



CITY OF PALOS HEIGHTS
CITY COUNCIL MEETING
AGENDA

7607 W. College Drive
Palos Heights, IL 60463
www.palosheights.org

MAYOR Robert S. Straz			
CITY CLERK Shannon Harvey	CITY TREASURER James Daemicke	CITY ATTORNEY Tom Brown	
<u>ALDERMEN</u>			
WARD 1	WARD 2	WARD 3	WARD 4
Jeffrey Key	Jack Clifford	Brent Lewandowski	Michael McGrogan
Dan Brennan	Robert Basso	Heather Begley	Patrick Scully

Tuesday, January 20, 2026 **7:00 PM** **CITY HALL**

1. CALL TO ORDER
2. INVOCATION
3. ROLL CALL
4. SPECIAL PRESENTATIONS
5. CONSENT AGENDA
 - A. Approval of Minutes:
 1. City Council Meeting – January 6, 2026.
 2. Public Hearing on Proposed 2025 Budget – December 16, 2025.
 - B. Approval of Payroll and Voucher List for the period ending January 16, 2026.

OPENING OF SEALED BIDS

REPORTS OF CITY OFFICIALS

Mayor:

6. General Remarks and Updates.

City Clerk:

Treasurer:

City Attorney:

COMMUNICATIONS

CITIZENS WISHING TO ADDRESS THE COUNCIL

REPORTS OF STANDING COMMITTEES

Finance: *Chairperson Alderman McGrogan*

7. Motion to approve the Collective Bargaining Agreement between the City of Palos Heights and the Metropolitan Alliance of Police Chapter #99 effective 1/1/26 until 12/31/29.
8. Motion to approve second loan payment to the Library in the amount of \$184,962.59.
9. Motion to approve sign grant application to Sanna Bin Hussien in amount of \$1,250.00.
10. Motion to approve business improvement grant to Carras Corporation, which includes all three parcels, in the amount of \$10,000.00.

11. Motion to approve engagement with Miller Canfield related to the Jewel redevelopment agreement.

12. Motion to approve Landmark Property Maintenance to manage the property at 12313 S. 71st Court.

Public Safety: *Chairperson Alderman Basso*

Municipal Grounds and Property: *Chairperson Alderman Begley*

Planning and Zoning: *Chairperson Alderman Scully*

13. Motion to adopt an Ordinance allowing a zoning variance to allow an 8-foot setback variance from the 20-foot secondary front yard setback requirement. The 8-foot variance would create a 12-foot secondary front yard setback instead of 20-feet at the commonly known address at 12550 74th Avenue, and contained within the following PIN: 23-25-421-010-0000.

14. Motion to adopt an Ordinance allowing a Special Use Permit for a B-1 Special Use in a B District for an insurance agency for auto, home, and life at 13420 S. Ridgeland Ave., Palos Heights, IL, and contained within the following PIN: 24-31-404-049-0000.

Recreation: *Chairperson Alderman Key*

Roads and Construction: *Chairperson Alderman Clifford*

15. Motion to approve payment to Builders Paving, LLC for the Harold Avenue and Cypress Lane project in the amount of \$229,074.81.

License, Permits & Franchises: *Chairperson Alderman Lewandowski*

16. Motion to approve the purchase of Permit, Licensing and Code Compliance software from CivicPlus in an amount not to exceed \$58,650.00.

Water and Sewer: *Chairperson Alderman Brennan*

REPORTS OF SPECIAL COMMITTEES

Business/Economic Development: *Chairperson Alderman Key*

Cable TV: *Chairperson Alderman Scully*

OLD BUSINESS

CITIZENS WISHING TO ASK QUESTIONS REGARDING THIS EVENING’S BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

RETURN TO REGULAR SESSION

ADJOURNMENT

Procedure for addressing the Council: be recognized by the Mayor, rise, and give your name and address. Discussion is limited to ten minutes, unless an extension is granted by a majority vote of the Council. All meetings are tape recorded.

Americans with Disabilities Act Notice: Disabled persons requiring certain accommodations allowing them to follow and/or participate in a City Council meeting should contact City Hall as early as possible so reasonable accommodations can be arranged.

ITEM 5.A.1.



January 6, 2026

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL
CITY OF PALOS HEIGHTS, COOK COUNTY, ILLINOIS**

I. CALL TO ORDER

The Mayor called to order the regular meeting of the City of Palos Heights City Council at 7:00 p.m. in the City Administrative Center, 7607 W. College Drive, Palos Heights, IL

II. INVOCATION & PLEDGE OF ALLEGIANCE

The Mayor led the invocation and Pledge of Allegiance.

III. ROLL CALL

Roll call indicated the following were present:

Mayor Robert Straz

Ward 1 Dan Brennan & Jeffrey Key

City Clerk Shannon Harvey

Ward 2 Jack Clifford & Robert Basso

City Treasurer Jim Daemicke

Ward 3 Brent Lewandowski

City Attorney Tom Brown

Ward 4 Pat Scully & Michael McGrogan

Absent: Heather Begley

IV. SPECIAL PRESENTATIONS

V. CONSENT AGENDA

- Approval of Minutes:
 - a. City Council Meeting – December 16, 2025.
 - b. Public Hearing on Proposed 2025 Tax Levy – December 16, 2025.
- Approval of Payroll and Voucher List for the period ending January 2, 2026.
- Approval of a Special Event request from Palos Baseball Organization (PBO) to conduct a 5K run on March 19, 2026 from 5:00 p.m. to 8:00 p.m.

Alderman McGrogan moved to approve the consent agenda seconded by Alderman Brennan.

On roll call, the motion to approve the Consent Agenda was:

Ayes: (6) Brennan, Basso, Key, Scully, McGrogan, Clifford,

Nays: (0) None

With six (6) affirmative votes the motion carried.

VI. OPENING OF SEALED BIDS : None

VII. REPORTS OF CITY OFFICIALS

- Mayor:
 - General Remarks and Updates. Mayor Straz noted the retained consulting firm MKSK will be doing focused groups in the community on Monday and Tuesday, January 12th and 13th. Please check out Palos website for further details.
 - General Remarks and Updates.
- Clerk: No Report
- Treasurer: No Report
- City Attorney: No report

VIII. COMMUNICATIONS: None

IX. CITIZENS ADDRESSING THE CITY COUNCIL:

- Rash Darwish: President of Arab American Business Association, located in Palos Heights. Mr. Darwish explained his Association helps small business achieve their American dream. He explained that one of their clients is before the City Council today relating to an auto repair shop. Mr. Darwish explained his support for this business.
- Ryan Carberry, resident of Forest Ridge Community. Mr. Carberry explained his opposition to the proposed auto shop based on the noise, pollution and safety.
- Nuer Alshaikh: Owner of proposed Chicago's Elite Automotive. Mrs. Alshaikh explained that her and her husband have already met with the ZBA and Committee and addressed the concerns made by the committees. Mrs. Alshaikh presented a recording that the sound within the building does not travel outside the building. Mrs. Alshaikh said she spoke to other businesses about the concerns raised by the residents, addressed them and explained she has solutions to the issues.
- Mrs. Alshaikh's Brother: He explained his support for his sister and brother in law and addressed the issues raised by the resident and prior boards.
- Relative of Mrs. Alshaikh who is also a business owner in Orland Park. He also explained his support for the business. He noted that this a good location for an auto repair shop because a gas station is located there and is an industrial area.

X. REPORTS OF STANDING COMMITTEES

- A. **Finance—*Chairperson Alderman McGrogan***: No Report.
- B. **Public Safety—*Chairperson Alderman Basso***: Alderman Basso wished everyone a Happy New Year and continued to urge residents to be diligent and aware of scams.
- C. **Municipal Grounds and Property—*Chairperson Alderman Begley***:
 - Motion to solicit bids for the 2026 Tree Removal and Trimming services.

Alderman Clifford moved to approve the Motion seconded by Alderman Lewandowski.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

D. Planning and Zoning—*Chairperson Alderman Scully:*

- Motion to direct City Attorney to draft an Ordinance allowing a zoning variance to allow an 8-foot setback variance from the 20-foot secondary front yard setback requirement. The 8-foot variance would create a 12-foot secondary front yard setback instead of 20-feet at the commonly known address at 12550 74th Avenue, and contained within the following PIN: 23-25-421-010-0000.

Comment: Alderman Basso asked for further details and Alderman Scully explained that the concrete ground already exist.

Alderman Scully moved to approve the Motion seconded by Alderman Key.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

- Motion to direct City Attorney to draft an Ordinance allowing a Special Use Permit for a B-1 Special Use in a B District for an insurance agency for auto, home, and life at 13420 S. Ridgeland Ave., Palos Heights, IL, and contained within the following PIN: 24-31-404-049-0000.

Comment: The owner of the insurance appeared and explained this will be a AAA insurance company. Alderman Scully explained that an insurance company already exist in this location.

Alderman Scully moved to approve the Motion seconded by Alderman Key.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

- Motion to direct City Attorney to draft an Ordinance allowing an automotive service center to operate as a special use within the premises located at 6350 W. 135th Street, Palos Heights, IL, and contained within the following PIN: 24-32-300-013-0000.

Alderman Scully moved to approve the Motion seconded by Alderman Lewandowski.

On roll call, the motion to approve the Motion was:

Ayes: (2) McGrogan, Lewandowski

Nays: (5) Key, Scully, Clifford, Brennan, Basso

With five (5) nay votes the motion did not carry.

Comment: Mrs. Alshaikh asked about a different type of business at this location. Mayor Straz instructed her to talk to Amy Ingalls.

E. Recreation—*Chairperson Alderman Key*

- Motion to adopt an Ordinance authorizing the sale of certain personal property owned by the City of Palos Heights: 2009 Chevy Express 2500 Work Van – VIN #1GCGG25C291141071 to be sold on i-Bid.

Alderman Key moved to approve the Motion seconded by Alderman Brennan.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

F. Roads and Construction—*Chairperson Alderman Clifford: No Report.*

G. License, Permits & Franchises—*Alderman Lewandowski:*

- Motion to approve payment to Bradford Systems Corporation for Phase 2 Permit Document Digitalization for 2025 in the amount of \$37,600.20.

Alderman Lewandowski moved to approve the Motion seconded by Alderman Brennan.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

H. Water and Sewer—*Chairperson Alderman Brennan:*

- Motion to adopt an Ordinance amending the rates charged for water and sewer effective January 1, 2026 with new rates applied to billing cycles after said effective date.

Alderman Brennan moved to approve the Motion seconded by Alderman Key.

On roll call, the motion to approve the Motion was:

Ayes: (7) Brennan, Basso, Key, Scully, McGrogan, Clifford, Lewandowski

Nays: (0) None

With seven (7) affirmative votes the motion carried.

XI. REPORTS OF SPECIAL COMMITTEES

- A. Business/Economic Development—*Chairperson Alderman Key*: No Report
- B. Cable TV— *Chairperson Alderman Scully*: Alderman Scully noted that PHTV 4 produced and aired over 300 shows. Alderman Scully also urged residents to view the upcoming programming on the history of Palos Heights early developers.

XII. OLD BUSINESS:

XIII. NEW BUSINESS:

XIV. CITIZENS ASKING QUESTIONS REGARDING THE EVENING'S BUSINESS

- Harlen Wiota 7630 West 135th Street: Mr. Wiota discussed the recent purchase of properties near the Old Palos Harlem corridor. He also asked about special use permits and directed questions to the City Attorney re the same. Mr. Wiota also asked about status of Palos Heights Metra train station. Mayor Straz noted that Covid impacted the ridership and he has considered giving it back to MWRD.
- Alderman McGrogan noted Palos Heights should do something to celebrate the Bears.
- Alderman Key noted that he and Alderman Clifford discussed about this year's anniversary of the Country's 250th year and the 25 years since 9/11. Mayor Straz said he taking steps to acknowledge these events.

XV. ADJOURNMENT

At 7:35 p.m. the Mayor requested a motion to adjourn that passed unanimously.

Respectfully Submitted,

PALOS HEIGHTS CITY CLERK

Shannon M. Harvey

Date

ITEM 5.A.2.

ITEM 5.B.



CITY OF PALOS HEIGHTS
INTER-OFFICE MEMORANDUM

To: All Officials
Date: January 16th, 2026
From: Caitlyn Mergenthaler
Re: Voucher List Approval

Attached please find the voucher lists to be approved on Tuesday, January 20th, 2026

PAYROLL LIST	01/08/26	\$ 492,393.38
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VOUCHER LIST	01/16/26	\$ 785,869.39
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TOTAL TO BE APPROVED:		\$ 1,278,262.77
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Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.Type = "Invoice"

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
General Fund					
PALOS HEIGHTS PUBLIC LIBRA	011426	2024 TAX LEVY COLLECTION	01/14/2026	184,962.59	01-00142000 Due from PH Public Librar
AMEDIO, PAUL	1047791-01122	DEPSOIT REFUND	01/12/2026	100.00	01-00257200 Recreation Household Cre
ZURZOLO, JULIANNE	1047911-01122	DEPOSIT REFUND	01/12/2026	100.00	01-00257200 Recreation Household Cre
Total :				185,162.59	
General Revenue					
CHAVEZ, MARISELA	011426	REFUND OF HEALTH INSPECTI	01/14/2026	125.00	01-00-323300 Health Inspections
PALOS HEIGHTS PUBLIC LIBRA	123125	2025 PPRT	12/31/2025	10,180.15	01-00-342000 Personal Property Replac
Total General Revenue:				10,305.15	
General Operation					
PAHCS I/NORTHWESTERN ME	568419	PRE-EMPLOYMENT PHYSICAL	11/28/2025	515.00	01-11-451000 Medical Insurance
PRINCIPAL LIFE INSURANCE C	010126	INSURANCE- RETIREES	01/01/2026	334.79	01-11-451000 Medical Insurance
CHICAGO TRIBUNE MEDIA GRO	30087852-010	NEWSPAPER SUBSCRIPTION	01/05/2026	94.79	01-11-520000 Mayor Allowance
DAILY SOUTHTOWN	24032617-010	NEWSPAPER SUBSCRIPTION T	01/05/2026	198.99	01-11-520000 Mayor Allowance
POW-R SERTOMA CLUB	379	2026 CLUB DUES	01/08/2026	50.00	01-11-520000 Mayor Allowance
ROBERT S. STRAZ	011426	SERTOMA STAR TICKETS- REI	01/14/2026	325.00	01-11-520000 Mayor Allowance
JOHN C. CLIFFORD	123125	TRIBUNE NEWS SUBSCRIPTIO	12/31/2025	192.00	01-11-520500 Jack Clifford Allowance
JOHN C. CLIFFORD	123125	PHONE & INTERNET	12/31/2025	150.21	01-11-520500 Jack Clifford Allowance
JOHN C. CLIFFORD	123125	4TH OF JULY HANDOUTS	12/31/2025	200.00	01-11-520500 Jack Clifford Allowance
SHARK SHREDDING, INC.	77531	64 GAL CART SERVICE	01/08/2026	60.50	01-11-538000 Consulting / Professional
FEDEX	9-710-47770	LATE FEE	01/01/2026	8.43	01-11-551000 Postage
QUADIENT, INC.	1231-010226	POSTAGE	01/02/2026	47.51	01-11-551000 Postage
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	209.35	01-11-551000 Postage
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	695.63	01-11-551000 Postage
QUADIENT, INC.	1231-120225	POSTAGE	12/02/2025	113.06	01-11-551000 Postage
OLD NATIONAL BANK-MASTER	4189-123125	MORAIN VALLEY TUITION- CH	12/31/2025	527.00	01-11-563000 Training
IRMA	202652	MEMBERS 2026 ANNUAL CONT	12/23/2025	13,799.00	01-11-591000 IRMA
IRMA	301566	NOVEMBER 2025 DEDUCTIBLE	11/30/2025	280.00	01-11-592000 Insurance Deductible
IRMA	301632	DECEMBER 2025 DEDUCTIBLE	12/31/2025	52.92	01-11-592000 Insurance Deductible
COMCAST CABLE	0131215-0109	SERVICE AT 7607 W COLLEGE	01/09/2026	16.58	01-11-651000 Office / Department Suppl
COMCAST CABLE	0131629-0105	SERVICE AT 7607 W COLLEGE	01/05/2026	54.84	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- TABLETOP CHALKBO	12/31/2025	14.34	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- LAPTOP BAG	12/31/2025	20.58	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- CALENDARS	12/31/2025	72.92	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- COFFEE PODS	12/31/2025	35.73	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- BINDER CLIPS & STA	12/31/2025	20.68	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- DESK CALENDAR	12/31/2025	6.39	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- TREASURERS OFFIC	12/31/2025	23.74	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- DOOR HANGERS FO	12/31/2025	25.99	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	HOBBY LOBBY- CHRISTMAS DE	12/31/2025	109.52	01-11-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- COFFEE & CREAMER	12/31/2025	53.50	01-11-651000 Office / Department Suppl
P.F. PETTIBONE & CO.	188483	BLACK MINUTE BOOK COVER	01/05/2026	405.65	01-11-651000 Office / Department Suppl
QUILL CORPORATION	47081986	COPYHOLDER & DESK PADS	12/19/2025	82.62	01-11-651000 Office / Department Suppl
QUILL CORPORATION	47088035	FORMS & ENVELOPES	12/22/2025	792.10	01-11-651000 Office / Department Suppl
AMERICAN LEGAL PUBLISHING	48444	INTERNET RENEWAL- 02/03/26-	01/12/2026	300.00	01-11-674000 Codifications
CHALET FLORIST	020273	FLOWERS- CAROL STEFAN & T	01/08/2026	256.90	01-11-710000 Public Relations / Special
OLD NATIONAL BANK-MASTER	4189-123125	HIGHLANER HOUSE- CHRISTM	12/31/2025	264.00	01-11-710000 Public Relations / Special
PALOS 118 EDUCATIONAL FOU	013125	TRIVIA BUFF SPONSOR- JAN T	01/14/2026	100.00	01-11-710000 Public Relations / Special

