deny that bringing this fuel center into this shopping center will mean a little more traffic in the parking lot. However, that traffic and those customers, who may or may not already be coming to the shopping center, are exactly what is needed to help the businesses in the shopping center. Think of the best shopping centers you have been to, they are all busy and bustling with energy, not empty and lifeless.

I empathize with Ricky Rockets wanting to block competition to this store. They anticipate that the competition of Mariano's Fuel would mean lower prices on fuel for everyone, and therefore lower margins for them. They are not focused on the benefits that this development will provide to the citizens of Hoffman Estates including additional tax revenue as well as convenience and cost savings for fuel and groceries. These benefits are crucial at a time when both government and personal budgets need it most.

It should also be noted that we have not campaigned against the development of the multi-tenant building on the corner of our center, owned by Ricky Rockets, that will directly compete with our own offerings. I would not be surprised to see some of our current tenants like Dunkin Donuts, who spoke out against this fuel center, end up in that building once it is completed. We made this decision not to intervene because development is good for the community overall to have additional offerings as well as added tax base to the community.

Finally, the board should also recognize that this fuel program, while new to Mariano's, is extremely important to Kroger (the company that bought Mariano's recently) on a corporate level. They will probably not say it outright, but as owners of hundreds of Kroger-anchored shopping centers, we have seen that Kroger will NOT continue to invest in stores without fuel.

Approving this fuel center will have the following positive impacts to the city and its citizens:

- **Lower Fuel Prices**
- **Lower Grocery Bills**
- **Additional exposure to businesses impacted during Covid-19 crisis**
- **Long term commitment from Mariano's - a community Anchor**
- **Additional tax revenue**

Please let me know if I can provide any additional information or answer any questions. I can be reached at [tmeyers@phillipsedison.com](mailto:tmeyers@phillipsedison.com)

Respectfully,

*Thomas Meyers*  
Thomas Meyers

Vice President of Portfolio Management



October 28, 2020

**Recipient:** Jenny Horn, AICP  
Director of Planning & Transportation  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

**RE:** Mariano's Retail Fuel Center  
Planning and Zoning Commission Meeting Comments

**Location:** 2575 W. Golf Rd.  
Hoffman Estates, IL 60169

Ms. Horn,

Sevan Multi-Site Solutions, on behalf of the applicant, Roundy's Supermarkets Inc., is submitting the following clarifications in response to comments presented during the Planning Zoning Commission public hearing on October 21, 2020. The applicant requests the opportunity to discuss these items further during the Village Board Meeting on November 2, 2020.

**Parking:**

The study of the shopping center shows there is more than adequate parking. To summarize the results of the study:

- With the development of the fuel station and accounting for all the parking available in the shopping center, the overall parking ratio will be 4 spaces per 1,000 square feet, which meets village code requirements.
- The parking occupancy surveys were conducted in December which represents a peak month in parking demand for shopping centers
- The results of the surveys indicated that the main parking fields (on the north side) had a peak occupancy of 40 percent on a weekday and 52 percent on a Saturday
- When accounting for the fuel station and vacant retail in the shopping center, the peak occupancy rates will be 48 and 62 percent, respectively.
- When accounting for the parking fields in front of Mariano's only, the peak occupancy will be 75 percent and 87 percent, respectively.
- The study confirms that the parking supply of the whole site will continue to be adequate in meeting the peak demand of the center.