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
PACE SUBURBAN BUS SERVIC	662081	VANPOOL- JANUARY	12/25/2025	100.00	01-11-711000 Pace Senior Bus Service
OLD NATIONAL BANK-MASTER	4189-123125	CONSTANT CONTACT	12/31/2025	175.00	01-11-713000 Business Development /
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- VIEWSONIC MONITO	12/31/2025	229.99	01-11-713000 Business Development /
SANNA BIN HUSSIEN, LLC	011326	NEW APPLICATION GRANT- DR	01/13/2026	1,250.00	01-11-714000 Façade Program
THE CARRAS CORPORATION	111225	BUSINESS IMPROVEMENT GRA	11/12/2025	10,000.00	01-11-714000 Façade Program
Total General Operation:				32,265.25	
Building Department					
MORRIS ENGINEERING, INC.	26-10920	BUILDING DEPT. PLAN REVIEW	01/07/2026	2,592.00	01-15-549000 Professional Services
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- TONER CARTRIDGE	12/31/2025	116.50	01-15-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- TONER CARTRIDGE	12/31/2025	147.87	01-15-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- TONER CARTRIDGES	12/31/2025	295.74	01-15-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- BD SUPPLES	12/31/2025	187.80	01-15-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- BINDER CLIPS	12/31/2025	11.56	01-15-651000 Office / Department Suppl
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	101.43	01-15-658000 Operating Supplies
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	12.20	01-15-658000 Operating Supplies
QUADIENT, INC.	1231-120225	POSTAGE	12/02/2025	25.23	01-15-658000 Operating Supplies
Total Building Department:				3,490.33	
Legal Department					
BROWN, THOMAS A	010126	JANUARY RETAINER	01/01/2026	1,800.00	01-16-539100 City Attorney Retainer
HISKES, DILLNER, O'DONNELL,	122325	RETAINER JANUARY 2026	12/23/2025	5,000.00	01-16-539200 Prosecutor Retainer
HISKES, DILLNER, O'DONNELL,	23952	MATTER #05008 001 GENERAL-	12/05/2025	122.50	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	23953	MATTER #05008 20 ALHOW LITI	12/05/2025	35.00	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	23954	MATTER #05008.21 12412 MELV	12/05/2025	128.00	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	23955	MATTER #05008 027 21 SURRY	12/05/2025	227.50	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	24080	MATTER #05008 001 GENERAL	01/02/2026	122.50	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	24081	MATTER #05008 020 ALHOW LIT	01/02/2026	402.50	01-16-539300 Legal Expense
HISKES, DILLNER, O'DONNELL,	24082	MATTER #05008 021 12412 MEL	01/02/2026	175.00	01-16-539300 Legal Expense
LANER MUCHIN, LTD.	714288	RETAINER JANUARY 2026	01/01/2026	1,291.67	01-16-539300 Legal Expense
Total Legal Department:				9,304.67	
Police Department					
FLOCK SAFETY	INV-67301	RENEWAL 2025-2026 & SOLAR	06/17/2025	3,500.00	01-21-530000 Equipment Maintenance
FULLER'S CAR WASH	123125	CAR WASHES PD- DECEMBER	12/31/2025	1,013.00	01-21-530000 Equipment Maintenance
CDW GOVERNMENT, INC.	AH4K56H	J ZINTAK SURFACE	12/23/2025	1,741.73	01-21-537000 Computer Hardware, Soft
CDW GOVERNMENT, INC.	AH4LX5M	C HANKUS DESKTOP	12/23/2025	1,795.37	01-21-537000 Computer Hardware, Soft
GORDON FLESCH CO., INC.	IN15460871	PAGES 01/10-02/09/26	01/10/2026	91.00	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	IN CRITICAL REACH- ANNUAL S	01/04/2026	520.00	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	APPLE	01/04/2026	.99	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- COFFEE	01/04/2026	37.77	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	COMCAST	01/04/2026	177.37	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	APPLE	01/04/2026	2.99	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON CREDIT- 2026 DESK C	01/04/2026	67.41	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	APPLE	01/04/2026	2.19	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- ETHERNET	01/04/2026	75.98	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	APPLE- ITUNES	01/04/2026	.99	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	LEXISNEXIS	01/04/2026	223.80	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	COMCAST	01/04/2026	79.58	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	COMCAST	01/04/2026	85.63	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- SPEAKERS FOR REP	01/04/2026	97.96	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	COMCAST	01/04/2026	367.13	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	ADOBE- PHOTO PLAN	01/04/2026	10.89	01-21-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	7055-010426	DROP BOX- ANNUAL RENEWAL	01/04/2026	1,260.00	01-21-537000 Computer Hardware, Soft
URBAN SDK, INC	1932	TRAFFIC DATA SOFTWARE SUB	12/22/2025	9,832.50	01-21-537000 Computer Hardware, Soft

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ALL-TYPES ELEVATORS, INC	20180269	MONTHLY MAINTENANCE	12/31/2025	240.00	01-21-540000 Building Maintenance
AMBER MECHANICAL CONTRA	W41264	RTU 2 SERVICE REPAIR- PD	12/19/2025	1,932.19	01-21-540000 Building Maintenance
CUMMINS SALES & SERVICE	F2-251146550	MAINTENANCE ON EQUIPMEN	11/25/2025	663.25	01-21-540000 Building Maintenance
HARTWIG MECHANICAL, LLC	15354	PD 1ST FLOOR MEN'S BATHRO	12/23/2025	9,960.00	01-21-540000 Building Maintenance
HARTWIG MECHANICAL, LLC	15434	PD MEN'S BATHROOM - DRAIN	12/31/2025	300.00	01-21-540000 Building Maintenance
JOHN YERKES & SONS	54858	PLUMBER CLEANED OUT BASI	01/03/2026	595.00	01-21-540000 Building Maintenance
JOHN YERKES & SONS	54859	PLUMBER REPLACED PARTS O	01/03/2025	300.00	01-21-540000 Building Maintenance
RAY O'HERRON CO., INC.	2455425	INTERIOR LIGHTS & BRACKET	01/13/2026	112.00	01-21-540000 Building Maintenance
TOTAL AUTOMATION CONCEPT	W41177	BAS ISSUE, UPGRADED SYSTE	12/12/2025	445.00	01-21-540000 Building Maintenance
RAINBOW PROPERTY MAINTEN	223656	JANITORIAL SERVICES JANUA	01/09/2026	2,332.42	01-21-540200 Janitorial Services
OLD NATIONAL BANK-MASTER	7055-010426	PITNEY BOWES	01/04/2026	515.00	01-21-551000 Postage
OLD NATIONAL BANK-MASTER	7055-010426	PITNEY BOWES	01/04/2026	81.48	01-21-551000 Postage
OLD NATIONAL BANK-MASTER	7055-010426	AT&T	01/04/2026	761.04	01-21-552000 Telephone
MOCIC	2601616-IN	MOCIC MEMBERSHIP 2026	01/07/2026	200.00	01-21-561000 Membership, Dues, Subs
S.S.A.C.O.P.	010126	MEMBERSHIP RENEWAL- CHIE	01/01/2026	225.00	01-21-561000 Membership, Dues, Subs
FBI-LEEDA	200127398	CLI TRAINING- ORLAND PARK, I	06/02/2025	795.00	01-21-563000 Training
NICOR GAS	10009-123125	SERVICE AT 7607 W COLLEGE	12/31/2025	1,322.99	01-21-571300 Utilities - Gas
EAGLE UNIFORM CO. INC., THE	44222-3	WATERPROOF BOOTS- F MAR	01/02/2026	140.00	01-21-580000 Uniform Allowance
EAGLE UNIFORM CO. INC., THE	44885-3	WORK BOOTS, NAME PLATE, C	01/13/2026	148.00	01-21-580000 Uniform Allowance
EAGLE UNIFORM CO. INC., THE	44906-3	FLEECE JACKET/PATCHES- K P	01/14/2026	203.00	01-21-580000 Uniform Allowance
GALLS, LLC	033347887	VEST, EMBLEM APPLICATION- J	12/03/2025	119.30	01-21-580000 Uniform Allowance
GALLS, LLC	033376615	SHIRT, EMBLEM APPLICATION-	12/05/2025	205.33	01-21-580000 Uniform Allowance
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- YOTT'S FITNESS INC	01/04/2026	243.12	01-21-580000 Uniform Allowance
OLD NATIONAL BANK-MASTER	7055-010426	UNIFORM WAREHOUSE- K APO	01/04/2026	246.61	01-21-580000 Uniform Allowance
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON MRKT- MOURNING BA	01/04/2026	108.70	01-21-580000 Uniform Allowance
RAY O'HERRON CO., INC.	2451902	WORK PANTS- M DURSO	12/22/2025	93.59	01-21-580000 Uniform Allowance
FIRST CHOICE/BLUE TIGER	CH-963064	WATER COOLER RENTAL 01/01-	01/02/2026	62.95	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	WALMART- XMAS CANDY	01/04/2026	36.16	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	DUNKIN DONUTS	01/04/2026	54.62	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- MONTHLY CALEND	01/04/2026	48.15	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	JEWEL- LYSOL	01/04/2026	12.64	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	WALGREENS- CARD & GLUE	01/04/2026	10.44	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	WALMART- WIRE	01/04/2026	8.93	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	WALMART- CANDY CANES FOR	01/04/2026	50.31	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- 2026 DESK CALEND	01/04/2026	67.41	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- COFFEE CUPS	01/04/2026	50.97	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- VALANCE CLIPS FOR	01/04/2026	6.99	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- COFFEE CUPS	01/04/2026	132.85	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- HOT CHOCOLATE	01/04/2026	9.78	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	SEASON 52- M MAROVICH	01/04/2026	50.00	01-21-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	7055-010426	AMAZON- COFFEE	01/04/2026	18.65	01-21-651000 Office / Department Suppl
ELIZABETH THOMPSON PSY.D.	121025	CSO EXAM- SEDONA BARRETT	12/10/2025	350.00	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER	01/04/2026	39.93	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER- TIP	01/04/2026	13.00	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER- TIP	01/04/2026	5.00	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER	01/04/2026	41.34	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER	01/04/2026	20.99	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER	01/04/2026	61.24	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER	01/04/2026	11.69	01-21-653000 Operational Services
OLD NATIONAL BANK-MASTER	7055-010426	UBER- TIP	01/04/2026	5.00	01-21-653000 Operational Services
DACRA ADJUDICATION SYSTE	2025-12-084	MUNICIPAL ENFORCEMENT FE	12/31/2025	1,500.00	01-21-660000 MSI Collection Expense
AXON ENTERPRISES, INC.	INUS415104	1 YR BUNDLE, LICENSE TAGGI	01/15/2026	53,270.92	01-21-810000 Purchase of Equipment
Total Police Department:				99,077.44	
Roads and Construction					
COOK COUNTY TREASURER	2025-4	TRAFFIC SIGNAL MAINTENANC	01/03/2026	301.67	01-41-541000 Street Maintenance/Repa
PALOS ACE HARDWARE	217892	SIGNS	12/30/2025	14.37	01-41-541000 Street Maintenance/Repa

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
TRAFFIC & PARKING CONTROL	I816277	FOUNDATION ANCHOR & HARD	01/06/2026	4,128.41	01-41-541000 Street Maintenance/Repa
BUTLER, JAMES	010226	CDL RENEWAL	01/02/2026	66.46	01-41-561000 Membership, Dues, Subs
COMED	1193715000-01	SERVICE FROM 12/03-01/06/26	01/06/2026	357.58	01-41-571000 Utilities
COMED	3515692222-0	SERVICE FROM 12/02-01/05/26	01/05/2026	285.32	01-41-571000 Utilities
COMED	4327583000-0	SERVICE FROM 12/04-01/07/26	01/07/2026	126.98	01-41-571000 Utilities
COMED	5500198111-01	SERVICE FROM 12/03-01/06/26	01/06/2026	91.87	01-41-571000 Utilities
COMED	5579472000-0	SERVICE FROM 12/03-01/06/26	01/06/2026	351.18	01-41-571000 Utilities
COMED	6228613000-0	SERVICE FROM 12/03-01/06/26	01/06/2026	59.45	01-41-571000 Utilities
COMED	6738177000-0	SERVICE FROM 12/03-01/06/26	01/06/2026	47.53	01-41-571000 Utilities
COMED	7490309111-01	SERVICE FROM 12/03-01/06/26	01/06/2026	84.02	01-41-571000 Utilities
NICOR GAS	10002-123025	SERVICE AT 7607 W COLLEGE	12/30/2025	807.32	01-41-571000 Utilities
NICOR GAS	10004-123025	SERVICE AT 7607 W COLLEGE	12/30/2025	1,628.62	01-41-571000 Utilities
NICOR GAS	87525-123025	SERVICE AT 7611 W COLLEGE	12/30/2025	318.38	01-41-571000 Utilities
MENARDS, INC	81016	SUPPLIES	12/31/2025	33.46	01-41-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- CLIPBOARD	12/31/2025	138.74	01-41-651000 Office / Department Suppl
PALOS ACE HARDWARE	217728	LANDSCAPE ADHESIVE	12/11/2025	8.99	01-41-651000 Office / Department Suppl
Total Roads and Construction:				8,850.35	
Municipal Grounds and Property					
ABK LOCKSMITH	018903	LOCKS- REKEY TO MASTER	01/06/2026	220.00	01-44-540000 City Hall Maintenance
ASBESTOS PROJECT MANAGE	260108A	ASBESTOS TESTING	01/09/2026	300.00	01-44-540000 City Hall Maintenance
GRAINGER	9759473086	TISSUES	01/05/2026	48.29	01-44-540000 City Hall Maintenance
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- NO WEAPONS STICK	12/31/2025	6.49	01-44-540000 City Hall Maintenance
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- BADGE CLIPS FOR K	12/31/2025	53.18	01-44-540000 City Hall Maintenance
SHERWIN-WILLIAMS CO.	168521711612	PAINT	12/30/2025	31.90	01-44-540000 City Hall Maintenance
AMBER MECHANICAL CONTRA	W41293	GARAGE HEATER- PW	12/31/2025	330.00	01-44-544000 Heating & Cooling Syste
VINCE'S FLOWERS AND LANDS	14872-1	CLEAN POTS & PLANT 24 CHRI	01/05/2026	1,000.00	01-44-546100 Harlem Avenue Maintena
GRAINGER	9759473086	PAPER TOWELS & TOILET CLE	01/05/2026	72.55	01-44-651000 Office / Department Suppl
GRAINGER	9762778760	SCREWS	01/07/2026	6.90	01-44-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- PW WEBCAM	12/31/2025	78.99	01-44-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- USB-C DOCKING STA	12/31/2025	37.27	01-44-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	EASY CANVAS PRINTS- PW	12/31/2025	44.34	01-44-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- MICROSOFT SURFAC	12/31/2025	49.99	01-44-651000 Office / Department Suppl
PALOS ACE HARDWARE	217710	ROUGHNECK TOTE	12/09/2025	89.96	01-44-651000 Office / Department Suppl
PALOS ACE HARDWARE	217927	FASTENERS	01/07/2026	5.83	01-44-651000 Office / Department Suppl
MENARDS, INC	81342	CUSTODIAN SUPPLIES	01/07/2026	91.03	01-44-662000 Custodian Supplies
Total Municipal Grounds and Property:				2,466.72	
Motor Vehicle Maintenance					
ALTERNATIVE ENERGY SOLUTI	7954	OIL CHANGE & 7 POINT INSPEC	12/30/2025	427.00	01-45-529900 MVM Equipment Mainten
EAGLE AUTOMOTIVE OF CHICA	42GU3619	BATTERY RETURN	01/02/2026	9.00-	01-45-534000 Snow Plow Equipment M
EAGLE AUTOMOTIVE OF CHICA	42GU9750	BATTERY RETURN	01/06/2026	233.51-	01-45-534000 Snow Plow Equipment M
EAGLE AUTOMOTIVE OF CHICA	42GV3357	BATTERY	01/07/2026	285.18	01-45-534000 Snow Plow Equipment M
FACTORY MOTOR PARTS CO.	52-605253	OIL & BRAKE CLEANER	01/07/2026	117.00	01-45-534000 Snow Plow Equipment M
EAGLE AUTOMOTIVE OF CHICA	42GU3025	BATTERY	01/02/2026	125.65	01-45-535100 Police Vehicle Mainten
EAGLE AUTOMOTIVE OF CHICA	42GU3398	BATTERY	01/02/2026	218.73	01-45-535100 Police Vehicle Mainten
EAGLE AUTOMOTIVE OF CHICA	42GU9074	CONVERTER	01/06/2026	533.46	01-45-535100 Police Vehicle Mainten
FACTORY MOTOR PARTS CO.	50-6501706	SENSORS	01/06/2026	201.80	01-45-535100 Police Vehicle Mainten
NAPA AUTO PARTS	035788	CLAMP	01/09/2026	24.60	01-45-535100 Police Vehicle Mainten
POMP'S TIRE SERVICE, INC.	411205709	TIRES	01/07/2026	472.44	01-45-535100 Police Vehicle Mainten
TIRE SERVICES COMPANY	294053	ALIGNMENT	01/05/2026	89.95	01-45-535100 Police Vehicle Mainten
SOUTHWEST SPRING, INC.	249265	REAR SPRING SINGLE AXLE- L	01/08/2026	1,102.98	01-45-535300 Building & Grounds Vehic
REGIONAL TRUCK EQUIPMENT	217946	DS REPLACEMENT HEAD	01/05/2026	271.73	01-45-535400 Roads Vehicle Mainten
SOUTHWEST SPRING, INC.	249265	SHOCK MOUNT REPLACEMENT	01/08/2026	1,102.98	01-45-535400 Roads Vehicle Mainten
EAGLE AUTOMOTIVE OF CHICA	42GU7864	FLUID	01/05/2026	51.16	01-45-535800 Water & Sewer Vehicle M
SOUTHWEST SPRING, INC.	249265	REAR SPRING SINGLE AXLE- RI	01/08/2026	1,102.99	01-45-535800 Water & Sewer Vehicle M

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CINTAS CORPORATION #21	4254900527	TOWELS, PANTS, SHIRTS	12/31/2025	83.33	01-45-580000 Uniform Allowance
CINTAS CORPORATION #21	4255775793	TOWELS, PANTS, SHIRTS	01/08/2026	83.33	01-45-580000 Uniform Allowance
FACTORY MOTOR PARTS CO.	52-605189	FOX SPLASHWASH	01/06/2026	17.70	01-45-651000 Office / Department Suppl
AVALON PETROLEUM COMPAN	042068	MOTOR OIL & AW HYDRAULIC F	12/12/2025	1,426.70	01-45-655000 Gasoline & Oil
G COOPER OIL CO. INC	292698	1345.0 GAL GASOLINE	12/30/2025	3,504.11	01-45-655000 Gasoline & Oil
G COOPER OIL CO. INC	292699	165.0 GAL DIESEL	12/30/2025	467.62	01-45-655000 Gasoline & Oil
WEX BANK	109502751	FUEL PURCHASES	12/23/2025	150.69	01-45-655000 Gasoline & Oil
Total Motor Vehicle Maintenance:				11,618.62	
Recreation Department					
OLD NATIONAL BANK-MASTER	0199-123125	MURF SUBSCRIPTION	12/31/2025	29.00	01-51-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	0199-123125	ADOBE SUBSCRIPTION	12/31/2025	21.79	01-51-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	0199-123125	TRANSCRIBE TO TEXT AI SUBS	12/31/2025	39.99	01-51-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	0199-123125	OPEN AI SUBSCRIPTION	12/31/2025	20.00	01-51-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	0199-123125	SLACK SUBSCRIPTION	12/31/2025	70.00	01-51-537000 Computer Hardware, Soft
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- HANDWASH	12/31/2025	199.08	01-51-540000 Recreation Building Expe
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- TORQUE WRENCH	12/31/2025	59.28	01-51-540000 Recreation Building Expe
OLD NATIONAL BANK-MASTER	0199-123125	MENARDS- PERSONAL HEATE	12/31/2025	35.19	01-51-540000 Recreation Building Expe
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- TOOLS AND TUBING	12/31/2025	93.11	01-51-540000 Recreation Building Expe
PALOS ACE HARDWARE	217862A	TIE CABLES	12/04/2025	6.29	01-51-540000 Recreation Building Expe
PALOS ACE HARDWARE	217877	DRAIN CLOG REMOVER	12/29/2025	13.49	01-51-540000 Recreation Building Expe
KONE INC.	871908767	MAINTENANCE- JANUARY 2026	01/01/2026	245.00	01-51-540100 Contractual Services Bul
OLD NATIONAL BANK-MASTER	0199-123125	DIRECT TV SUBSCRIPTION	12/31/2025	249.99	01-51-540100 Contractual Services Bul
ORKIN PEST CONTROL	28740072-010	ANNUAL PEST CONTROL SERV	01/01/2026	561.83	01-51-540100 Contractual Services Bul
OLD NATIONAL BANK-MASTER	0199-123125	PATCH- NOON YEARS EVENT P	12/31/2025	60.00	01-51-557000 Publicity & Advertising
ILLINOIS ASSOCIATION OF PAR	DUES2026	2026 IAPD MEMBERSHIP	12/11/2025	741.32	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	JOTFORM SUBSCRIPTION	12/31/2025	408.00	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	BUFFER YEARLY SUBSCRIPTIO	12/31/2025	120.00	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	OPEN AI SUBSCRIPTION	12/31/2025	20.00	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	IPRA- CLAUDIA MEMBERSHIP	12/31/2025	265.00	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	DROPBOX SUBSCRIPTION	12/31/2025	144.00	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	HULU MEMBERSHIP	12/31/2025	12.99	01-51-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	IAPD CONFERENCE	12/31/2025	620.00	01-51-563000 Training
OLD NATIONAL BANK-MASTER	0199-123125	IAPD CONFERENCE REGISTRA	12/31/2025	415.00	01-51-563000 Training
OLD NATIONAL BANK-MASTER	0199-123125	IAPD CONFERENCE	12/31/2025	415.00	01-51-563000 Training
OLD NATIONAL BANK-MASTER	0199-123125	ELGIN GOV SERVICES LICENS	12/31/2025	30.00	01-51-563000 Training
OLD NATIONAL BANK-MASTER	0199-123125	IAPD- CONFERENCE REGISTRA	12/31/2025	415.00	01-51-563000 Training
ROSENSTIEHL, TRACY	WEB2876101	ACE TRAINING	12/04/2025	297.50	01-51-563000 Training
NATIONAL CENTER FOR SAFET	62369	BURNS AND WATKINS BACKGR	10/01/2025	37.00	01-51-567000 Employee Background C
NATIONAL CENTER FOR SAFET	65179	8 BACKGROUND CHECKS	01/01/2026	148.00	01-51-567000 Employee Background C
NICOR GAS	10003-121525	SERVICE AT 6601 W 127TH ST-	12/15/2025	1,786.68	01-51-571000 Utilities
OLD NATIONAL BANK-MASTER	0199-123125	SPECIAL MARKETS INSURANC	12/31/2025	150.00	01-51-594000 Contractual Services
OLD NATIONAL BANK-MASTER	0199-123125	SPECIAL MARKETS INSURANC	12/31/2025	150.00	01-51-594000 Contractual Services
CHOICE OFFICE EQUIPMENT	IN622516	PAGES 12/01-12/31/25	01/02/2026	33.96	01-51-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- DESCALER	12/31/2025	18.95	01-51-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- K CUPS	12/31/2025	69.90	01-51-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- COFFEE CUPS	12/31/2025	101.96	01-51-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	APPLE SUBSCRIPTION	12/31/2025	2.99	01-51-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- MAC BOOK SUPPLIE	12/31/2025	29.88	01-51-651000 Office / Department Suppl
SAM'S CLUB	251205	ENVELOPES & COPY PAPER	12/05/2025	140.18	01-51-651000 Office / Department Suppl
J.M.D. SOX OUTLET, INC.	INV-0654	BOOTS- R POMICHOWSKI	12/30/2025	239.95	01-51-662000 Custodial Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- WRISTBANDS	12/31/2025	19.76	01-51-681130 Adult Athletics Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- PICKLEBALL DIVIDER	12/31/2025	114.95	01-51-681130 Adult Athletics Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- WRISTBANDS	12/31/2025	59.28	01-51-681130 Adult Athletics Supplies
OLD NATIONAL BANK-MASTER	0199-123125	FLEETWOOD ROLLER RINK - C	12/31/2025	207.00	01-51-681200 Camp Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- JINGLE BELLS, SANT	12/31/2025	29.45	01-51-681300 Early Childhood Program
OLD NATIONAL BANK-MASTER	0199-123125	JEWEL- SUPPLIES	12/31/2025	5.78	01-51-681300 Early Childhood Program

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
OLD NATIONAL BANK-MASTER	0199-123125	JEWEL- EARLY CHILDHOOD SU	12/31/2025	33.40	01-51-681300 Early Childhood Program
BERGAMO, COREY	121725	SANTA FOR PRESCHOOL HOLI	12/17/2025	150.00	01-51-681500 Preschool Supplies
OLD NATIONAL BANK-MASTER	0199-123125	JEWEL- PRESCHOOL PARTY	12/31/2025	58.98	01-51-681500 Preschool Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- KRAFT PAPER ROLL	12/31/2025	36.99	01-51-681500 Preschool Supplies
ONE UP SIGNS	2026 19048	PRESCHOOL OPEN HOUSE MA	01/07/2026	262.50	01-51-681500 Preschool Supplies
CHICAGO BEARS	8512025.63MV	FRIDAY NIGHT LIGHTS (MOTHE	01/15/2026	550.00	01-51-681600 Special Event Supplies
ENTERTAINMENT INDUSTRIES	202345	NOON YEARS EVE DJ 12/31/25	01/09/2026	725.00	01-51-681600 Special Event Supplies
G.A.C ENTERTAINMENT	0192-083488	DJ FOR DADDY DAUGHTER DA	12/31/2025	750.00	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	TARGET- BALLOONS FOR NOO	12/31/2025	51.68	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	WINDY CITY NOVELTIES	12/31/2025	318.53	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- ARTS/CRAFTS FOR K	12/31/2025	139.32	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- BALLONS FOR NOON	12/31/2025	510.14	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- DECOR	12/31/2025	15.99	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- POLAR EXPRESS BE	12/31/2025	13.99	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	WALMART- NOON YEARS SUPP	12/31/2025	82.07	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- BALLOONS FOR NOO	12/31/2025	27.63	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- RED ENVELOPES	12/31/2025	16.99	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	REFUND- WINDY CITY NOVELTI	12/31/2025	21.53	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- CHRISTMAS DECOR	12/31/2025	23.97	01-51-681600 Special Event Supplies
SAM'S CLUB	251209	EVENT SUPPLIES	12/09/2025	127.29	01-51-681600 Special Event Supplies
SAM'S CLUB	251209A	PLATES, UTENSILS, ORANGE J	12/09/2025	51.80	01-51-681600 Special Event Supplies
THE PRINTING PRESS	121825103	NOON YEARS EVE MARKETING	12/18/2025	39.25	01-51-681600 Special Event Supplies
OLD NATIONAL BANK-MASTER	0199-123125	GFS- COOKIES, SPRINKLES, &	12/31/2025	100.32	01-51-681630 Chocolate Chase Supplie
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- CARDSTOCK	12/31/2025	32.90	01-51-681640 Holiday Supplies
OLD NATIONAL BANK-MASTER	0199-123125	DOLLAR TREE- EVENT SUPPLI	12/31/2025	17.00	01-51-681640 Holiday Supplies
SAM'S CLUB	251208	YOUTH AFTER SCHOOL SNACK	12/08/2025	133.80	01-51-681840 Youth After School Suppli
SSA, LLC	65272R1	YOUTH ATHLETICS INSTRUCTI	12/22/2025	8,248.00	01-51-681900 Youth Athletic Supplies
OLD NATIONAL BANK-MASTER	0199-123125	JEWEL- CUPCAKES	12/31/2025	31.48	01-51-682000 Birthday Party Supplies
OLD NATIONAL BANK-MASTER	0199-123125	MARIANOS- BIRTHDAY PARTY	12/31/2025	43.47	01-51-682000 Birthday Party Supplies
AURELIO'S PIZZA	011226	KRIS KRINGLE WRAP UP LUNC	01/12/2026	137.40	01-51-719000 Holiday in the Heights
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- KRIS KRINGLE TABLE	12/31/2025	9.46	01-51-719000 Holiday in the Heights
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- KRIS KRINGLE CAND	12/31/2025	37.97	01-51-719000 Holiday in the Heights
PALOS ACE HARDWARE	217685	XMAS MARKET- TARPS- CLIP &	12/06/2025	177.24	01-51-719000 Holiday in the Heights
US GAS	468438	KRIS KRINGLE PROPANE	12/04/2025	629.00	01-51-719000 Holiday in the Heights
Total Recreation Department:				22,515.55	
Lake Katherine Nature Center					
OLD NATIONAL BANK-MASTER	7055-010426	CBI- LAKE KATHERINE	01/04/2026	26.33	01-56-537000 Computer Hardware, Soft
PEERLESS NETWORK, INC	89505	PHONES 01/15-02/14/26	01/15/2026	346.23	01-56-552000 Telephone
COMED	3082682222-0	SERVICE FROM 12/05-01/07/26	01/07/2026	1,709.79	01-56-571000 Utilities
Total Lake Katherine Nature Center:				2,082.35	
Swimming Pool					
NICOR GAS	10008-123025	SERVICE AT THE POOL	12/30/2025	486.57	01-58-571000 Utilities - Gas
Total Swimming Pool:				486.57	
Total General Fund:				387,625.59	
Channel 4 PEG Fund					
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- WIRELESS MICROPH	12/31/2025	199.00	03-00-652000 Channel 4 Supplies & Eq
PALOS ACE HARDWARE	217920	BATTERIES, WATER, & STEP LA	01/06/2026	109.75	03-00-652000 Channel 4 Supplies & Eq
WIERZAL, DAVE	010926	REIMBURSEMENT- COSTCO	01/09/2026	45.27	03-00-652000 Channel 4 Supplies & Eq

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total :				<u>354.02</u>	
Total Channel 4 PEG Fund:				<u>354.02</u>	
Escrow Fund					
MORRIS ENGINEERING, INC.	26-10921	CULVERS PUD SUBMITTAL	01/07/2026	543.00	21-00250478 Culvers Escrow
Total :				<u>543.00</u>	
Total Escrow Fund:				<u>543.00</u>	
Drug Asset Fund					
Treasury					
SOUTHWEST MAJOR CASE UNI	121525	SMCU 2026 DUES	12/15/2025	1,100.00	29-72-585300 Joint Law Enforcement/P
ARTISTIC ENGRAVING	26993	LAW ENFORCEMENT LENGTH	12/22/2025	85.00	29-72-585700 Law Enforcement Awards
Total Treasury:				<u>1,185.00</u>	
State					
COOGAN, MICHAEL	2025-00842	ASSET RECOVERY	01/15/2026	11,674.83	29-73-962000 Other Law Enforcement E
Total State:				<u>11,674.83</u>	
Total Drug Asset Fund:				<u>12,859.83</u>	
Vehicle License Fund					
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	1.48	32-00-598000 Collection Costs
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	.74	32-00-598000 Collection Costs
Total :				<u>2.22</u>	
Total Vehicle License Fund:				<u>2.22</u>	
Capital Project Fund					
BUILDERS PAVING, LLC	112825	HAROLD & CYPRESS ROAD W	11/28/2025	229,074.81	34-00-860000 Capital Outlay Roads
HACIENDA LANDSCAPING INC.	HS-53-2025	REMOVE/REPLACE PAVERS OR	11/25/2025	4,800.00	34-00-868000 Recreation Improvements
Total :				<u>233,874.81</u>	
Total Capital Project Fund:				<u>233,874.81</u>	
Water Sewer Capital Improvemen					
DIXON ENGINEERING, INC	25-1181	ENGINEERING SERVICES- MIS	11/14/2025	1,950.00	50-00-532000 Engineering Fees / Profe
DIXON ENGINEERING, INC	25-1325	ENGINEERING SERVICES- MIS	12/15/2025	1,950.00	50-00-532000 Engineering Fees / Profe
Total :				<u>3,900.00</u>	
Total Water Sewer Capital Improvemen:				<u>3,900.00</u>	
Water Sewer Fund					
QUADIENT, INC.	1231-010226	POSTAGE	01/02/2026	1,952.49	51-00-551000 Postage
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	1,202.20	51-00-551000 Postage

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
QUADIENT, INC.	1231-110225	POSTAGE	11/02/2025	1,776.97	51-00-551000 Postage
QUADIENT, INC.	1231-120225	POSTAGE	12/02/2025	861.71	51-00-551000 Postage
S.S.W.W.A.	010126	SSWWA 2026 MEMBERSHIP- JO	01/01/2026	175.00	51-00-561000 Membership, Dues, Subs
OLD NATIONAL BANK-MASTER	0199-123125	ANTEA TRAINING	12/31/2025	150.00	51-00-563000 Training
COMED	0515107000-0	SERVICE FROM 12/02-01/05/26	01/05/2026	417.16	51-00-571000 Utilities
COMED	4441271222-0	SERVICE FROM 12/02-01/05/26	01/05/2026	90.21	51-00-571000 Utilities
NICOR GAS	10002-122625	SERVICE AT ES RT83 1N 127TH	12/26/2025	271.51	51-00-571000 Utilities
NICOR GAS	10008-010526	SERVICE AT 7801 W 131ST	01/05/2026	186.97	51-00-571000 Utilities
NICOR GAS	68906-010526	SERVICE AT 8 TURNBERRY DR	01/05/2026	67.37	51-00-571000 Utilities
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- BOOTS	12/31/2025	430.88	51-00-580000 Uniform Allowance
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- JEANS	12/31/2025	179.97	51-00-580000 Uniform Allowance
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- WORK BOOTS	12/31/2025	149.99	51-00-580000 Uniform Allowance
IRMA	202652	MEMBERS 2026 ANNUAL CONT	12/23/2025	120,000.00	51-00-591000 IRMA Reimbursement to
ANSER	52040-010126	ANSWERING SERVICE- JANUA	01/01/2026	645.00	51-00-594000 Equipment Rental
B&K EQUIPMENT COMPANY	FP-INV-523352	80TH AVE PUMP STATION- NEW	01/05/2026	258.00	51-00-611100 Water System Maintenanc
CORE & MAIN LP	Y323256	WATER METER & SUPPLIES	12/31/2025	2,283.00	51-00-611100 Water System Maintenanc
CORE & MAIN LP	Y333150	MATERIALS	01/05/2026	6,534.49	51-00-611100 Water System Maintenanc
CORRPRO COMPANIES, INC.	815374	INSPECTIONS- HOSPITAL, 135T	12/31/2025	3,800.00	51-00-611100 Water System Maintenanc
M.E. SIMPSON COMPANY, INC.	45742	LEAK LOCATION SERVICES 12/	12/31/2025	965.00	51-00-611100 Water System Maintenanc
M.E. SIMPSON COMPANY, INC.	45743	LEAK LOCATION SERVICES 12/	12/31/2025	545.00	51-00-611100 Water System Maintenanc
OLD NATIONAL BANK-MASTER	0199-123125	AMAZON- PW COAX CABLE	12/31/2025	41.36	51-00-611100 Water System Maintenanc
GASVODA & ASSOCIATES, INC.	INV25SVC100	PARLIAMENT LIFT STATION- BR	01/02/2026	353.50	51-00-611200 Sewer System Maintenanc
GASVODA & ASSOCIATES, INC.	INV25SVC100	OAK HILLS LS- SEAL FAILURE	01/02/2026	353.50	51-00-611200 Sewer System Maintenanc
TANKNOLOGY INC.	MW2-6313804	TANK INSPECTION/ COMPLIAN	01/12/2026	724.66	51-00-611400 Water Control System Ma
MENARDS, INC	81374	50 GAL STACKER TOTE	01/08/2026	49.94	51-00-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- NOTE CARDS	12/31/2025	6.99	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217627	SINGLE CUT KEY	12/01/2025	8.98	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217711	SUPPLIES	12/09/2025	67.92	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217796	SUPPLIES	12/18/2025	26.06	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217799	SUPPLIES	12/19/2025	69.74	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217813	BATTERIES	12/19/2025	17.99	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217847	SUPPLIES	12/24/2025	13.78	51-00-651000 Office / Department Suppl
PALOS ACE HARDWARE	217928	CABLE, PUMP, & WRENCH	01/07/2026	53.97	51-00-651000 Office / Department Suppl
OLD NATIONAL BANK-MASTER	4189-123125	AMAZON- IPHONE CASE	12/31/2025	9.99	51-00-655000 Gas & Oil Reimbursemen
OLD NATIONAL BANK-MASTER	4189-123125	IPHONE CASE & BATTERY PAC	12/31/2025	40.63	51-00-655000 Gas & Oil Reimbursemen
Total :				144,781.93	
Total Water Sewer Fund:				144,781.93	
Metra Fund					
Municipal Grounds and Property					
ALTERNATIVE ENERGY SOLUTI	7955	OIL CHANGE & 75 POINT INSPE	12/30/2025	376.00	52-44-667000 Supplies, Equipment & M
ORKIN PEST CONTROL	288900931	PEST CONTROL- QUARTERLY 4	12/18/2025	78.99	52-44-667000 Supplies, Equipment & M
VINCE'S FLOWERS AND LANDS	14872-1	CLEAN POTS & PLANT 24 CHRI	01/05/2026	1,473.00	52-44-667000 Supplies, Equipment & M
Total Municipal Grounds and Property:				1,927.99	
Total Metra Fund:				1,927.99	
Grand Totals:				785,869.39	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.Type = "Invoice"

ITEM 7.

COLLECTIVE BARGAINING AGREEMENT BETWEEN
CITY OF PALOS HEIGHTS
An Illinois Municipal Corporation
and the
METROPOLITAN ALLIANCE OF POLICE CHAPTER #99
representing
PALOS HEIGHTS POLICE OFFICERS & SERGEANTS

January 1, 2026 – December 31, 2029

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This Agreement is entered into by and between the City of Palos Heights, an Illinois municipal corporation (herein referred to as the “EMPLOYER” or “CITY”), and the Metropolitan Alliance of Police Chapter #99 (herein referred to as the “UNION”).

The purpose of this Agreement is to provide an orderly collective bargaining relationship between the Employer and the UNION representing the employees in the bargaining unit, and to make clear the basic terms upon which such relationship depends. It is the intent of both the Employer and the UNION to work together to provide and maintain satisfactory terms and conditions of employment, and to prevent as well as to adjust misunderstandings and grievances relating to employees’ wages, hours, and working conditions. In consideration of mutual promises and agreements contained herein, the parties hereto, by their duly authorized representative and/or agents, do mutually promise to agree as follows.

ARTICLE 1

RECOGNITION

Section 1.1 Recognition

The Employer hereby recognizes the UNION as the sole and exclusive collective bargaining representative for the purpose of collective bargaining on any and all matters relating to wages, hours, and all other terms and conditions of employment of all employees in the bargaining unit.

The bargaining unit shall include:

All regular full-time sworn peace officers in the ranks of patrol officer, detective, and sergeant.

Positions EXCLUDED from the above-described bargaining unit shall include:

All sworn officers above the rank of sergeant, regardless of their permanent rank, and any others excluded by the Illinois Public Labor Relations Act, 5 ILCS 315/1 et seq.

Section 1.2 Probationary Period

A new employee shall be considered in training and on probation for a period of either (1) the first eighteen (18) months of continuous employment if they are not a certified law enforcement officer; or (2) the first twelve (12) months of continuous employment if they are hired as a lateral, certified law enforcement officer, during which time the City shall have the sole and absolute right to discipline, discharge, or retain the officer in its own discretion. Said employee shall have no recourse to the grievance and arbitration procedure herein with respect to discipline, discharge or retention of the employee. Time absent from duty or not served for any reason except paid sick, personal, holiday and vacations shall not apply toward satisfaction of the probationary period.

Section 1.3 Gender

Wherever the male gender is used in this Agreement, it shall be construed to include both males and females equally.

ARTICLE 2

MAINTENANCE OF MEMBERSHIP

Section 2.1 Dues Checkoff

With respect to any employee on whose behalf the City receives written authorization in a form agreed upon by the UNION and the City (a copy of the form is attached hereto as Appendix B), the City shall deduct from the wages of the officer the dues and/or financial obligations uniformly required and shall forward the full amount to the UNION, 235 Remington Boulevard, Suite B, Bolingbrook, Illinois by the twentieth (20th) day of the month following the month in which the deduction are made, along with a list of names of the persons from whom the deductions were made. The City will provide all other information required by the Illinois Public Employees Labor Relations Act in a timely manner. The amounts deducted shall be in

accordance with a schedule to be submitted to the City by the UNION. Authorization for such deduction shall continue until revoked by written notice to the City and the UNION.

The actual dues amount deducted, as determined by the UNION, shall be uniform in nature for each employee, either in actual dollar amount or percentage of pay, in order to ease the Employer burden on administering this provision.

If the employee has no earnings due for that period, the UNION shall be responsible for collection of dues. The UNION agrees to credit the employee for any amounts paid to the UNION in error on account of this dues deduction provision. Should the City withhold more than is owed, it will credit that amount against the next dues payment for that employee. The UNION may change the dollar amount which will be considered the regular monthly fees once each year during the life of this Agreement. The UNION will give the City thirty (30) days' notice of any such change in the amount of the dues to be deducted.

Section 2.2 Indemnification

The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article so long as the City does not initiate or encourage others to initiate such action. The City will cooperate in the defense of such claims.

Section 2.3 Membership

The Employer shall provide an updated copy of a bargaining unit list and other required information, which shall include the names and addresses of each bargaining unit officer, to the UNION, from time to time as requested by the UNION.

Section 2.4 Union Use of Bulletin Boards

The City will make available space on a bulletin board for the posting of official UNION notices of a non-political, non-inflammatory nature. The UNION will limit the posting of UNION notices to such bulletin boards.

ARTICLE 3

LABOR-MANAGEMENT MEETINGS

Section 3.1 Meeting Request

The UNION and the Employer agree that in the interest of efficient management and harmonious employee relations that meetings held if mutually agreed between UNION representative and responsible representative of the Employer. Generally, such meetings may be requested by either party at least seven (7) days in advance by placing in writing a request to the other for a “labor-management meeting” and expressly providing the agenda for such meeting. In cases where the subject matter is time sensitive, the parties may mutually agree to meet with less than seven days’ advance notice. Such meetings and locations, if mutually agreed upon, shall not be unreasonably withheld and shall be limited to:

1. Discussing on the implementation and general administration of this Agreement;
2. A sharing of general information to the parties;
3. Notifying the UNION of changes in conditions of employment contemplated by the Employer which may affect employees; and/or
4. Discussion of safety issues.