**Golf Road Approach (east of proposed fuel center):**

The project traffic engineer, KLOA, provides the following additional comments about concerns with the Golf Road approach:

- The signalized driveway at Golf Road is provided with two exiting lanes allowing for traffic to clear the intersection on a regular basis minimizing the internal queuing
- The stop sign traffic control at the internal intersection will be modified from 2-way to 3-way stop sign allowing inbound traffic to continue to flow uninterrupted
  - This will allow for metering of exiting traffic further reducing queuing at the traffic signal

- This will also allow for traffic to exit from the parking lots on the east and west side more efficiently

**Site Circulation:**

The project traffic engineer, KLOA, provides the following additional comments about concerns with the internal site circulation:

- The design of the fuel station allows for flexibility in access allowing site traffic to be distributed at multiple locations
- Site traffic waiting to exit the easterly drive can wait on site without blocking traffic or impacting the main drive.
- The layout allows site traffic to travel south through the parking lot thus improving interaction with the shopping center.
- Modifying the traffic control at the internal intersection will allow traffic to exit the west leg more efficiently and with lower delays thus reducing queues that might block the internal intersection

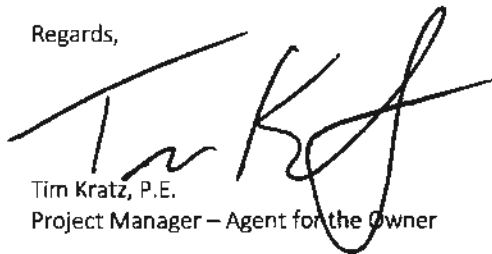
**Shopping Center Impact:**

Public comment was made that one of the tenants was impacted by Mariano's customers and employees. Mariano's is open to discussing this situation and resolving; however, they were not previously aware of the issue. The proposed fuel center and shopping center pedestrian and traffic improvements have been coordinated and reviewed with the shopping center owner.

**Fuel tanker:**

Public comment was made that the fuel tankers would have difficulty accessing the site to fill the underground storage tanks. Kroger's Petroleum Transportation Manager, who is responsible for coordinating the fuel delivery, has reviewed this site prior to design and as site modifications are made during the approval process. He has confirmed there are not operational concerns with the tanker path as proposed. Further clarification in that the typical vehicle Kroger schedules for delivery is a WB-50 sized carrier as shown on the plan. The tankers can adequately navigate the site and fill the underground storage tanks. To the extent necessary, the tanker is scheduled for off-peak hours. Although refills can be requested as needed, on average, this fuel site is projected to receive one to two deliveries per day and Mariano's would manage deliveries to minimize impact to shopping center traffic.

Regards,



Tim Kratz, P.E.  
Project Manager – Agent for the Owner

CC:

Dan Farrell– Mariano's Real Estate Manager (e-mail), Natalie Mouw – Mariano's Project Manager (e-mail)



VILLAGE OF HOFFMAN ESTATES  
PLANNING AND ZONING COMMISSION  
**FINDING OF FACT**

PROJECT NO.: 2019-043P

VILLAGE BOARD DATE: NOVEMBER 2, 2020

PETITIONER(S): Robert Myer and Hoffman Village Station LLC dba Mariano's Gas Station

PROJECT ADDRESS: 2575 W. GOLF ROAD

ZONING DISTRICT: B-2 COMMUNITY BUSINESS DISTRICT

Does the Planning and Zoning Commission find that this request meets the Standards for a Special Use, Master Sign Plan, and Final Site Plan?  YES  NO

Recommendation: **DENIAL**

Vote: **1 Ayes 9 Nays 1 Absent**

PZC MEETING DATE: OCTOBER 21, 2020

STAFF ASSIGNED: KEVIN ANDERSON

**Request by Hoffman Village Station LLC (owner) and Sevan Engineering (applicant) to consider the following requests for the Hoffman Village Shopping Center located at 2575 W Golf Road:**

- 1. Special Use under Section 9-8-2-C-1 of the Zoning Code to allow an automobile service station;**
- 2. Preliminary and Final Site Plan approval for a Mariano's Service Station; and**
- 3. Amendment to the Master Sign Plan for the Hoffman Village Shopping Center.**

**The following conditions shall apply:**

1. The development shall substantially conform to the plans presented as part of this application except as such plan may be changed to conform to Village Codes and Ordinances and the following conditions.
2. No outside storage display or sales area is permitted with this approval. Any future changes to the outdoor sales area is subject to site plan approval.
3. As required by Village Code, a letter of credit to secure site improvements shall be submitted prior to issuance of a building permit.
4. Except as specifically amended as part of this request, all provisions of the Master Sign Plan for the Hoffman Village Shopping Center dated March 8, 2011 shall remain in effect.
5. A minimum of five (5) additional planter boxes shall be installed to delineate the sidewalk extension along the frontage of the shopping center. The placement of these planters shall be in a manner acceptable to the Village Engineer.
6. The fueling station shall only be operable during grocery store hours and an attendant must be present during operation.