Section 3.2 Content

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure and bargaining process. Specific grievances being processed under the grievance procedure shall not be considered at “labor management meetings” nor shall

negotiations for the purpose of altering any or all of the terms of this Agreement occur at such meetings. While management may use these meetings to inform the Union of proposed changes to wages, hours, or terms and conditions of employment, these meeting shall not constitute interim bargaining over decisions, impacts, or effects unless the parties mutually agree otherwise.

Section 3.3 Attendance

Attendance at labor-management meetings shall be voluntary on any employee's part, and attendance during such meetings shall be considered time worked for compensation purposes only when the employee has been released from duty for purposes of attendance. Normally, three (3) persons from each side (of their own choosing) shall attend these meetings, schedules permitting.

ARTICLE 4

MANAGEMENT RIGHTS

Section 4.1 Management

It is agreed that the Union and the employees will work together with the City within the obligations of this Agreement. The Union recognizes that certain rights, powers, and responsibilities belong solely to and are exclusively vested in the City except as they may be subject to a specific obligation of this Agreement. Among these rights, powers, and responsibilities, but not wholly inclusive, are all matters concerning or related to the management of the Police Department and administration thereof, and the direction of the working forces, including (but not limited to) the right to suspend, discipline, or discharge non-probationary employees for just cause; to increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or any other legitimate reason; to establish, modify, combine or

abolish job positions and classifications; to hire, examine, classify, train, transfer, assign, schedule, promote, or recall; to hire temporary employees pursuant to State Statutes and to appoint auxiliaries employees pursuant to 65 ILCS 5/3-6-5 of State Statutes; to hire and assign part-time employees to make and enforce reasonable rules and regulations; to set standards for the services to be offered to the public; to determine the types and quantities of equipment and materials to be used; the nature, extent, duration, character and method of operation including the right to contract out or subcontract; the amount, utilization and kind of personnel and quality and quantity of work required to ensure maximum mobility, flexibility and efficiency of operations; all of which are vested exclusively in the City except as expressly abridged by a specific provision of this Agreement.

Inherent managerial functions, prerogatives and policy-making rights, as listed above, which the City has not expressly restricted by a specific provision of this Agreement are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein, provided that no right is exercised contrary or inconsistent with the terms of this Agreement.

Section 4.2 Supervisors Performing Bargaining Unit Work

The City recognizes that it is undesirable for non-bargaining unit supervisors to perform the work of the employees in the unit when such work deprives covered employees of work opportunities. The Union recognizes, however, that there are circumstances when supervisors may perform the work of officers in the unit to assure an efficient, flexible, and economical operation in the Police Department such as where supervisors train or instruct officers, experimental or testing duties, where there are emergencies or where scheduled officers fail to report to work because of absences or tardiness or for personal reasons during the course of the

day, or because of all of the officers are or will be occupied with assigned duties or other unforeseen circumstances.

Reduction of overtime shall not provide a basis for a non-bargaining unit supervisor to perform work normally performed by bargaining unit members.

ARTICLE 5

SENIORITY

Section 5.1 Definition of Seniority

As used herein, the term “seniority” shall refer to and be defined as the continuous length of service or employment covered by this Agreement from the date of last hire. With respect to seniority among sergeants, seniority shall be determined by the sergeant’s length of service in his/her current rank in the police department. If any sergeants have the same date of promotion, the seniority ranking shall be determined by the positions these sergeants had on the Police and Fire Board’s eligibility lists from which they were promoted.

Section 5.2 Seniority List

The Employer shall prepare a list setting forth the present seniority dates for all employee covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall finally resolve all questions of seniority affecting officers covered under this Agreement or employed at the time the Agreement becomes effective. Seniority is determined by the date of hire as a full time, sworn Palos Heights Police Officer. If there is more than one employee with the same seniority date, seniority will be determined based on the employee’s placement on the original selection list.

Section 5.3 Termination of Seniority

An employee shall be terminated by the Employer, subject to action by the City of Palos Heights Board of Fire and Police Commissioners, if appropriate, and have seniority broken when the employee:

- (a) Resigned or retired;
- (b) is discharged for just cause;
- (c) is laid off pursuant to the provisions of the applicable agreement for a period of twenty-four (24) months or greater;
- (d) accepts gainful employment while on an extended leave of absence without prior approval from the Chief of Police;
- (e) is absent for three consecutive scheduled workdays without proper notification or authorization;
- (f) fails to indicate within 5 days an intention to report for work within fourteen (14) calendar days after notice by the Police Chief or Chief's designee to return to work following a layoff (certified mail addressed and sent to the officer's last address known to the Department and contact with the employee or three (3) documented attempts to contact the employee over three (3) days by telephone shall constitute sufficient notice); and
- (g) fails to return following the expiration of a leave of absence.

Section 5.4

Employees will not continue to accrue seniority credit for all time spent on an authorized unpaid leave of absence in excess of 30 days.

ARTICLE 6

WAGES AND HOURS OF WORK

Section 6.1 Application of Article

This Article is intended only as a basis for calculating overtime payments, and nothing in this Agreement shall be construed as a guarantee of hours of work per day or per week.

Section 6.2 Normal Workweek and Workday

Insofar as the Fair Labor Standards Act is applicable, a tour of duty for patrol officers is defined as 84 hours with a work period of fourteen (14) days, commencing at 6:00 a.m. Sunday. Each employee will be allowed, subject to a supervisor's approval, to take up to 90 minutes paid on-duty breaks each day subject to work duties. Sergeants may approve their own breaks.

Section 6.3 Changes in Normal Workweek and Workday

The shifts, workdays, and hours which employees are assigned shall be stated on the monthly Departmental work schedule. Should it be necessary in the interest of efficient operations to establish schedules departing from the normal workday or workweek, the City will give at least forty-eight (48) hours' notice of such change to the individuals affected by such change. In the case of an emergency (e.g. flooding, tornado, mass casualty incident, last minute training opportunities, or other unpredictable circumstance), the employer may impose the schedule change (rotation or day/night) with less notice.

Section 6.4 Overtime Pay

Employees held over more than fifteen (15) minutes beyond their regularly scheduled workday or duty shift as a result of events or activities which occur during their shift, will be paid at a rate of one and on-half (1 ½) hours for each overtime hour worked beyond his regular scheduled workday with such pay received in fifteen (15) minute increments. Patrol officers, sergeants, and investigators shall be paid at a rate of one and on-half (1 ½) hours for all time

worked outside their regularly scheduled work hours. No employee shall be paid overtime twice for the same hours of work, and there shall be no pyramiding of overtime or premium pay.

Section 6.5 Court Time

Employees who would otherwise be off-duty shall be paid at the overtime rate of time and one-half (1½) their regular straight-time hourly rate of pay for all hours worked with a minimum guarantee of two (2) hours pay at the rate of time and one-half (1½) when appearing in court on behalf of the City or when preparing for an off-duty court appearance when in the presence of a prosecuting attorney.

Section 6.6 Range Time

Employees who would otherwise be off-duty shall be paid at the overtime rate of time and one-half (1½) their regular straight-time hourly rate of pay for all hours worked with a minimum guarantee of two (2) hours pay at the rate of time and one-half (1½) when attending mandatory quarterly range time. This range time shall be paid and is not eligible to be earned as compensatory time.

Section 6.7 Required Overtime

The Chief of Police or designee(s) shall have the right to require overtime work and officers may not refuse overtime assignments. When overtime is compelled for work in progress, if operational needs allow, the Employer shall provide employees with additional on-duty periods for reasonable rest and personal care. In non-emergency situations, the Chief or designee as a general rule shall take reasonable steps to obtain volunteers for overtime assignment before assigning required overtime work. However, volunteers will not necessarily be selected for work in progress. Also, specific officers may be, per workweek, selected for special assignment, based upon specific skills, ability, and experience they possess as determined by the Employer based on objective criteria (e.g. detectives, evidence technicians, multilingual, etc.).

Section 6.8 Wages

The hourly wage rates are outlined in Appendix A.

Section 6.9 Compensatory Time

In accordance with Section 6.4 of this Agreement, officers, except as set forth below, at their option, may elect to earn compensatory time in lieu of overtime pay.

Compensatory time is to be calculated in the same manner as overtime pay. Officers may not accumulate more than 132 hours of compensatory time at any one time, Officers who have reached the maximum amount of compensatory time accumulation must be paid for their overtime work until they have reduced their compensatory time bank below the maximum level. Compensatory time accumulations may rollover from year to year; however, by the first full pay period in December, the City may pay out all compensatory time banks in existence at the officers' current rates of pay except for the amounts designated by officers for transfer to their PEHP plans (see Section 17.1) and except that Officers may elect to carry over up to 36 hours of compensatory time into the next calendar year in addition to the amount placed in the Officers' PEHP. Officers will be notified by November 21 whether the City will exercise the payment in the following December. Requests for the use of compensatory time shall be considered as set forth below.

All requests for the use of a full day of compensatory time (i.e. 12 hours for Patrol, 10.5 hours for Detectives, etc.) will be made in writing and time stamped at least five (5) days in advance of the beginning of the shift requested off. If the time off does not cause the shift to fall below minimum staffing, as set by management, the time off will be approved. If the requested compensatory time off would cause the shift to fall below minimum staffing, the supervisor that the request was submitted to will send out an electronic notification (i.e. email, text, message from Pace Scheduler) requesting an officer to fill the shift on an overtime basis. Any officer

filling the overtime shift created by the use of compensatory time by another officer will not be eligible to receive compensatory time for that shift and will be compensated with overtime pay. If, after 48 hours from the time of the supervisor's electronic notification, no officers have voluntarily accepted the overtime shift, the requesting officer's request for the use of compensatory time may be denied.

Requests for the use of compensatory time made with less than five (5) days' advance notice or requests for less than a full shift will be considered on a case-by-case basis and granted at the discretion of the shift supervisor based on the operational needs of the Department.

Section 6.10 Specialty Pay

Detective: \$3,250 per year, paid in January or July of the following year at the employee's option (pro-rated by the month if the officer has worked less than a year as a detective).

Range Officers and Police Cadet Advisors will be paid \$3.50 per hour above the officer's regular straight time hourly rate of pay, while performing in any of those capacities.

Crisis Intervention Team Coordinator will be paid \$2,000 per year, paid in January or July of the following year at the employee's option (pro-rated by the month if the officer has worked less than a year as a Crisis Intervention Team Coordinator).

Field Training Officers will be paid \$4.50 per hour above the officer's regular straight time hourly rate of pay while performing in that capacity.

In-House Training Instructor will be paid \$3.50 per hour above the officer's regular straight time hourly rate of pay while conducting the training.

Task Force Officers: \$1,000 per year, paid in January or July of the following year at the employee's option (pro-rated by the month if the officer has worked less than a year as a Task Force Officer).

School Resource Officer: \$1,500 per year, paid in January or July of the following year at the employee's option (pro-rated by the month if the officer has worked less than a year as a School Resource Officer).

Employees are not eligible for more than one form of specialty pay for the same hours worked.

ARTICLE 7

GRIEVANCE PROCEDURE

Section 7.1 Definition

A "grievance" is defined as a dispute or difference of opinion raised by an employee or the Union with the City involving an alleged violation of this Agreement. In this Article "calendar days" has its traditional meaning. If the last "calendar day" to take action under this Article occurs on a weekend or designated holiday, the deadline for taking action is extended to the next day that is not on a weekend or holiday.

Section 7.2 Procedure

A grievance filed against the City shall be processed in the following manner:

Step 1: Any employee who has a grievance, or the Union, shall submit the grievance in writing to the Division Commander; specifically indicating the matter is a grievance under this Agreement. The grievance shall contain a complete statement of the facts, the provision(s) of this Agreement violated, and the relief requested. All grievances must be presented no later than 14 calendar days after the employee, through use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The Division Commander shall render a written response to the grievant within 14 calendar days after the grievance is presented.

Step 2: If the grievance is not settled at Step 1 and the employee, or the Union, wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing designated as a grievance to the Police Chief. (Attached hereto as Appendix C is a copy of the grievance form). The Police Chief or his designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within 14 calendar days with the grievant and an authorized UNION representative if one is requested by the employee at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Police Chief or designee shall provide a written answer to the grievant, or to the Union if a Union grievance, within 14 calendar days following their meeting.

Step 3: If the grievance is not settled at Step 2 and the grievant or the Union desires to appeal, it shall be referred by the grievant or Union in writing to the Mayor within 7 calendar days after receipt of the City's answer in Step 2. Thereafter, the Mayor his designee and the Police Chief or other appropriate individual(s) as desired by the Mayor, shall meet with the grievant and Union representatives within 10 calendar days of receipt of the grievant's or Union's appeal. If no agreement is reached, the Mayor or designee shall submit a written answer to the grievant and Union or within ten calendar days following the meeting.

Section 7.3 Arbitration

If the grievance is not settled in Step 3 and the UNION wishes to appeal the grievance from Step 3 of the grievance procedure, the UNION may refer the grievance to arbitration by providing notice to the Mayor within 14 calendar days of receipt of the City's written answer as provided to the Union in Step 3. Arbitration shall be governed by the followed process:

1. The parties shall attempt to agree upon an arbitrator within 7 calendar days after receipt of the notice of referral. In the even the parties are unable to agree upon the arbitrator with said 7 calendar day period, the parties shall jointly request the

Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the City and the UNION shall have the right to strike three (3) names from the panel. A coin flip shall determine which party makes the first strike. The person remaining shall be the arbitrator.

2. The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to availability of the UNION and City representatives.
3. The City and the UNION shall have the right to request the arbitrator to require the presence of witnesses or documents. The City and the UNION retain the right to employ legal counsel.
4. The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
5. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
6. The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the City and UNION: provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 7.4 Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of this

Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing during the first three steps of the grievance process. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties, and responsibilities of the City under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of the Section 7.4 shall be final and binding upon the City, the UNION, and the employees covered by this Agreement.

Section 7.5 Time Limit for Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within fourteen (14) calendar days of the occurrence of the event giving rise to the grievance or within fourteen (14) calendar days after the employee and Union, through the use of reasonable diligence, obtained knowledge of the occurrence of the event giving rise to the grievance. If a grievance is not presented by the employee or the Union within the time limits set forth above, the grievance shall be considered "waived" and may not be further pursued by the employee or the Union.

If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, the grievance shall be considered resolved on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

The parties may mutually agree to extend the time limits.

ARTICLE 8

NO STRIKE-NO LOCKOUT

Section 8.1 No Strike

No employee, nor the Union, will instigate, promote, sponsor, engage in, or condone any strike, slowdown, sit down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situation, mass resignations, mass absenteeism, illegal picketing or any other intentional interruption or disruption of the operations of the City, regardless of the reason for so doing during the term of this Agreement as a result of a labor dispute. However, the Union and employees do not waive and expressly reserve their rights under Section 20(a) of the IPLRA. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City. In addition, in the event of a violation of this Section of this Article, the UNION agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 8.2 No Lockout

The City will not lockout any employee during the term of this Agreement as a result of a labor dispute.

Section 8.3 Penalty

The only matter which may be made subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 8.1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 8.4 Judicial Restraint

Nothing contained herein shall preclude the City or the UNION from obtaining judicial restraint and damages in the event the other party violates this Article.

ARTICLE 9

HOLIDAYS

Section 9.1 Holidays

The following days are recognized by the City as paid holidays:

- | | |
|-----------------|------------------------|
| New Year’s Day | Labor Day |
| President’s Day | Veteran’s Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| July 4th | Christmas Day |
| | Two Floating Holidays |

Employees covered by this Agreement shall earn a paid day off for each holiday listed in this Section.

Section 9.2 Compensation

Holiday pay shall be limited to the regular scheduled hours of the unworked holiday, and shall be counted as time worked for the purpose of computing overtime pay. Employees who work on Independence Day, Christmas Day, New Year's Day and Thanksgiving shall be paid at time and a half for all hours worked on that day. Employees called in for unscheduled work on Christmas Day, New Year’s Day, or Thanksgiving will receive additional compensation in an amount equal to two (2) hours at time and one half of their regular hourly rate in addition to pay for hours actually worked. This compensation shall be paid and may not be earned as compensatory time.

Section 9.3 Scheduling

The parties recognize that the police function demands full and continuous coverage, therefore, personnel must schedule their holidays for the calendar year not later than October 1st of each year (e.g. on or before October 1, 2022, an employee must notify the Department when he/she wishes to schedule the remainder of his/her 2022 holidays). Employees must schedule their holidays by October 1st to be taken by December 31st. Holidays not taken by December 31st shall be forfeited unless the employee's requested use of the holiday was denied by the Employer in which case the holiday will be paid out at the employee's regular straight time rate. The employee normally shall submit his request in writing to the Chief of Police or his designee at least 12 hours in advance of the date and time on which the holiday is to be used, and such request will be approved subject only to the staffing requirements of the Department; provided, however, shift supervisors may grant holiday time requests made with less than 12 hours of advance notice if staffing levels permit.

All holidays for the fiscal year shall be available for an employee to take at any time during the fiscal year; provided, however, if an employee separates from service prior to the occurrence of a holiday that he/she has taken off during the fiscal year, the City shall withhold the value of such holiday time taken prior to the occurrence of the holiday(s) from the employee's last paycheck subject to whatever rights the City and the employee has under the law to make deductions from the employee's final pay check for the year.

Employees may change the dates upon which they are scheduled to take a holiday, subject only to the Department's staffing requirements, by notifying their supervisor.

An employee's scheduled holidays off shall not be cancelled by the Department except in the case of an emergency or an unanticipated operational necessity. Should an employee's scheduled holiday(s) off be so cancelled, he/she shall be permitted to select an alternate date off

during the fiscal year, unless the cancellation occurs after Thanksgiving Day in which case the employee shall be offered the choice of cash compensation for the cancelled holiday(s) or the opportunity to reschedule the holiday(s) off during the remainder of the fiscal year.

ARTICLE 10

LAYOFF AND RECALL

Section 10.1 Layoff

The City, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in accordance with their seniority, as provided in Illinois Statutes 65 ILCS 5/10-2.1-18. The City agrees that all part-time officers will be laid off before any sworn officer is laid off. Non-sworn employees shall not have their duties and assignments expanded if a sworn officer is on lay-off status. The City shall provide notice of the layoff to the Union and, upon request, shall bargain over the effects of the layoff on bargaining unit employees.

Section 10.2 Recall

Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are recalled without further training.

Employees who are eligible for recall shall be given a fourteen (14) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Union, provided the employee must notify the Police Chief or his designee of his intention to return to work within 5 days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee and contacting the employee by telephone, it being the obligation and responsibility of the employee to provide the

Police Chief or his designee with his latest mailing address and telephone number. If an employee fails to timely respond to a recall notice, his name shall be removed from the recall list and his seniority will be terminated.

ARTICLE 11

VACATIONS

Section 11.1 Eligibility

Employees will be entitled to receive annual paid vacations, according to their eligibility as follows:

Vacation Time Table							
Years	Hours		Years	Hours		Years	Hours
Hire Year - Before July 1st	48		11	168		21	216
Hire Year - July 1 st and after	0						
2	84		12	168		22	216
3	84		13	168		23	216
4	120		14	168		24	216
5	120		15	168		25	216
6	120		16	180		26	216
7	120		17	192		27	216
8	120		18	204		28	216
9	120		19	204		28	216
10	120		20	204		30	216

The parties agree to waive the requirements of the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance.

Section 11.2 Vacation Pay

The rate of vacation pay shall be the employee’s regular straight time rate of pay in effect for the employee’s regular job classification on the payday immediately preceding the

employee's vacation. Employees may request their vacation pay no later than nine (9) days prior to the start of a vacation period exceeding five (5) days.

Section 11.3 Vacation Schedule and Accrual

- (a) Employee shall be awarded vacation time by the City in accordance with City service needs and, if possible, employee's desires. Scheduling shall be initiated by rank on a seniority basis for each scheduling group of employees. Employees requesting vacation time off normally shall submit their request to the Chief of Police or his designee 12 hours in advance of the date and time on which the vacation leave is to be used, and such request shall be approved subject only to the staffing requirements of the Department; provided, however, shift supervisors may grant vacation leave requests made with less than 12 hours advance notice if staffing levels permit. A minimum of 12 hours of consecutive vacation time must be taken at any one time unless the employee has less than 12 hours of vacation time remaining, or the use of time will make the total remaining time divisible by 12 hours. Vacation time not used within the fiscal year which the employee became entitled to vacation shall be unpaid and irreclaimable except as provided in Section 11.3(b) below. Employees may change the dates upon which they are scheduled to take a vacation day, subject only to the Departments staffing requirements, by notifying their supervisor.
- (b) An employee's scheduled vacation days off shall not be cancelled by the Department except in the case of an emergency or other unavoidable circumstance. However, once a vacation request has been approved by the Employer, the Employer shall not cancel, revoke, or reschedule the approved vacation day(s) if such action is taken less than forty-eight (48) hours prior to the

scheduled start of the vacation day(s), except in cases of an emergency, as provided above and in Section 6.3. Should an employee's scheduled vacation day off be so cancelled, he/she shall be permitted to select an alternate date off during the fiscal year, unless the cancellation occurs after Thanksgiving Day in which case the employee shall be offered the choice of cash compensation for the vacation day(s) or the opportunity to reschedule the vacation day(s) off during the remainder of the fiscal year.

ARTICLE 12

SICK LEAVE

Section 12.1 Purpose

Sick leave with pay is provided as a benefit in recognition that employees and their immediate family members contract various illnesses, experience medical conditions, require medical diagnosis and care, and/or sustain injuries from time to time, and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick or injured.

Section 12.2 Allowance

Any employee contracting or incurring any non-service-connected sickness or disability, or if such sickness or disability occurs involving an individual living with the employee in the employee's "immediate family" (defined as the employee's legal spouse, child(ren), step-child(ren), adopted child(ren), parent(s), grandparent(s), parent(s) of spouse, step-parent(s), or sibling(s)), the employee shall receive sick leave with pay.

Section 12.3 Death in Immediate Family

Sick leave may be used for the death of any member of the immediate family, as defined in Section 12.2. An employee shall be granted three (3) consecutive workdays as funeral leave if the employee attends the funeral or similar service. Such time shall be charged against the employee's accrued sick leave account of the employee has that many days in the employee's account. An employee shall provide satisfactory evidence of the death of a member of the immediate or extended family and the employee's attendance at the funeral/ or similar service if so requested by the City.

Section 12.4 Days Earned in Accumulation

Employees shall receive 96 hours of sick leave on January 1st each year. Sick leave cannot be taken before it is actually earned. Employees hired prior to January 1, 2016 may accumulate up to a maximum of 2184 hours of sick leave; Employees hired on or after January 1, 2016 may accumulate up to a maximum of 1092 hours of sick leave.

Section 12.5 Notifications

Notification of absence due to illness shall be given to the City as soon as possible on the first day of such absence and every day thereafter (unless this requirement is waived by the Chief), but no later than four hours before the start of the employee's work shift unless it is shown that the employee could not have reasonably provided such notification. The unreasonable failure to timely report an illness may be considered as absence without pay and may subject the employee to discipline, as well. Any abuse of sick leave shall constitute cause for discipline, including suspension or discharge.

Section 12.6 Medical Examinations

The City may, at its discretion, require an employee who has missed two or more consecutive work days to submit a physician's verification of illness. If it is a family member who is sick, the employer may require a doctor's verification of the illness.

Section 12.7 Sick Leave Utilization and Buy-Back

Sick leaves shall be used in no less an increment than four (4) hours unless the employee is on duty, in which case the employee can leave work when he/she becomes ill subject to notification and approval of the shift supervisor. An employee discharged for cause forfeits all accrued sick leave benefits.

An employee may elect to have 80% of his unused sick leave placed in a bank upon retirement to be used toward the purchase of medical insurance coverage. Such election must be made at least one month prior to the officer retiring. If after the officer retires, he discontinues medical insurance coverage, any unused sick pay will be forfeited. If an officer prior to retirement elects not to bank his sick leave, he may elect to take the sick leave benefits in the form of a paid leave of absence immediately preceding his retirement date.

Section 12.8 Fitness for Duty

Appeal of any discipline arising out of any question of an employee's fitness for duty will be subject to the grievance procedure of this Agreement.

Prior to any employee being disciplined and/or terminated because of a lack of fitness for duty, the employee will be subject to an examination by a licensed medical professional jointly selected by the Employer and the Union. If the Employer and Union are unable to agree, the parties shall submit a request to INSPE (or other mutually agreed upon vendor) for selection of an appropriate health care provider. The employee may be reassigned or placed on the

appropriate benefit leave or paid administrative leave pending the outcome of the medical examination.

ARTICLE 13

ADDITIONAL LEAVES OF ABSENCE

Section 13.1 Discretionary Leaves

The City may grant a leave of absence under this Article to any bargaining unit employee where the City determines there is good and sufficient reason. The City shall set the terms and conditions of the leave. In determining whether or not to grant the leave the City will give consideration to the nature of the purpose for which the leave of absence was requested, the effect of the employee's absence on Departmental operations, and what it believes to be in the best interest of the community. Nothing in this agreement shall be construed to relieve the City from abiding by the provisions of the Family Medical Leave Act or other applicable law providing leaves of absence.

Section 13.2 Application for Leave

Any request for a leave of absence shall be submitted in writing by the employee to the Police Chief or his designee as far in advance as practicable. The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 13.3 Military Leave

Military leave shall be granted in accordance with applicable law.

Section 13.4 Jury Leave

Employees covered by this Agreement who are required to serve on a jury shall sign their jury duty checks over to the City. The City shall compensate such employees, at their regular rate of pay, for each day actually spent on jury duty up to twelve (12) hours per day.

Section 13.5 Family and Medical Leave

As required by the Family and Medical Leave Act (FMLA) and the City's FMLA policy, the City will permit employees who qualify under the FMLA to take an unpaid leave of absence of up to twelve weeks in any rolling twelve-month period pursuant to the terms and restrictions contained in the City's FMLA policy, the FMLA, and its applicable regulations. If an employee otherwise qualifies for any other type of leave of absence, he/she must take that leave at the same time he/she is taking the FMLA leave. All time missed from work that qualifies for both FMLA leave and Workers' Compensation will be counted toward the employee's 12 weeks of FMLA leave.

Section 13.6 Benefits While on Leave

Except for employees on qualified FMLA leave, and unless otherwise stated in this Article or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-pay leave status, in conjunction with the terms of Section 5.4 of this Agreement. Accumulated length of service shall remain in place during that leave and shall accrue again when the employee returns to work on a pay status. Unless otherwise stated in this Article, an employee returning from leave will have his seniority continued after the period of leave. Upon return from an approved leave of absence that is not covered by FMLA, the City will place the employee in his or her previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in his classification according to the employee's seniority, where skill and ability to perform the work without additional training is equal.

Employees returning from leaves that are covered by FMLA, prior to using all 12 workweeks of FMLA in a Filing twelve-month period, will be restored to the same position prior to the leave, or one that is equivalent.

ARTICLE 14

UNIFORM ALLOWANCE

Employees who are required to wear and regularly and continuously maintain prescribed items of uniform clothing shall receive such clothing during their first week of employment. The disbursement of new and replacement uniforms will be maintained by the Employer through a Quarter Master System. Employees shall be responsible for the care, cleaning and maintenance of uniforms. An officer assigned to the position of detective will receive up to \$1,000 per year clothing reimbursement.

ARTICLE 15

EDUCATIONAL INCENTIVE & TRAINING

Section 15.1

The Employer shall provide for the cost of tuition, fees, labs, books, and supplies for non-probationary employees for course work in accredited programs and educational institutions under the following conditions:

1. The employee must have pre-approval of the Chief of Police. This approval shall not be unreasonably denied.
2. The course work shall be job related or required for the completion of a college degree that is job related.
3. The employee must receive a grade of at least:
 1. C in an alphabetical system;
 2. 70 out of 100 in a numeric system; or

3. Pass in a pass/fail system.
4. No Employee shall receive more than \$6,100 per calendar year.

If an employee fails a course, the Employer shall be entitled to recover the full cost of that course. If an employee voluntarily terminates his employment within one year of completing any course work toward a graduate or undergraduate degree, the costs of which were paid by the Employer, the employee shall reimburse the Employer the full cost of the education incentive paid for all course work completed in the two preceding semesters. If an employee voluntarily terminates his employment within two years of completing any course work toward a graduate or undergraduate degree, the costs of which were paid by the Employer, the employee shall reimburse the Employer one-half of the education incentive paid by the City for all course work completed in the preceding two semesters.

Before any educational incentive costs are paid, the employee shall execute, in writing, an agreement that articulates the employee's responsibilities with respect to the reimbursement of any educational costs incurred by the Employer on behalf of the employee. All such agreements shall include a reimbursement schedule and method of payment (i.e. payroll deduction, lump sum, etc.). This agreement shall be tendered to the Chief of Police or his designee in order to substantiate the successful completion of the course of instruction.

Section 15.2 Training

Employer shall provide employees with access to all training mandated by law or applicable rule. Subject to the advanced approval by the Employer, said training shall be paid for by the Employer and shall be considered hours worked.

Section 15.3 Voluntary Off-Duty Training

An Employee will be reimbursed for a voluntary off-duty training class provided that it is job related as determined by the Chief of Police, has been pre-approved by the Chief of Police does not interfere with the Employee's work hours, and proof of satisfactory completion participation has been provided. Any such reimbursement shall not exceed \$1,000 per calendar year.

ARTICLE 16

WORKING OUT OF CLASSIFICATION

Section 16.1

Designated Officers in Charge will be paid \$2,750 per year paid in January or July of following year at the officer's option (pro-rated by the month if the officer has worked less than a year as an Officer in Charge).

Officers working in the temporary capacity of designated OIC shall receive an additional \$5.00 per hour while working in that capacity.

An Officer working in the position of OIC for ten (10) consecutive workdays will be paid at the hourly rate of a first year Sergeant.

Section 16.2

When an officer is required to assume the duties and responsibilities of a rank higher than that which he normally holds for any accumulated total of at least six (6) months in any calendar year, he shall be paid the rate for the higher rank for his vacation period with any necessary adjustment, to be made at the end of the calendar year.

Section 16.3

Starting January 1, 2023, the Employer will send any employee designated by it to be assigned as an OIC to at least a 40-hour supervisor course through NEMRT or other comparable training provider as soon as practicable.

ARTICLE 17

HEALTH WELFARE PLAN

Section 17.1

Employees' health insurance benefits shall be provided as follows:

Monthly Premium Contributions

	<u>January 1, 2026</u>	<u>January 1, 2027</u> (7% increase)	<u>January 1, 2028</u> (7% increase)	<u>January 1, 2029</u> (7% increase)
Single	\$285.00	\$304.95	\$326.30	\$349.14
Single plus Spouse	\$302.50	\$323.68	\$346.33	\$370.58
Single plus Child	\$295.00	\$315.65	\$337.75	\$361.39
Family ¹	\$320.00	\$342.40	\$380.06	\$429.47

The City will continue the insurance plan in place as of January 1, 2026. The City shall be permitted, at its discretion, to change to a different insurance plan including a self-insured

¹ The Family PPO plan monthly premiums reflect a 11% increase for 2028 and a 13% increase for 2029.

plan provided that benefits remain substantially equal to the insurance plan in place as of January 1, 2026. In addition, the City shall be permitted to return to its self-insured plan, at its discretion, as it existed on January 1, 2006. The parties agree that should insurance costs significantly change, the parties will meet for mid-term bargaining over insurance benefit plans.

Post-Employment Health Plan

Employees have established a PEHP plan and the Employer shall maintain the PEHP Plan. Each January 1 for the term of this Agreement, the City shall contribute on behalf of each employee up to 60 hours of his/her pay to be deducted from compensatory time, holiday time, vacation time, and/or sick time.

Section 125 Plan

As soon after ratification as possible, but in no event later than January 1, 2003, the City shall establish and implement a Section 125 plan (including medical and dependent care reimbursements) for the benefit of bargaining unit employees.

Section 17.2

The extent of the City's obligations under this Article shall be limited to the payment of the cost of the premiums for this Plan and covered officers shall be entitled to those benefits only in accordance with and governed by the conditions of the insurance agreements and policies issued thereunder. Neither the City nor the UNION shall be obligated to pay any insurance benefits directly to officers.

Section 17.3

The City shall continue to pay 100% of the premium for medical coverage for the spouse and dependents (as defined under policy) of any officer killed due to injuries suffered in the line of duty, until the spouse remarries, or obtains other medical insurance. The City shall also pay 50% of the premium for medical coverage for any officer permanently disabled due to injuries

suffered in the line of duty, until the officer obtains other medical insurance. In addition, the City shall maintain a “Single +1” premium cost for retired and disabled officers, which is equal to the difference between the single coverage rate and the family coverage rate, divided by 2, plus the single coverage rate. Nothing in this Section diminishes an employee’s right to receive benefits pursuant to the Public Safety Employee Benefits Act or other applicable law.

Section 17.4 Cost Containment

Employees who maintain health insurance coverage from a source other than the City will be paid a lump sum of \$4,000 on the first payroll date in January following the plan year in which the employee opted out of the City’s health insurance coverage for the entire plan year. To opt out of coverage under the City’s health insurance, Employees must provide proof of coverage under an alternate health insurance plan to the Employer.

ARTICLE 18

LIFE INSURANCE

Section 18.1

The City shall continue its present life insurance to all full-time officers for the term of this Agreement in an amount equal to one and on-half times the officer’s annual salary, to a maximum of \$200,000. Retiring full-time officers may continue to participate in the life insurance program at the active group rate until age 65 at their own cost.

Section 18.2

The City shall be permitted, at its discretion, to change insurance carriers provided that benefits remain substantially equal.

Section 18.3

The extent of the City’s obligations under this Article shall be limited to the payment of the cost of the premiums for this Plan and covered officers shall be entitled to those benefits only

in accordance with and governed by the conditions of the insurance agreements and policies issued hereunder. Neither the City nor the UNION shall be obligated to pay any insurance benefits directly to officers.

ARTICLE 19

EMPLOYEE LONGEVITY SALARY PROGRAM

Any Officer attaining twenty (20) years of creditable service, as defined in Section 3-110 of the Illinois Pension Code, is eligible for and shall participate in the employee longevity salary program on a one-time, non-repetitive basis. The program will be effective for two fully pay periods in January or July of each fiscal year. The City agrees to raise the salary of a participating Officer by the sum of \$15,000 annualized for two pay periods in January or July, at the employee's option.

ARTICLE 20

INDEMNIFICATION

The City agrees it will indemnify and hold harmless, and will provide necessary legal representation for, an employee covered by this Agreement for damages resulting from any civil cause of action against the employee for acts other than acts constituting a willful violation of a statute or ordinance, performed by the Employee while acting within the regular scope of his/her duties as a law enforcement officer, provided, as a condition to receiving such indemnification, the employee shall fully cooperate with the City and its representatives during the course of the investigation, administration, or litigation of any such claim or cause of action covered by this provision.

If a conflict of interest exists for the attorney representing the employer and the employee, the employer shall provide the employee a different attorney to represent his/her

interests at no cost. However, if the employee desires independent counsel (i.e. an attorney other than the attorney(s) provided by the employer), the employee will be responsible for the cost and expense of such independent representation and the same will not be reimbursed by the City unless otherwise agreed by the City or required by law.

ARTICLE 21

IMPASSE RESOLUTION

The remedies for the resolution of any bargaining impasse, including impasses from midterm bargaining, shall be in accordance with the Illinois Public Labor Relations Act, as amended.

ARTICLE 22

BILL OF RIGHTS

(A) If the interrogation of a law enforcement officer results in the recommendation of some action, such as suspension, dismissal, or similar action which would be considered a punitive measure, then, before taking such action, the employer shall follow the procedures set forth in the Uniform Peace Officers' Disciplinary Act ("UPODA"), 50 ILCS 725/1, et. seq. An officer shall have the right to be represented at interrogation by a Union representative and/or attorney. Nothing in this Article diminishes any rights under UPODA.

(B) No personal information concerning an officer (e.g. home community or address, family information, etc.) shall be released publicly by the Employer without the individual officer's prior written consent in each instance, unless required by law or court order. The officer will be given at least 48 hours' notice prior to the compelled release of personal information.

(C) Records of prior disciplinary actions shall not be used for purposes of determining progressive and corrective discipline according to the following schedule:

Written warnings	after 12 months
Written reprimands	after 18 months
Suspensions	after 36 months

ARTICLE 23

POLICE AND FIRE COMMISSION AND DISCIPLINE

The parties recognize that Police and Fire Commission of the City of Palos Heights has certain statutory authority over employees covered by this Agreement, including but not limited to the right to make, alter, and enforce rules and regulations so long as they are not inconsistent with this Agreement

With regard to discipline, the City and the UNION have agreed that an officer being suspended or discharged has the right to choose to appear before the Police and Fire Commission or to have the disciplinary dispute resolved through the Grievance and Arbitration Procedure of this Agreement. Any appeal taken by way of one procedure shall be a waiver of any and all rights to have the appeal heard through the other procedure.

Section 23.1 Contesting Discipline – Oral and Written Reprimands

Oral reprimands shall not be subject to the Grievance Procedure Article of this Agreement. Written reprimands shall be subject to the Grievance Procedure Article of this Agreement but shall not be subject to arbitration. An employee's written response to any discipline shall be attached to the discipline and included in the employee's personnel file.

Section 23.2 Contesting Discipline — Suspensions and Termination

(1) In General

Prior to imposing discipline, involving a suspension or termination, the Chief of Police or the Chief's designee will set a meeting with the employee to advise the employee of the proposed discipline. At the employee's request, the employee shall be entitled to Union representation at

that meeting. For contemplated discipline of a three (3) day or greater suspension or termination, at least 24 hours prior to the meeting, the Union and employee will be given a copy of the internal investigation file. After the conclusion of said meeting, the Chief or the Chiefs designee will issue a Decision to Discipline, in writing, as to the proposed discipline (“Decision to Discipline”), to the affected employee and the Union. At the employee’s option, disciplinary action against the employee may be contested either through the Grievance Arbitration Procedure of this Agreement (with the Union’s approval) or through the Board of Fire and Police Commissioners (BOFPC), but not both. In order to exercise this option, an employee must execute an Election, Waiver and Release form (“Election Form” attached as Appendix). The Election Form shall be given to the officer by the City, at the time the officer is formally notified of the Decision to Discipline. The employee shall have seven (7) calendar days upon receipt of Election Form to tender the executed Election Form to the Chief or the Chiefs designee.

(2) Suspensions of Five (5) Days or Less

If the discipline is a suspension for five (5) days or less, the Chief may impose the suspension immediately upon the issuance of the Decision to Discipline. If the employee elects to contest the suspension through the Grievance Arbitration Procedure, the Employer bears the burden of establishing that the suspension was issued for just cause. If the employee elects to contest the suspension through the Grievance Arbitration Procedure, the Election Form shall constitute a grievance, which shall be deemed filed at the arbitration step of the Grievance Procedure of this Agreement.

(3) Termination and/or Suspensions of More Than Five (5) Days: Arbitration

For discipline involving suspensions in excess of five (5) days and/or termination, if the employee elects arbitration, the Chief of Police has the right and discretion to impose discipline immediately upon receipt of the Election Form. In such cases, the Election Form shall constitute

a grievance, which shall be deemed filed at the arbitration step of the Grievance Procedure of this Agreement. In such cases where arbitration has been selected, the Union shall also file with the Village its notice of intent to arbitrate the case (“Arbitration Notice”), not more than seven (7) calendar days following the issuance of the Decision to Discipline. During this process, the City shall have the burden of proving the discipline was issued for just cause.

(4) Termination and/or Suspension of More Than Five (5) Days: BOFPC

For discipline involving suspensions in excess of five (5) days and/or termination, if the employee elects to have the case heard by the BOFPC, then the Chief must file the appropriate charges before the BOFPC.

(5) Failure to File the Election Form or Arbitration Notice

If an officer or the Union fails to timely file the Election Form or the Arbitration Notice, such failure shall be deemed a waiver of the right to contest or appeal the Decision to Discipline in any forum.