## FINDING

The Planning & Zoning Commission heard the request from Tim Kratz from Sevan Solutions, authorized agent of the owner; Daniel Farrell, Natalie Mouw, and Shaun Nelson (Mariano's), and Michael Werthmann(KLOA) to allow a Special Use for a service station, amendments to the site plan, and new signage in accordance with a revised Master Sign Plan.

Mr. Kratz gave an overview of the subject property and the revised proposal. The site plan changes allow for a new kiosk and canopy with 10 fueling stations. The site is within the existing shopping center parking lot and all access to the gas station site is provided from internal drive aisles.

Mr. Kratz gave an overview of the plan modifications which were made in response to the Planning and Zoning Commissions previous comments from their June 17 public hearing. The plan revisions include new walking paths throughout the site, increased pedestrian areas in front of the existing grocery store, and improvements to traffic control signage and pavement markings.

The Petitioner's traffic consultant Werthmann provided an overview of the parking study. His analysis indicates that there is adequate parking to accommodate the new gas station when accounting for all of the spaces in the shopping center, even on days and times of peak demand. Mr. Werthmann stated the study was conducted on a weekday and Saturday in December 2019, before COVID, and during the peak shopping season.

The commission expressed that the proposal will exacerbate parking shortages in the western parking areas, and overflow into the eastern lot would affect other businesses. The Commissioners noted vehicular conflicts within the site which are not fully addressed by the Petitioner's revisions, especially the drive aisle to the south of the site.

The Commission indicated concerns for traffic queuing for those waiting to enter the fueling area and waiting to exit to Golf Road.

## AUDIENCE COMMENTS

Richard Heidner – owns and has developed properties nearby this proposal and does not believe there is adequate parking for the site currently. The objector provided photographs detailing his concerns. These are attached as Objector's Exhibit 1.

Rick Mistretta – Prairie State Energy noted the plan makes it difficult to maneuver a fuel truck in-to and out of the site, and the alignment of the trucks in the Autotum exhibit with the underground fuel tanks was not ideal.

Akhtan Ramzanali – Dunkin' Donuts/Baskin Robbins noted the parking study should have included the parking spaces on the west side of Mariano's. The spaces in front of his store are frequently full and there is too much traffic along the drive aisle trying to get to the south entrance to Barrington Road.



PLANNING AND ZONING COMMISSIONERS

Chairperson Eva Combs	Myrene Iozzo
Vice-Chairman Greg Ring	Minerva Milford
Adam Bauske	Nancy Trieb
Tom Burnitz	Sohita Patel
Lon Hamer	Denise Wilson
Lenard Henderson	

ROLL CALL VOTE

1 Ayes  
9 Nay  
0 Abstain  
1 Absent (Trieb)

**MOTION FAILED**

The Commission considered the Standards for a Special Use and determined that the proposed use does not meet the Standards. The Commission voted to recommend not to approve the request.

If the Village Board approves this proposal, six conditions are included to ensure that the development will be constructed and operated only as proposed by this application.