Section 23.3 Lawful Possession of Cannabis by Cohabitants

The Employer may not take adverse employment action against an employee based solely on the lawful possession or consumption of cannabis, or cannabis infused substances, by people residing in the employee’s household.

Section 23.4 Surveillance of Employees

The parties agree the Employer may use surveillance tools (e.g. recordings, GPS, keystroke tracking, or other forms of observing/recording employee behavior), to support disciplinary action against a police officer covered by the collective bargaining agreement only if the Employer follows the procedure set forth below. The procedure set forth below only applies to circumstances in connection with a disciplinary investigation into police officer misconduct that may result in a suspension of three (3) or more days or termination. The Employer retains

full discretion to use surveillance as it deems necessary to conduct its operations if surveillance is not being used in connection with a disciplinary investigation of a police officer.

If, in the course of reviewing surveillance, the Employer observes conduct by a police officer that could result in a disciplinary investigation against a police officer, the Employer will follow the below procedure before proceeding with an investigation based upon such surveillance evidence:

a. Prior to taking disciplinary action, the Employer will notify the Union in writing that surveillance has been pulled in connection with a disciplinary investigation against a police officer.

b. The Employer will provide the Union access to the surveillance upon written request from the Union.

c. When the Employer provides the Union access to the surveillance, it will simultaneously identify the triggering event that led to the disciplinary investigation.

ARTICLE 24

OFFICER INVOLVED SHOOTING

Section 24.1

Pursuant to 50 ILCS 727/1-25, the Employer has enacted a policy requiring all officers involved in an “officer involved shooting” (“OIS”) to be subject to drug and alcohol testing as soon as practicable as but no later than the end of his or her shift. 50 ILCS 727/1-25 defines an “officer involved shooting” as any instance when a law enforcement officer discharges his or her firearm, causing injury or death to a person or persons, during the performance of his or her official duties or in the line of duty.

Section 24.2

The City's OIS policy is incorporated herein by reference. Should the Employer desire to make any changes in its OIS Policy, it will provide the Union notice of its intent to change and will fulfill any bargaining obligations it may have regarding such changes under the Illinois Public Labor Relations Act.

ARTICLE 25

SAVINGS CLAUSE

In the event any Article, Section, or portion of this Agreement should be held invalid and unenforceable by any Board, Agency, or Court of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specifically specified in the Board, Agency, or Court decision; and upon issuance of such a decision, the City and the Union agree to immediately begin negotiations on a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 26

ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral which conflict with the express terms of this Agreement. If a past practice regarding a non-mandatory subject of bargaining is not addressed in the Agreement, it may be changed by the City as provided in the management rights clause, Article 3.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any

subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 27

TERMINATION

This Agreement shall be effective as of January 1, 2026 and shall remain in full force and effect until 11:59 p.m. on December 31, 2029. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing no earlier than one hundred twenty (120) days, but not less than ninety (90) days from the expiration date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than forty-five days (45) prior to December 31, 2029.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

This Agreement shall remain in full force and effect during the negotiation for a successor agreement.

Executed this ____ day of _____, 2026.

Robert Straz, Mayor
CITY OF PALOS HEIGHTS

Keith George, President
METROPOLITAN ALLIANCE OF POLICE

Adam Jasinski, City Administrator
CITY OF PALOS HEIGHTS

, President
METROPOLITAN ALLIANCE OF POLICE,
CHAPTER #99

CITY OF PALOS HEIGHTS

UNION

APPENDIX A – FINANCIALS

Sergeant’s Step & Hourly Wage Schedule

At Step 1, Sergeants shall be indexed at 7.5% above top patrol pay

At Step 2, Sergeants shall be indexed at 8.5% above top patrol pay

At Step 3, Sergeants shall be indexed at 15% above top patrol pay

Step	1/1/26	1/1/27	1/1/28	1/1/29
1	\$62.57	\$64.76	\$67.03	\$69.21
2	\$63.16	\$65.37	\$67.65	\$69.85
3	\$66.94	\$69.28	\$71.71	\$74.04

Patrol Officers Step & Hourly Wage Schedule

Modify the wage scale to reflect the following across the board wage increases:

1/1/26 – 3.5% 1/1/27 – 3.5% 1/1/28 – 3.5% 1/1/29 – 3.25%

<u>Step</u>	1/1/26	1/1/27	1/1/28	1/1/29
1	\$38.78	\$40.14	\$41.54	\$42.89
2	\$42.68	\$44.18	\$45.72	\$47.21
3	\$46.54	\$48.17	\$49.86	\$51.48
4	\$50.45	\$52.21	\$54.04	\$55.80
5	\$54.36	\$56.26	\$58.23	\$60.12
6	\$58.21	\$60.25	\$62.35	\$64.38

Advanced Step Hiring

Lateral hires, as determined by the Illinois Law Enforcement Training and Standards Board, will be placed on the step in the Wage Schedule based on their years of continuous service as a law enforcement officer, as follows:

- More than 2 years - 4 years – Step 2
- More than 4 years – 6 years – Step 3
- More than 6 years – Step 4

Other than step placement, a lateral hire will be treated as a new hire including their seniority date.

APPENDIX B

OVERTIME

The parties acknowledge that it is often necessary for an officer to work in excess of his regularly scheduled hours. The City of Palos Heights does not intend to adjust an officer's normal work shifts, workdays or hours to obviate any authorized overtime already worked except for an emergency or for safety reasons. For the purpose of this Agreement, authorized overtime means that overtime which has been scheduled by or expressly authorized by supervisory or command personnel.

The City of Palos Heights and the Union reserve all of their rights in regard to this matter as provided by the collective bargaining agreement and the provisions of the Fair Labor Standards Act.

Executed this ____ day of _____, 2010.

CITY OF PALOS HEIGHTS

UNION

APPENDIX C

POLICE PENSION

Any longevity pay awarded under this provision shall be considered salary attached to rank for purposes of determining the amount of the Officer's retirement pension. Each Officer who receives a longevity pay increase under the provisions of this Article shall make the appropriate contribution to the Pension Fund as required by Section 3-125.1 of the Illinois Pension Code.

The City shall consider the actuarial impact of this longevity pay on the pension fund when determining its annual contribution. Nothing in this Agreement and Appendix is intended to create an incentive to retire or establish a commitment to retire on the part of the Officer.

The parties jointly agree to take steps to make certain that the longevity benefit set forth in this contract is in compliance with state law and administrative rules to ensure that such pay is considered to be salary attached to the rank of the eligible offices. The parties agree to make such changes to the language as may be necessary to achieve or maintain that purpose.

This Appendix shall be subject to the Savings Clause in Article 25 of the Agreement.

APPENDIX D

ELECTION, WAIVER AND RELEASE

_____ received written notice regarding the Chief of Police's Decision to Discipline me on _____.

I hereby make the following selection by placing an "X" on my choice of forums to contest this discipline:

_____ **I will proceed to grievance arbitration.** I hereby acknowledge that I understand that my choice of grievance arbitration serves as an irrevocable waiver of any and all rights to have the appeal heard through the Board of Fire and Police Commission.

_____ **I want to proceed to the Board of Fire and Police Commissioners.** I hereby acknowledge that I understand that my choice of the Board of Fire and Police Commission serves as an irrevocable waiver of any and all rights to have the appeal heard through grievance arbitration.

I further understand that I must notify the City of my choice in writing within five (5) calendar days after receipt of the Decision to Discipline. If I fail to select the forum for hearing on the discipline within 7 calendar days, I have waived all rights to contest the discipline.

Officer

Date

Arbitration Notice

The Union hereby provides Intent to Arbitrate this disciplinary case, pursuant to Article 23 of the collective bargaining agreement, within 7 calendar days of the officer's receipt of the Decision to Discipline.

Union Representative

Date

ITEM 9.



MEMORANDUM

To: Finance Committee

From: Aimee Ingalls

Date: January 13, 2026

RE: Sign Grant Application-Sanaa bin Hussain LLC, 7208 B College Drive

This new Palos Heights dress shop, located in Tiffany Square, submitted a sign grant application that was heard at the December 2025 finance meeting and it was subsequently approved by City Council.

The completed documents they submitted only included installation and did not include their actual sign cost, which is an eligible expense.

The business is asking you to consider an additional application for the actual sign cost.

Original application submitted amount: \$1,300 for sign installation. Approved. \$650.00 was granted.

New application submitted amount: \$2,500 for the actual sign. The eligible grant amount would be 50% of the cost or \$2,000, whichever is less. Eligible award amount: \$1,250.

While filing separately is not ideal, the total eligible amount is the same:

Total cost (sign and installation) = \$3,800. Eligible award amount is 50% or maximum of \$2,000. Fifty percent of \$3,800 is \$1,900.

Total cost (sign) = \$2,500. Eligible award amount is 50% or maximum of \$1,250.

Total cost (installation) = \$1,300. Eligible award amount is 50% or maximum of \$650.

If paid out separately the total award \$1,900. In other words, there is no increased amount available if grant applications are separate.

Sign Grant Program Application

Prior to completing this application please review the City of Palos Heights Sign Grant Program information packet in order to ensure compliance with program guidelines.

Applicant Information	
Name <u>LALITA AL-TIKRITI</u>	Address <u>15055 SPRING RD Oak Brook IL</u>
Phone <u>630-220-9090</u>	Email <u>LALITA.TIKRITI@comcast.net</u>

Property Information		
Business Name <u>SANABIN HUSSEIN</u>	Address <u>7208 B College Ave</u>	PIN#
Owner <u>LALITA TIKRITI, SANABIN HUSSEIN</u>	Year Purchased/Leased <u>6 Months</u>	Lease Expiration Date <u>6/27</u>

Description of Sign & Lighting Improvements:

Cost Estimate Breakdown:

<u>2500</u>	<u>Billed the Sign</u>
<u>1300</u>	<u>Hang the Sign</u>

Contractor Information		
Firm Name	Contact Name	
Address	Phone	Email

Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.

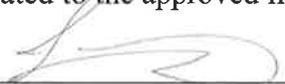
I, LALITA AL-TIKRITI, hereby make application to the City of Palos Heights for a Sign Reimbursement Grant in the amount of \$ 3800.

I understand that my application must be approved by the City and that it must conform to City codes and agreed upon design guidelines, as well as specific design recommendations of the City of Palos Heights. I have read a copy of the Sign Grant Program Agreement provisions. If approved, I understand that all work performed is subject to development, building, permit, and agreement provisions. The City and the Owner/Lessee do hereby agree as follows:

provisions of this Agreement, or complete all improvements in accordance with the approved plans and specifications will be deemed a breach of this Agreement.

Section 6: UNRELATED IMPROVEMENTS –

Nothing contained in this Agreement is intended to limit, restrict, or prohibit the Owner/Lessee from undertaking additional work in or about the subject premises, which is unrelated to the approved improvements provided for in this Agreement.



Applicant Signature

1/6/26

Date

Please return completed application to:
Community Development Coordinator
The City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Authorized by City of Palos Heights

Mayor Robert S. Straz

Aimee Ingalls

From: Turquoise sign <turquoisesign.adv@gmail.com>
Sent: Tuesday, January 6, 2026 11:01 AM
To: Aimee Ingalls
Cc: Sanaabinhussein@yahoo.com; Laith.tikriti@comcast.net

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To Whom It May Concern

We, Turquoise Company for Advertising and Promotion, hereby acknowledge that we have received from Ms. Sanaa Zemmari the amount of USD 2,500 for the shop sign belonging to Sanaa Bin Hussein Shop, located at 7208B W College Dr, Palos Heights, Chicago. The payment was made through her sister, Ms. Samia, and was received in two installments. The item was shipped via the Aramex agent in Amman to the United States.



ADVERTISING

TURQUOISE

تركواز للدعاية والإعلان

فاتورة نقدية *invoice*

10.08.2025

NAME : Sanaa bin Hussain llc

7208B w college dr Palos heights Illinois

TOTAL	U.	QTY	details
\$2500	-	-	Custom-made illuminated SIGN With shipping

\$2500	TOTAL
0	paid
\$2500	TOTAL

STAMP

COPY1





TURQUOISE
تركواز للدعاية والإعلان

تركواز للدعاية والإعلان

10.08.2025

NAME : Sanaa Bin Hussein 11 e

TOTAL	U.	QTY	details
2500 \$		1	Custom made illuminated letters

2500 \$	TOTAL
1000 \$ + 1500 \$	paid
2500 \$	TOTAL

STAMP





RECEIPT/RECIBO
Thank you/Gracias

TRACKING NUMBER (MTCN)/
NO. DE CONTROL DEL ENVIO:
377-779-9809

For Customer Service, please call 1-800-325-6000/Para comunicarse con el servicio de atención al cliente, llame al 1 800 325 6000

Bridgeview Currency Exchange
8725 S Harlem,
Bridgeview IL, 60455
(708)598-3525
Fax (708)598-4848

Wednesday, April 30, 2025 12:50:30 PM

Send Money / Fee (3,143.00)
Reference # 3777799809 (56.57)

Total Due: 3,199.57
Amount Tendered: 3,200.00
Change Due: 0.43

We Do Not Disclose Any Non-Public
Personal Information to Anyone, Except
as Permitted by
Law.

SP * 2363837

ITEM 10.



TO: Finance Committee
FROM: Aimee Ingalls, Community & Economic Development
DATE: November 12, 2025
RE: Business Improvement Grant Application,
The Carras Corporation, 12228-12246 S. Harlem

The Carras Corporation submitted three (3) business improvement grant applications for the paving, sealcoating and stripping of the rear parking lot of 12228-12246. He is requesting up to \$30,000 since he has three contiguous lots.

The total project cost is \$72,110. The program allows for a 50% reimbursement up to \$10,000.

Façade Grant Application

Prior to completing this application please thoroughly review the City of Palos Heights Facade Improvement Program information packet in order to ensure compliance with program guidelines.

Applicant Information		
Name	Address	
The Carras Corporation ,	1418 Pebblecreek Dr , Glenview, IL 60025	
Phone	Secondary Phone	Email
847-998-0227		nickc@carrascorp.com

Property Information		
Business Name	Address	PIN#
The Carras Corporation,	12228-12246 S. Harlem AVE., Palos Heights, IL 60463	23 25 229 007 0000
Owner	Year Purchased/Leased	Lease Expiration Date
The Carras Corporation	1996	N/A

Number of store fronts to be improved: 3

Square footage of each store front: 12234=1944.34sq ft ; 12236=1941.75 sq ft ; 12238=1937.44 sq ft

Description of Proposed Improvements:

Rear Lot - Mill down existing asphalt parking lot; Apply and prime existing parking lot with an oil tack coat to ensure proper adhesion. Asphalt Paving and stripping.

Front Lot - Mill and patch failed area in front parking lot. Crack fill and seal coat parking lot. Strip parking spaces. Approx. 31,991 sq. ft.

See attached quote for more detail

Anticipated Budget Information:

Activity	Estimated Cost
	\$71,000 + permitting cost/3
\$28,400.00 Advance Paid	

Anticipated Timeline:

Process	Estimated Time (weeks)

Architect Information		
Firm Name	Contact Name	
Address	Phone	Email
Contractor Information		
Firm Name	Contact Name	
T.M.W.	Ty Ward	
Address	Phone	Email
272 Brighton Rd., Elk Grove Village, IL 60007	630-350-7717	ty@tmwpaving.com

Use additional sheets to complete contractor information

Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.

I, The Carras Corporation, hereby make application to the City of Palos Heights for a Façade Improvement Reimbursement Grant in the amount of \$ 10,000.00. I understand that my application must be approved by the City and that it must conform to City codes and agreed upon design guidelines, as well as specific design recommendations of the City of Palos Heights. I have read a copy of the B and B 1 Façade Improvement Program Agreement provisions. If approved, I understand that all work performed is subject to development, building, permit, and agreement provisions. I also understand and agree to all of the following guidelines:

The City established a Façade Improvement Program ("Program") for the purpose of encouraging the improvement and revitalization of the exterior facades of existing

commercial buildings throughout the City of Palos Heights B and B 1 districts; and improving existing facades by making properties more attractive and encouraging revitalization of the City business districts with priority given to the B and B-1 zoned parcels along the Harlem Avenue corridor from 122nd Street to 124th Street.

The City has agreed to participate in the Program with the Owner/Lessee subject to its sole discretion to reimburse the Owner/Lessee for the cost of approved, eligible improvement expenses up to a maximum of fifty percent (50%), with a minimum project cost of \$3,000 (for a minimum reimbursement of \$1,500) or greater for a maximum reimbursement of \$10,000 per approved project regardless of total project cost.

The City and the Owner/Lessee do hereby agree as follows:

Section 1: COST SHARING -

- A. With respect to façade improvements to the front and back entrance ways with priority to the street facing sides of a building, and other related eligible improvements, the City shall reimburse the Owner/Lessee for the cost of approved, eligible improvements to the property at the rate of fifty percent (50%) for reimbursements from \$1,500 to \$10,000.
- B. Project construction must be permitted by the Building Department and begin within 60 days of this agreement being validated by an appointed Façade Improvement Program Committee member and be completed within an agreed upon timeline.

Section 2: DESIGN APPROVAL -

No improvement work shall be undertaken until the project's design has been submitted to and approved by the City. To be approved, all improvements shall meet the provisions set forth in this Agreement and shall be in conformance with all applicable City, State, and Federal codes and regulations. Following approval by the City, the Owner/Lessee shall apply for and receive approval for all required building permits from the Building Department of the City. The Owner/Lessee is responsible for all applicable building permit fees which are not to be included in the reimbursement request.

Section 3: REVIEW OF PROJECT -

The City shall periodically review the progress of the contractor's work on the improvements pursuant to this Agreement. These inspections shall be in addition to the required building permit inspections by the Building Department. Work that is not in conformance with the approved plans, timeline and specifications shall be immediately remedied by the Owner/Lessee and deficient or improper work shall be replaced and made to comply with the approved plans and specifications, in accordance with the terms of this Agreement. Any changes to the approved plans and specifications may be undertaken only through an amendment to this Agreement.

Section 4: FAILURE TO COMPLETE WORK -

If the Owner/Lessee, or his/her designated contractor, fails to complete the approved improvements in conformity with the approved plans and specifications, or within the terms of this Agreement, the City's financial obligation shall cease.

Section 5: DOCUMENTATION AND REIMBURSEMENT –

Upon completion of the improvements by the Owner/Lessee, and upon the final inspections by the Building Department, the Owner/Lessee shall submit to the City the following properly executed and notarized documents indicating complete lien free payments have been made to all suppliers/contractors involved: 1.) owner's sworn statement; 2.) a statement by the architect for design work (if applicable); 3.) Contractor's sworn statement showing the full cost of the work and each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment in the work; and 4.) Proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The Owner/Lessee shall also submit to the City a copy of the architect's statement of fees for professional services for preparation of plans and specifications. The City shall prepare a reimbursement request for the Owner/Lessee within sixty (60) days of receiving a complete owner's statement, architect's statement (if applicable) contractor's statement, proof of payment and final lien waivers, as set forth in Section 1. Failure by the Owner/Lessee to submit all required documents or, to comply with the provisions of this Agreement, or complete all improvements in accordance with the approved plans and specifications will be deemed a breach of this Agreement.

Section 6: UNRELATED IMPROVEMENTS –

Nothing contained in this Agreement is intended to limit, restrict, or prohibit the Owner/Lessee from undertaking additional work in or about the subject premises, which is unrelated to the approved improvements provided for in this Agreement.

Applicant Signature



Building Owner Signature

Date

9/16/21

Date

Please return completed application to:
Community Development Coordinator
The City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Authorized by City of Palos Heights

Mayor Robert S. Straz



Estimate



TMW Enterprises & Beautiful Stones
 272 Brighton Rd
 Elk Grove Village, IL 60007
 Office Phone: (630)350-7717
 ty@tmwpaving.com

Estimate Number: E250731644
 Estimate Date: 07/31/2025
 Payment Terms: 40% Down Balance
 Upon Completion
 Per Phase
 Estimate Amount: 71,000.00
 Created By: Ty Ward

Billing Address
 The Carras Coporation Attn. Nick Carras
 12228 South Harlem Avenue,
 Palos Heights, IL 60463
 Office Phone: +18479980227
 nickc@carrascorp.com

Job Location
 The Carras Coporation Attn. Nick Carras
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Item Name	Quantity	Unit Price	Total
11 Asphalt Paving Service MILL AND PAVE PARKING LOT -Milling and Cleanup: Mill down the existing asphalt parking lot 1 to 1.5 inches, power sweep the area clean, and haul away all debris. -Surface Preparation: Apply and prime the existing parking lot with an oil tack coat to ensure proper adhesion. -Asphalt Paving: Install 2 inches of surface course asphalt and compact thoroughly to 1.5 inches. -Striping: Stripe the parking lot according to the existing layout. Approximate Area: 22,740. sq. ft.	1.00	56,650.00	56,650.00
11 Asphalt Paving Service 2" BINDER PATCHING OF OPEN HOLES IN REAR LOT PRIOR TO PAVING APPROX. 471 SQ FT	1.00	3,130.00	3,130.00
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Nicholas Carras

From: TMW Enterprises & Beautiful Stones <no-reply@invoiceasap.com>
Sent: Monday, September 8, 2025 5:23 PM
To: Nicholas Carras
Subject: Your INVOICE (I250908824) from TMW Enterprises & Beautiful Stones

INVOICE Due: \$28,400.00

[View & Pay](#)



TMW Enterprises & Beautiful Stones

INVOICE #I250908824

Due: 09/15/2025

Amount: \$28,400.00

Balance: \$28,400.00

Hi Nick

Thank you for entrusting us with your project!

I have all my paperwork together for the registration I will call them tomorrow to see if i need to FedEx the paperwork and check to the city or if I can email it to them and pay over the phone for our contractor registration

Mean time Here is the Down payment for the work invoice for the work:

for scheduling Adriana Need to Know if the city will do a Pre paving inspection or not as that will help her get you a Firm date for the work

Please make your check payable to: TMW Enterprises

If you prefer to pay with Zelle: Click the "View Photo" button at the top of this invoice to scan the QR Code or use our mobile number: 630-772-0113

To view the invoice, simply click "View Invoice" above.

Payment Options: To avoid a service fee for credit card payments, you can:
Mail a personal check.
Use Zelle.

Façade Grant Application

Prior to completing this application please thoroughly review the City of Palos Heights
Facade Improvement Program information packet in order to ensure compliance with
program guidelines.

Applicant Information		
Name	Address	
The Carras Corporation ,	1418 Pebblecreek Dr , Glenview, IL 60025	
Phone	Secondary Phone	Email
847-988-0227		nickc@carrascorp.com

Property Information		
Business Name	Address	PIN#
The Carras Corporation,	12228-12246 S. Harlem AVE., Palos Heights, IL 60483	23 25 229 008 0000
Owner	Year Purchased/Leased	Lease Expiration Date
The Carras Corporation	1996	N/A

Number of store fronts to be improved: 3

Square footage of each store front: 22240=1,1928.81sq ft ; 12244=3,223.29sq ft ; 12246=2,399.23sq ft

Description of Proposed Improvements:

Rear Lot - Mill down existing asphalt parking lot; Apply and prime existing parking lot with an oil tack coat to ensure proper adhesion. Asphalt Paving and stripping.

Front Lot - Mill and patch failed area in front parking lot. Crack fill and seal coat parking lot. Strip parking spaces. Approx. 31,991 sq. ft.

See attached quote for more detail

Anticipated Budget Information:

Activity	Estimated Cost
	\$71,000 + permitting cost/3
\$28,400.00 Advance Paid	

Anticipated Timeline:

Process	Estimated Time (weeks)

Architect Information		
Firm Name	Contact Name	
Address	Phone	Email
Contractor Information		
Firm Name	Contact Name	
T.M.W.	Ty Ward	
Address	Phone	Email
272 Brighton Rd., Elk Grove Village, IL 60007	630-350-7717	ty@tmwpaving.com

Use additional sheets to complete contractor information

Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.

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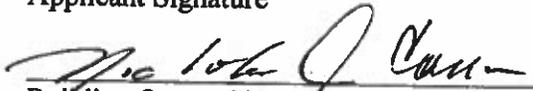
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Building Owner Signature

Date

9/16/25

Date

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The City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Authorized by City of Palos Heights

Mayor Robert S. Straz



Estimate



TMW Enterprises & Beautiful Stones
 272 Brighton Rd
 Elk Grove Village, IL 60007
 Office Phone: (630)350-7717
 ty@tmwpaving.com

Estimate Number: E250731644
Estimate Date: 07/31/2025
Payment Terms: 40%Down Balance
 Upon Completion
 Per Phase
Estimate Amount: 71,000.00
Created By: Ty Ward

Billing Address

The Carras Coporation Attn. Nick Carras
 12228 South Harlem Avenue,
 Palos Heights, IL 60463
 Office Phone: +18479980227
 nick@carrascorp.com

Job Location

The Carras Coporation Attn. Nick Carras
 12228 South Harlem Avenue,
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 nick@carrascorp.com

Item Name	Quantity	Unit Price	Total
11 Asphalt Paving Service MILL AND PAVE PARKING LOT -Milling and Cleanup: Mill down the existing asphalt parking lot 1 to 1.5 inches, power sweep the area clean, and haul away all debris. -Surface Preparation: Apply and prime the existing parking lot with an oil tack coat to ensure proper adhesion. -Asphalt Paving: Install 2 inches of surface course asphalt and compact thoroughly to 1.5 inches. -Striping: Stripe the parking lot according to the existing layout. Approximate Area: 22,740. sq. ft.	1.00	56,650.00	56,650.00
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Nicholas Carras

From: TMW Enterprises & Beautiful Stones <no-reply@invoiceasap.com>
Sent: Monday, September 8, 2025 5:23 PM
To: Nicholas Carras
Subject: Your INVOICE (I250908824) from TMW Enterprises & Beautiful Stones

INVOICE Due: \$28,400.00

[View & Pay](#)



TMW Enterprises & Beautiful Stones

INVOICE #I250908824

Due: 09/15/2025

Amount: \$28,400.00

Balance: \$28,400.00

Hi Nick

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for scheduling Adriana Need to Know if the city will do a Pre paving inspection or not as that will help her get you a Firm date for the work

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If you prefer to pay with Zelle: Click the "View Photo" button at the top of this invoice to scan the QR Code or use our mobile number: 630-772-0113

To view the invoice, simply click "View Invoice" above.

Payment Options: To avoid a service fee for credit card payments, you can:
Mail a personal check.
Use Zelle.



INVOICE

Paid

TMW Enterprises & Beautiful Stones
 272 Brighton Rd
 Elk Grove Village, IL 60007
 Office Phone: (630)350-7717
 ty@tmwpaving.com

INVOICE Number: 1251013946
INVOICE Date: 10/13/2025
Payment Terms: 40%Down
 Balance Upon
 Completion Per
 Phase
INVOICE Due Date: 10/20/2025
INVOICE Amount: 43,710.00
Created By: Ty Ward

Billing Address
 The Carras Coporation Attn. Nick Carras
 1418 Pebblecreek Dr.
 Glenview, IL 60025
 Office Phone: +18479980227
 nickc@carrascorp.com

Job Location
 The Carras Coporation Attn. Nick Carras
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11 Asphalt Paving Service 2" BINDER PATCHING OF OPEN HOLES IN REAR LOT PRIOR TO PAVING APPROX. 471 SQ FT	0.60	3,130.00	1,878.00
11 Asphalt Paving Service MILL AND PATCH FAILED AREA INFRONT PARKING LOT PARKING -Milling and Cleanup: Mill down a area of the existing asphalt front parking lot 1 to 1.5 inches,	0.60	7,950.00	4,770.00



INVOICE

Paid

TMW Enterprises & Beautiful Stones
 272 Brighton Rd
 Elk Grove Village, IL 60007
 Office Phone: (630)350-7717
 ty@tmwpaving.com

INVOICE Number: 1250908824
INVOICE Date: 09/08/2025
Payment Terms: 40%Down
 Balance Upon
 Completion Per
 Phase
INVOICE Due Date: 09/15/2025
INVOICE Amount: 28,400.00
Created By: Ty Ward

Billing Address
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7607 College Drive
Palos Heights, IL 60463

Inspection Report

Permit # P25-1073 Date: 10/30/25 Time: 8:30 AM

Address: 1228 S Harlem Ave

Contact Person: _____ Phone: 630-772-0113

	<input type="checkbox"/>	Pass	<input type="checkbox"/>	AWC	<input type="checkbox"/>	Fail			<input type="checkbox"/>	UG	<input type="checkbox"/>	Rough	<input type="checkbox"/>	Final	<input type="checkbox"/>	Service	<input type="checkbox"/>	Pass	<input type="checkbox"/>	AWC	<input type="checkbox"/>	Fail	
Footing	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Building	<input type="checkbox"/>		<input type="checkbox"/>													
Foundation	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Plumbing	<input type="checkbox"/>		<input type="checkbox"/>													
Post Holes	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Electric	<input type="checkbox"/>		<input type="checkbox"/>													
Slab	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Other _____									<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Failed Inspections REQUIRE reinspections (fees apply).

Notations MUST be corrected prior to continuance.

AWC - Approved with Comments

Final Parking Lot. OK
10/30/26

Approved

Inspector: [Signature]

Rec'd by: _____

(708) 361-1804 building@palosheights.org (708) 923-7112 fax

ORIGINAL (White) - CLIENT COPY DUPLICATE (Canary) - OFFICE COPY

ITEM 11.

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

GLENN E. WEINSTEIN
TEL +1.312.460.4211
FAX +1.312.460.4201
E-MAIL weinstein@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
227 W. Monroe Street, Suite 3600
Chicago, Illinois 60606
TEL (312) 460-4200
FAX (312) 460-4201
millercanfield.com

MICHIGAN
ILLINOIS
NEW YORK
OHIO
WASHINGTON, D.C.
CALIFORNIA
CANADA
MEXICO
POLAND
UKRAINE
QATAR

December 4, 2025

VIA EMAIL

Aimee Ingalls
City of Palos Heights
7607 West College Drive
Palos Heights, IL 60463

Re: City of Palos Heights, Cook County, Illinois
Jewel-Osco Redevelopment Agreement

Dear Aimee:

In accordance with our discussions, if you wish us to represent the City of Palos Heights, Cook County, Illinois (the “**City**”) in connection with assisting the City in a dispute with Jewel-Osco (“**Jewel**”) over its contest of the equalized assessed value of its property within the City and the effect of this action on the terms of its redevelopment agreement with the City, I ask that you review this letter and the enclosed **Standard Terms of Engagement** and return a signed copy of this letter to me.

Client. Our client in this matter will be the City of Palos Heights, Illinois (“the **Client**”). This engagement does not give rise to a lawyer-client relationship between the firm and any affiliate of the Client or other person or entity. If you wish us to represent any other person or entity, please let me know so that I can revise this engagement letter.

Scope of Engagement. We have been engaged to represent the Client in negotiations with representatives of Jewel regarding Jewel’s appeal of property tax valuations. Because we are not the Client’s general counsel, our acceptance of this engagement is not an undertaking to represent the Client or its interests in any other matter. Because we are not your securities lawyers, we will not, unless you specifically ask us and we agree in writing to do so, be advising you about any disclosure obligations you may have under federal, state or other securities laws with respect to any of the matters on which you have engaged us. We are not being retained and our acceptance of this engagement is not an undertaking to provide the Client or any other person or entity with any advice or guidance relating to the Corporate Transparency Act (CTA) or their obligations thereunder, to prepare, review, submit, or update any document under the CTA, or to prepare or file any entity formation or registration documents on behalf of the Client or any other person or entity.

Staffing. I will be principally responsible for managing this engagement. My time on this engagement will be charged at \$585 per hour. I will be assisted by one or more other members of

Aimee Ingalls

-2-

December 4, 2025

our professional staff. At present, I anticipate that I will be assisted by Mark Huddle, whose work will be charged at \$585 per hour, Pierre' Collins, whose work will be charged at \$440 per hour, and Austin Root, whose work will be charged at \$500 per hour. The staffing on this matter is subject to change, based on cost considerations, the workloads of our professional staff members, and the specific tasks to be performed. The firm periodically adjusts the rates of its professional personnel as described in the attached Standard Terms of Engagement.

Billing and Payment. We customarily send invoices for fees and expenses each month. We expect payment of our invoices within 30 days. Please contact me if these payment arrangements are not acceptable to you.

Completion of Engagement. This engagement will terminate when we perform our last services for you in this matter, whether or not the charges for those services have been invoiced or paid. Unless we are then representing the Client in another matter, the lawyer-client relationship between us will terminate at the same time.

Standard Terms of Engagement. Attached to this letter is a copy of our **Standard Terms of Engagement**, which are incorporated by reference into this letter, apply to and govern all engagements undertaken by the firm, and are deemed for all purposes herein to have been accepted upon your acceptance of our services. I encourage you to read this document carefully, as it is an integral part of our agreement with you regarding this engagement and contains important provisions that, along with this letter, govern our relationship.

I look forward to our working together. Please acknowledge your agreement to the terms of this letter and the enclosed **Standard Terms of Engagement** by signing where indicated below and returning it to me. If you have any questions about this engagement or any aspect of our work or charges, I encourage you to contact me promptly.

Very truly yours,

**MILLER, CANFIELD, PADDOCK AND STONE,
P.L.C.**

By: 
Glenn E. Weinstein

/cme

Enclosure

cc: Thomas D. Colis, Esq. (via email)

AGREED AND ACCEPTED:

CITY OF PALOS HEIGHTS

Cook County, Illinois

By: _____

Its: _____

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.
STANDARD TERMS OF ENGAGEMENT

Includes information provided in accordance with the Illinois Rules of Professional Conduct

This statement sets forth certain standard terms of our engagement as your lawyers in this matter. It supplements our engagement letter with you and is an integral part of our agreement. Therefore, you should review this statement carefully and contact us promptly if you have any questions. Unless modified in writing by mutual agreement, these terms and those in the engagement letter will control our relationship. We suggest that you retain this statement and our engagement letter in your file. Our engagement is also subject to and governed by the applicable rules of professional conduct.

How We Approach Our Work for You

We will perform our legal services for you in accordance with our professional judgment. Any expressions by us concerning the outcome of your legal matters are expressions of that judgment but are not guarantees. Such advice or opinions are necessarily limited by the facts that you and others disclose to us and the state of the law at the time our opinions are expressed.

The person or entity we represent is the person or entity identified in our engagement letter, and the word "you" in this statement means that person or entity only. Unless we agree with you in writing, our engagement does not include representation of any affiliates of such person or entity. For example, if you are a corporation, a partnership, or a limited liability company, our representation of you does not include representation of any parents, subsidiaries, employees, officers, directors, shareholders, members or partners. If you are a trade association or other voluntary organization, our engagement does not include representing any of your members. If you are an individual, our representation does not include your spouse or other family members. If you believe this engagement includes additional entities or persons as our clients, you should inform us immediately and ask us to include those persons in our engagement letter.

Our work depends on your cooperation. Thus, you agree that you will be truthful, will preserve all relevant evidence, and will provide the firm with all information, records, documents, and personnel assistance as the firm deems necessary to perform its work, particularly in matters that require timely responses from you in order to meet deadlines. You also agree to provide and promptly update contact and other relevant information and to notify the firm of any corporate mergers or acquisitions that could affect our ability or willingness to continue our representation of you.

Who Will Provide the Legal Services?

Customarily, each client of the firm is served by a principal attorney contact. The principal attorney should be someone in whom you have confidence and with whom you enjoy working. You are free to request a change of principal attorney at any time. Subject to the supervisory role of the principal attorney, your work or parts of it may be performed by other lawyers and legal assistants in the firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special expertise in a given area or for the purpose of providing services on the most efficient and timely basis.

How Our Fees Will Be Set

Generally, our fees are based on the time spent by the lawyers and paralegal personnel who work on your matter. We will charge for all time spent performing professional services for you including, by way of illustration, telephone and office conferences with you, your representatives, consultants, opposing counsel, and others; conferences among our legal and paralegal personnel; factual investigation; legal research; drafting letters, agreements, pleadings, briefs, and other documents; responding to requests by your auditors; and travel. We will keep accurate records of the time we devote to your work. If you have insurance relating to the matter on which you have engaged us, and your insurance carrier pays less than the rates on which we have agreed or declines to pay for any matter on which you have engaged us, you agree to pay the difference.

The hourly rates of our lawyers and legal assistants are reviewed and adjusted periodically on a firm-wide basis to reflect current levels of legal experience, changes in overhead costs, and other factors. Because these changes are made on a firm-wide basis, we customarily do not inform each client of the specific changes in the hourly rates of the personnel working on their matters. However, the rates charged by our personnel will be reflected on the invoices we send you, and we encourage you to raise promptly any questions you may have regarding our rates and any changes to them.

From time to time, you may request, and we may furnish estimates of legal fees and other charges that we anticipate will be incurred in representing you. Due to a wide range of variables, many of which are unforeseeable, these estimates are by their nature inexact and cannot be considered as limitations on the fees we will charge. The actual fees and charges ultimately billed may vary from such estimates.

With your advance written agreement, the fees ultimately charged may be based upon a number of factors, including: the

time and effort required, the novelty and complexity of the issues presented, the value of the services to you, the amount of money or value of property involved, the results obtained, and the time constraints imposed by you and other circumstances, such as an emergency closing or the need for injunctive relief from a court.

For certain well-defined services and special circumstances, we will, if requested, quote a flat fee. In all such situations, both the amount of the fee and the scope of the services to be provided must be expressed in the engagement letter. In appropriate circumstances, we may agree to provide legal services on a contingent fee basis. The terms of any contingent fee representation must be set forth in the engagement letter.

Additional Charges

In addition to our fees, our invoices will include charges for expenses incurred in the performance of our legal services. Generally, charges which reflect the use of resources provided by outside vendors (courier services, court reporters, etc.) are charged at the vendor's charge to us without markup. Certain other charges reflect the utilization of firm resources or involve an integral combination of firm's resources and outside vendors (photocopying, computer research, etc.). These services are charged at standard rates which encompass both the direct vendor charge and an amount equal to the firm's estimate of an appropriate charge for the firm resources allocated to the service. While these charges may not match the firm's exact cost of providing these services in each instance, we believe that these charges are fair and generally comparable to the charges made by other firms for similar services. The current basis for these charges is set forth below. The firm will review this schedule of charges on an annual basis and adjust them to take into account changes in the firm's costs and other factors.

Photocopying: The firm charges \$.10 per page.

Computer Research: The firm uses computer assisted research services such as Westlaw. We charge for computer research at 80% of the retail rates published by the computer assisted research services. We believe that this charge compensates the firm for providing support and ancillary services yet provides these services to our clients at a discount from retail prices.

Mail: Clients are charged the actual cost of postage for the U.S. Postal Service and foreign postal carriers, as well as the actual cost of air express couriers.

Overtime: Staff overtime is charged only when required by the time constraints of the specific project.

Facsimile: The firm reserves the right to charge up to \$1.00 per page for outgoing faxes, which includes all telephone costs. There is no charge for incoming faxes.

Telephone Calls: The firm does not charge for local or long-distance calls made or received at our office locations via land line. In cases in which a substantial number of cellular telephone calls are required in an engagement, the firm may pass on the cost of such calls charged to the subscriber.

Travel-Related Expenses: Airfare, meals, and related travel expenses are charged to you at the firm's actual, out-of-pocket cost. Automobile mileage is charged at the IRS approved rate. Credits earned under the Frequent Flyer Programs accrue to the individual traveler and not to the firm or you.

Firm Messengers: Walking messenger trips are charged at a flat rate per delivery. Driving messenger trips are charged at the firm's standard automobile mileage charge plus parking and toll charges if imposed.

Other Costs: The firm charges actual disbursements for third-party services like court reporters, expert witnesses, database services, and the like.

Unless special arrangements are otherwise made, payment of the fees and expenses charged by others (such as experts, investigators, consultants and court reporters) will be your responsibility and billed directly to you. All invoices in excess of \$1000 will be forwarded to you for direct payment unless other payment arrangements are made with us in advance.