The following attachments are hereby incorporated as part of this Finding of Fact:

- Petition for Hearing
- Location Map
- Legal Notice
- Project Narrative last revised 8/21/20
- Plat of Survey
- Site, Engineering, Landscape, Lighting, Architectural Plans last revised 8/19/20
- Planter Box Detail
- Rendering
- Sign Plans
- Hoffman Village Shopping Center Master Sign Plan
- KLOA Parking Study
- Minutes from June 17, 2020 Planning and Zoning Commission meeting

**MINORITY REPORT  
FOR  
Mariano's Gas Station  
SPECIAL USE**

**Submitted by Denise Wilson, Commissioner on the Planning and Zoning Commission**

This is a minority report for the request of Mariano's Gas Station to consider special use under the Zoning Code to permit a gas station on the property located at 2575 W Golf Rd generally located at the intersection of Golf Road and Barrington Rd. The Planning and Zoning Board voted 9 to 1 to reject the request of Mariano's.

The information provided by KLOA Transportation Consultants, the profession engineering consulting firm, supported parking for this shopping center. And Mariano's addressed all public safety concerns as requested from the previous meetings. Adequate measures have been taken to provide parking requirements and traffic. This included accommodation of the fuel tanker ingress and egress from Golf Rd. Since a gas station was previously located on the corner of Golf Rd and Barrington Rd it cannot be said that there would be a negative effect on surrounding property for uses permitted in this district. The views presented by Rick Heidner owner of the property adjacent to the shopping center and 2 Ricky Rockets gas stations located within Hoffman Estates were understandable but vendor competition should not impact the boards impartial processing of this request. Mr. Heidner presented photos showing cars parked in that section of the parking lot. But photos can depict the results one wants to achieve as seen in the photos attached to this report, showing 2 different times and days without cars. Photos and opinions should not be held in higher regard than professional parking studies. It should be noted that staff did not express any concerns regarding parking or traffic. The issues Mr. Heidner and the other gentleman provided were opinions and based on lot size could apply to other gas stations:

- Ricky Rockets 2095 Barrington Rd appx 39,560 sq. ft includes a large building (Convenience store and Car Wash). This location has a sharp turn for ingress or egress on to Hassell Rd near the intersection of Hassell Rd and Barrington Rd. This location has queuing during busy traffic hours even with the no left turns during morning and afternoon hours.
- Ricky Rockets 2590 Golf Rd appx 60,100 sq. ft includes a large building (convenience store and Car Wash).

In comparison the Mariano's Gas Station plat is estimated to be 64,000 sq. ft which includes the drive aisles and section A, without those sections the gas station plat is estimated to be appx 34,550 sq. ft. The proposal includes a building/kiosk of 265 sq. ft. Since a gas tanker can access both of the example locations there should not be a problem to access the proposed location with Mariano's location overall having more space for tanker access and customers.

No objections were received in response from the letters sent by the Village. One vendor on the southwest side of the shopping center did appear at the meeting. A board member stated another

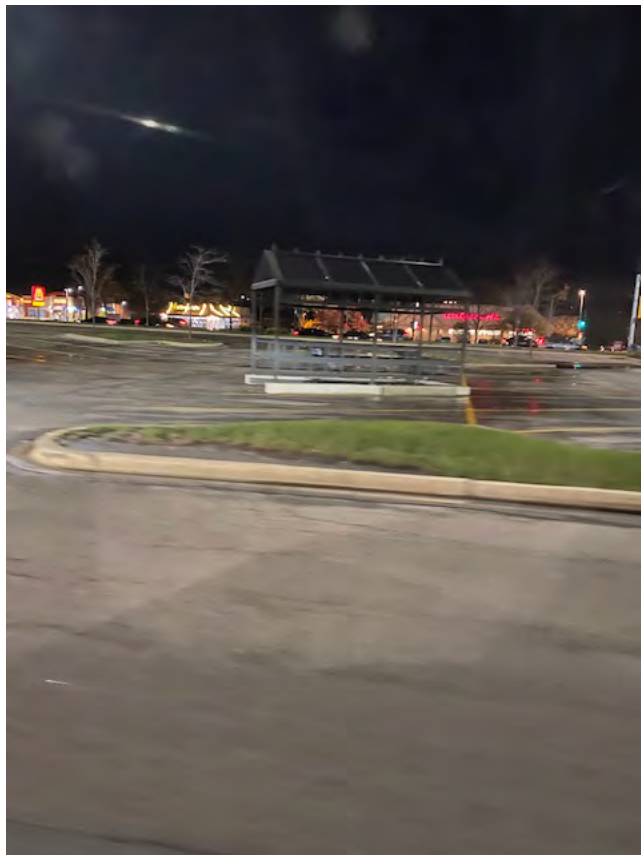
vendor had concerns but this was unsubstantiated since a letter was not received, nor did this vendor attend the meeting. Additional unrelated business direction discussions may have affected the vote.

In conclusion it is my opinion, based on the standards set forth in the code, a legal reason to reject this request has not been met. In these trying economic times to reject a positive revenue stream for Hoffman Estates is not in the best interest of our residents.

10/26/20 – 12:09 PM



10/22/20 – 6:50 PM



To Whom it May Concern:

As the portfolio manager responsible for Hoffman Village, I am writing to express my support for the proposed Mariano's fuel development.

This has been a very challenging year for retail, impacting many of our tenants at the center. In my opinion, the best way to help them is not with empty parking spaces, but with more customers driving to their businesses' parking lot and seeing their offerings and buying their goods and services. It is why they located their businesses at this center in the first place, because on average, customers go to the grocery 2-3 times per week.

I will not deny that bringing this fuel center into this shopping center will mean a little more traffic in the parking lot. However, that traffic and those customers, who may or may not already be coming to the shopping center, are exactly what is needed to help the businesses in the shopping center. Think of the best shopping centers you have been to, they are all busy and bustling with energy, not empty and lifeless.

I empathize with Ricky Rockets wanting to block competition to this store. They anticipate that the competition of Mariano's Fuel would mean lower prices on fuel for everyone, and therefore lower margins for them. They are not focused on the benefits that this development will provide to the citizens of Hoffman Estates including additional tax revenue as well as convenience and cost savings for fuel and groceries. These benefits are crucial at a time when both government and personal budgets need it most.

It should also be noted that we have not campaigned against the development of the multi-tenant building on the corner of our center, owned by Ricky Rockets, that will directly compete with our own offerings. I would not be surprised to see some of our current tenants like Dunkin Donuts, who spoke out against this fuel center, end up in that building once it is completed. We made this decision not to intervene because development is good for the community overall to have additional offerings as well as added tax base to the community.

Finally, the board should also recognize that this fuel program, while new to Mariano's, is extremely important to Kroger (the company that bought Mariano's recently) on a corporate level. They will probably not say it outright, but as owners of hundreds of Kroger-anchored shopping centers, we have seen that Kroger will NOT continue to invest in stores without fuel.

Approving this fuel center will have the following positive impacts to the city and its citizens:

- **Lower Fuel Prices**
- **Lower Grocery Bills**
- **Additional exposure to businesses impacted during Covid-19 crisis**
- **Long term commitment from Mariano's - a community Anchor**
- **Additional tax revenue**

Please let me know if I can provide any additional information or answer any questions. I can be reached at [tmeyers@phillipsedison.com](mailto:tmeyers@phillipsedison.com)

Respectfully,

*Thomas Meyers*  
Thomas Meyers

Vice President of Portfolio Management



Hoffman Village

MARIANO'S FRESH MARKET



Los Fernandez Restaurant

Goodwill

SPACE AVAILABLE 844.333.9334

GNC

SUBWAY

BigBlue

TOY WORLD

BVM HEALTHCARE MEDICAL SUPPLY

Hallmark

BENTLEY'S PET Staff

SUPERCUTS

TANNING

































FOX VALLEY  
785 5827  
www.myfoxtale.com

020 2515  
ZEIGLER

DL 320 CDI





























MARIANO'S  
FRESH MARKET

















Chaffin Village  
MARIANO'S  
LIVE FRESH  
Goodwill

CHASE

CELSA

































SUNDAY OCT 4TH





