Consent to Use of Digital/Electronic Communication and Cloud Services

To provide you with efficient and convenient legal services, the firm will frequently communicate and transmit documents using electronic mail (e-mail), secure digital file transfer, or other digital or electronic means. Because digital and electronic communication continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. You have considered these risks and have consented to our use of digital or electronic communication. In addition, the firm may rely on cloud computing services with servers located in a facility other than our offices. If so, the firm's electronic data, including emails and documents, will be stored in these servers. You understand and agree to having your communications, documents and other information stored via cloud-based services.

Electronically Stored Information

If it becomes necessary to collect, review or produce a collection of discovery or other matter-related information, you expressly agree to compensate the firm for the additional costs incurred. Such information may be in hard copy form or electronically stored ("ESI"). Such costs may include, but will not be limited to, forensic investigations, information collection, hard copy document scanning, ESI processing, use of a hosted review/production platform, and encrypted storage devices (when dictated by regulatory requirements).

In this digital age, we believe it is valuable to you to help manage some of these costs. Accordingly, we offer ESI processing (the preparation of information for review) and the use of an industry leading review/production platform at rates less than that typically charged by third party vendors. The firm's current charge for ESI processing is up to \$50.00 per gigabyte (GB) for each collection of ESI submitted. The firm's current charge for use of a hosted review/production platform can vary from \$4.00 per GB to \$50.00 per GB, per month (depending on the platform operation) and applies while the information remains on the platform. The firm may also charge for client-approved external users' access to the platform at a pass-through rate of \$200 per user, per month as long as the external user has access to the platform. These charges may increase from time to time and if so, the firm agrees to provide advanced notification of any increase.

Payment

Our billing rates are based on the assumption of prompt payment. Consequently, unless other arrangements are made, fees for services and other charges will be billed monthly and are payable within thirty days of receipt. We reserve the right to charge interest at the maximum legally permissible rate up to 1% per month or 12% per annum on amounts past due. If you have provided the firm with a retainer, you agree that the retainer, or any client funds that we may hold for you (at our discretion), will be stored in our client trust account located in Michigan. Any retainer will either be held in security for our final fees and expenses or the firm will draw against the retainer to satisfy monthly amounts owed by you.

To secure payment of the firm's fees and expenses and to induce the firm to provide and continue to provide legal services, you grant the firm all general, possessory and retaining liens and special and charging liens permitted by law, including liens on the files and property now or hereafter in the firm's possession and on any recovery obtained in connection with our engagement. You specifically grant the firm a lien on any recovery obtained from any source whatsoever for or relating to any claims asserted in litigation or in connection with the engagement, regardless of whether the recovery is the result of settlement, mediation, arbitration, judgment, or otherwise. The liens granted shall survive termination of our agreement with you.

Representation in Other Matters

We are a relatively large law firm, and we represent many other companies and individuals. It is possible that, during the time that we are representing you or afterward, the interests of another client of the firm may require the assertion in litigation, business transactions, or other legal matters of positions which conflict with yours. This includes, but is not limited to, matters in which we represent entities that are competing for, or seeking to obtain or enforce an interest in, a limited pool of resources (e.g., foreclosure of a mortgage or issuance of licenses). Additionally, subject to the requirements of the rules of professional conduct which govern us, you agree that our representation of you in this matter will not disqualify the firm from opposing you in other matters, including litigation or other dispute resolution proceedings, that are unrelated to the subject matter of this representation. You waive any conflict of interest with respect to the assertion of positions and the undertaking of unrelated, but adverse, representations described in the previous sentences. You also agree that we may disclose to prospective clients the general nature of this engagement with you and the fact that you have acknowledged our ability to undertake engagements of the type described above. We will not, of course, use to your disadvantage any proprietary or confidential information we acquire from you as a result of our representation of you in this or other matters.

Attorney-Client Privilege

Sometimes in the course of our representation of clients, we confront ethical or other legal issues that require that we seek the advice of an attorney, either one of our own attorneys or an attorney from another firm. As part of our agreement regarding your representation by the firm, you agree that such discussions, whether they occur during or after our engagement, are protected by the attorney-client privilege.

Termination of Engagement

Our engagement as your attorneys terminates upon our completion of the services you have retained us to perform, whether or not our final invoice has been rendered or paid. If you later retain us to perform further or additional services, our attorney-client relationship will begin again with the signing of a new engagement letter.

You may terminate our engagement with or without cause at any time on by notifying us of your decision to do so. Termination of our services will not affect your responsibility to pay for services rendered and expenses and other charges incurred up to the date when we receive notice of termination, and for any further work required of us in order to facilitate an orderly turnover of matters in process at the time of termination.

We may terminate our engagement for any of the reasons permitted under the rules of professional conduct which govern us, including: your failure to pay our invoices promptly, misrepresentation of (or failure to disclose) any material facts, action taken contrary to our advice, or any other conduct or situation that in our judgment impairs an effective attorney-client relationship between us or presents conflicts with our professional responsibilities. This includes conduct that, in our view, is abusive or harasses firm personnel. Subject to the rules of professional conduct which govern us, we may also terminate our engagement by reason of your failure to abide by your consent to our representation of a client in accordance with the terms of the section entitled "Representation in Other Matters" above. If required, we will request a stipulation executed by you allowing us to withdraw as attorney of record in any judicial, arbitration, or similar proceedings. We may also apply for a court order approving our withdrawal from representing you, and you agree in advance to our withdrawal.

Subsequent Engagements

If, during this engagement or thereafter, you retain us for an additional engagement, it will be presumed, absent a written agreement between us to the contrary, that the terms and conditions contained in this document will apply to such subsequent engagements.

Corporate Transparency Act

Unless otherwise and expressly stated in the engagement letter, we are not being retained and our acceptance of an engagement is not an undertaking to form or register any entity on the Client's behalf. Moreover, unless we otherwise and expressly agree to do so in the written engagement letter, we are not responsible for providing the Client or any other person or entity with any review, advice, or guidance in connection with the Corporate Transparency Act (CTA) or their obligations thereunder, or for preparing, reviewing, submitting, updating, or correcting any report or submission under the CTA. Nor do we agree to update or correct the beneficial owner information for the Client or any other person or entity without a separate written engagement letter signed by an authorized representative of the firm and the Client. These disclaimers apply even if our scope of engagement generally or specifically contemplates, or we are in possession of or become aware of, facts or information that do or may result in changes in the Client's or any other person or entity's beneficial owner(s).

Money Laundering and Notifications to Authorities

Laws or applicable regulators in many jurisdictions in which we operate require us to establish and utilize procedures and processes to prevent money laundering. If we know or suspect (or have grounds to suspect) that a matter or transaction involves money laundering, then we may, in accordance with our obligations under applicable statutes and regulations, be required to make certain disclosures to the relevant regulatory authorities and/or notify them of our knowledge or suspicion. Depending on the circumstances, we may not be able to, and will not, seek your consent to make any such disclosure or otherwise inform you that we have made such a notification. We are not assuming, and do not accept, any liability for any loss or damage you may suffer by, as a result of, or otherwise in connection with, any actions we take in good faith to comply with all applicable anti-money laundering legislation or other statutory or regulatory obligations to which we may be subject. In connection with our duties to comply with any anti-money laundering or other corporate due diligence requirements, we will charge you in accordance with the generally applicable terms of our engagement. Your failure to comply with these requirements or to cooperate with or assist us with our obligations under these requirements is grounds for us to terminate our relationship with you and to stop work on all matters we are handling on your behalf.

Alternative Dispute Resolution: Mandatory Arbitration

Should any dispute arise concerning the services provided to you by us or the charges we make for those services and related expenses, you and we shall first try in good faith to settle the dispute directly. If the dispute is not resolved, it shall be submitted to third party neutral facilitation in accordance with the mediation rules of the American Arbitration Association. If the dispute is not resolved through mediation, the dispute shall be settled by binding, private arbitration in accordance with the laws of the State of Michigan. The arbitration shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association except as modified here and with the understanding that the American Arbitration Association will designate, if requested, arbitrators who have experience with the claims at issue. Judgment upon the award rendered by the

arbitrators may be entered in any court of record having jurisdiction thereof. The mediation and arbitration proceedings, including any hearings, shall be held in the Detroit metropolitan area. Both you and we agree that neither of us is entitled to or shall request or claim punitive or exemplary damages and that the arbitrators shall not have the authority to award punitive or exemplary damages or any other damages in excess of actual pecuniary damages.

By agreeing to participate in arbitration of any disputes regarding our services, you understand and agree that you are waiving the right to a jury trial, the right to broad discovery, and the right to an appeal on the merits. You are agreeing to confidentiality of proceedings and to share financial responsibility for the costs associated with the arbitration (including but not limited to the arbitrator(s)' compensation and any administrative fees). The scope of this agreement includes any and all claims and/or disputes arising from the services provided to you, including, but not limited to, fee disputes and claims of professional negligence. However, nothing in this provision is intended to restrict your right to report unethical conduct. If you advise us in writing that you do not agree to mandatory arbitration, you are not prohibited from agreeing to arbitrate in the future and acknowledge that in certain circumstances, arbitration can be more efficient, expeditious, and inexpensive than courtroom litigation.

Client Documents

We will maintain any documents you furnish to us in our client file (or files) for this matter. At the conclusion of the matter (or earlier, if appropriate), it is your obligation to advise us as to which, if any, of the documents in our files you wish us to turn over to you. These documents will be delivered to you within a reasonable time after receipt of payment for outstanding fees and costs. We will retain any remaining documents in our files for a certain period of time and ultimately destroy them in accordance with our record retention program schedule then in effect.

We are not advising you with respect to this statement of the terms of our engagement. If you wish advice, you should consult independent counsel of your choice.

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ITEM 12.



MEMORANDUM

To: Finance Committee

From: Aimee Ingalls

Date: January 13, 2026

RE: Property Management for 12313 S. 71st Court

At least five (5) property management firms were contacted to see if they could service the City's property at 12313 S. 71st Ct, Palos Heights.

We only had one written proposal and one verbal proposal. The written proposal submitted by Landmark Property Management was the most economical.

Landmark Property Management costs:

- \$300-One Time start up charge: Waived (due to promotion)
- \$175-Professional photos: If we have our own photos that they approve, we can use those.
- Monthly charges: 5% of the monthly rent.
- Leasing charge: 100% of first months rent (only for placing new tenants). Tenant pays this. Landmark keeps the first months rent for this fee. Landmark collects the rent for us so we will see rental revenue starting second month of leasing.
- \$99: Change locks unless we already have key pad. \$99 is for front door and \$69 for other doors.

Other items:

- \$500 in an account: Maintenance reserve. This is only used as needed and anything over \$500 will be approved by City.
- Cleaning & painting: Landmark will
- We can cancel at any time with no penalty. A \$300 fee is charged if canceled within first 3 months.
- We are not charged while the unit is vacant.
- Landmark estimates fair market rent for this property is between \$3,450 to \$3,750. We will be able to determine if this price fits the market after the initial listing.
- Contract is attached.
- We must add Landmark to our liability insurance policy.

PROPERTY MANAGEMENT AGREEMENT (“Agreement”)

1. Parties:

1.1 The parties to this Agreement are:

Owner: _____ City of Palos Heights _____ (“Owner”); and

Agent: Landmark Property Management, Inc. ("Agent"),

1.2 Owner warrants that Owner is the sole Owner of the Property or has unconditional authority to execute this Agreement on behalf of any Co-Owner. If Owner is not an individual, Owner is a:

Other

which was chartered and created in Illinois (State). The individual signing this Agreement for the Owner represents to Agent that he/she has the authority to bind Owner to this Agreement, to act for Owner, and is acting under his capacity as City Administrator (title) for the Owner.

1.3 Employment of the Agent: Owner hereby employs the Agent as Owner's sole and exclusive Agent and Agent to rent, manage, maintain and operate the property described below.

2. Property Address: _____ 12313 S. 71st Court Palos Heights, IL 60463 _____ (“Property”)

3. Term:

A. This agreement shall commence on 2026-02-02 and shall automatically renew on the first of the month, on a month-to-month term (“Initial Term”) until either party terminates by providing at least thirty (30) days written notice prior to the end of the month to the other party.

B. Any effective changes to this Agreement after the Initial Term must be in writing and be presented to the other party at a minimum of thirty (30) days in advance pursuant to the Notice provisions of this Agreement.

C. Either party hereto shall have the right to terminate this Agreement, for any reason or for no reason whatsoever, by delivering written notice of such party’s election to terminate to the other party pursuant to the Notice provisions of this Agreement. Such termination shall be effective thirty (30) days after the other party’s receipt of such notice. Termination of Agreement within the first six months of the Agreement execution will result in a \$ N/A charge to Owner.

D. If Owner violates any terms of service contained in this Agreement or Agent determines that effective management services can no longer be provided, Agent may terminate this Agreement immediately without notice.

4. Compliance with the Law:

The parties will comply with all obligations, duties, and responsibilities under all Illinois and Federal laws, including fair housing laws, and any other statute, administrative rule, ordinance, or homeowner’s association covenant applicable to the property. Owner acknowledges that as an Illinois property management company, Agent is subject to regulation by the Illinois Department of Financial and Professional Regulation and must comply with Illinois and Federal laws, rules, and regulations in the formation of this contract, and the performance of its duties under this Agreement.

5. Reserves:

Owner will deposit \$500 (per unit) with Agent to be held in a trust account as a reserve for Owner. Agent may, at Agent's discretion, use the reserve to pay any expense related to the leasing and management of the Property (including Agent's fees). If the balance of the reserve becomes less than \$500 at any time, Agent may withhold disbursements to Owner until the reserve is replenished. Agent is not obligated to advance any money to Owner or on Owner's behalf. In the event that the reserve balance is at any time insufficient to pay disbursements due, Owner will, immediately upon notice, remit to Agent sufficient funds to cover deficiency and replenish the reserve.

6. Authority of the Agent:

6.1 Leasing and Management Authority: Owner grants limited Power of Attorney to Agent and authorizes Agent to act as its Attorney in Fact in relation to the Property to sign invoices, negotiate contractor pricing, contact and make payment to all utility companies, and other payments or duties that are the responsibility of the Owner. This limited power of attorney shall also include lease agreement signings, letters to residents, contact with Owner's contacts, act on behalf of Owner for eviction matters, and anything else required for the management of the Property. Owner also grants to Agent the following authority, which Agent will exercise at Agent's discretion:

A. Advertise and show the Property for rent at Owner's expense by means and methods that Agent determines are reasonably competitive.

B. Negotiate and execute leases on Owner's behalf for the Property at market rates and on competitively reasonable terms. Agent shall, at Agents discretion, establish, maintain and terminate tenancies with tenants of the Property. The Agent shall have sole responsibility for establishing the terms and conditions for tenancies of the Property, including but not limited to approving applicants, establishing rents, deposits, fees, pet terms, and lease terms and conditions. Agent shall not be required to present all offers to lease.

C. Terminate leases for the Property, negotiate lease terminations, and serve notices of termination; Settle, compromise, or withdraw any eviction or collection action; Negotiate and make reasonable concessions to tenants or former tenants in the Property;

D. Security deposits shall be held by Agent in a trust account on behalf of Owner and financial responsibility of such security deposits is that of Agent. The disposition of the security deposits of all tenants, whether the deposit is held by the Agent or the Owner, shall be the sole discretion of Agent. Any trust account Agent maintains under this agreement may be an interest-bearing and Agent may retain any interest. No security deposits shall be held by the Agent for any property within the City of Chicago. Owner agrees to fully indemnify, defend and hold harmless the Agent for any issues that may arise as a result of security deposit claims under the Chicago Residential Landlord Tenant Ordinance ("CRLTO"), the Cook County Residential Tenant Landlord Ordinance ("RTLO"), and the Illinois Security Deposit Return Act ("ISDRA") or any other applicable laws governing security deposits (collectively "Security Deposit Law"). Owner will be responsible for any suits, claims, and costs that Agent may incur as a result of or arise out of Security Deposit Law claims. Owner is not allowed to hold security deposits and is responsible for transferring security deposit monies to Agent (or funding any open security deposit liabilities). In Lieu of Security deposits, Agent has implemented the Surety Bond program, facilitated through a 3rd party bond holder. Residents within the City of Chicago will be required to hold a surety bond policy. The disposition of the surety bond claim, shall be the sole discretion of the Agent. In exchange for Agents additional services surrounding the surety bond claim, Agent will retain 10% of the awarded claim.

E. Institute and prosecute, at Owner's expense, actions to evict tenants in the Property, recover possession of the Property or hire collection agency to recover lost rent and other damages; Agent shall have authority on behalf of the Owner to terminate any lease or rental agreements covering the Property, to execute and serve such legal or other notices as Agent deems appropriate, to institute legal actions for the benefit of, and the expense of, Owner for the purpose of evicting tenants in default and to recover possession of the Premises, to recover unpaid rents and other sums due from any tenant to settle, compromise and release claims by or against any tenant, and to employ attorneys for payment of rent. Owner agrees that Agent is not responsible for the collection of delinquent

accounts. Agent assumes no liability for monies that are uncollectible or for any damages or costs related to the tenancy and the property.

F. Hire contractors to repair, maintain, or alter the Property provided that Agent does not expend more than \$500.00 for any single repair, maintenance item, or alteration without Owner's consent, unless the repair is deemed as an emergency by Agent. For any Urgent necessary repairs, the Agent will contact the owner for approval. If written approval is not provided by the owner within a twenty-four (24) hour time frame, then the Agent, in its sole discretion, will reserve the right, in good faith, to perform any urgent necessary repairs.

G. Hire contractors to make emergency or necessary repairs to the Property, without regard to the expense limitation above, that Agent determines are necessary to protect the Property or the health or safety of a tenant. Emergency repairs include, but are not limited to: HVAC failures, water heater repairs/replacement, water line breakage, sewage backflow, clogged toilet (when there's only one toilet in the property), or roof failures. Agent is not required to notify Owner prior to the repair or by any other means than the monthly statement if the repair is below the \$500.00 limit. Owner will be notified within the next business day if an emergency repair that exceeded the \$500.00 limit was completed.

H. Contract, at Owner's expense, in Owner's name for all utilities and maintenance to the Property, and other regularly recurring expenses that Agent determines are reasonable to maintain and care for the property.

I. Perform other services deemed necessary by Agent, related to the leasing and management of the Property. Administrative Fees: If Agent collects administrative charges from tenants or prospective tenants, including but not limited to, application fees, posting fees, returned check fees, reletting fees, late charges, or other customary fees, Agent will retain such fees as compensation under this agreement. Agent need not account to Owner for such fees and these administrative fees are earned and payable at the time Agent collects such fees.

6.2. Record Keeping:

A. Agent will maintain accurate records related to the Property and file Form 1099 with the Internal Revenue Service related to funds received on behalf of Owner.

B. Agent will remit, on or about the 20th day of each month, the following items to Owner: funds transferred electronically, collected by Agent for Owner under this agreement less deductions and charges, directly to Owner's bank account; and a statement of disbursements, delivered electronically.

6.3 Deductions and Offset: Agent may disburse from any funds Agent holds in a trust account for Owner: Any compensation or reimbursement due Agent or other vendors under this agreement.

7. Owner's Representations:

A. Owner is responsible for and not delinquent in the payment of any property taxes, Owner's association fees, property insurance, mortgage, or any encumbrance on or affecting the Property;

B. The Property is not subject to a lis pendens or any legal action, including bankruptcy;

C. Owner agrees to furnish Agent with funds, as requested by Agent, as needed to cover all fees, repairs, and maintenance within 48 hours from the agent's formal request. Repairs over \$500.00 are subject to payment prior to work being scheduled.

D. Owner and Agent are obligated under law to disclose to a tenant or to a prospective tenant any known condition that materially and adversely affects the health or safety of a tenant. Owner is obligated under the Illinois law to repair any

such condition for a tenant. Owner represents that Owner is not aware of any condition concerning the Property that materially affects the health or safety of a tenant.

E. Owner is not bound by another Agreement with another broker or manager for the leasing, management, or sale of this Property that will affect the timing of this Agreement. Should Owner enter into an Agreement with another manager, this Agreement can be terminated without notice and be subject to all cancellation fees.

F. Owner has fee simple title to and the legal capacity to lease the Property.

G. No person or entity has any current rights to purchase, lease, or acquire the Property by an option, right of first refusal, or any other Agreement.

H. Owner represents the Property does not have any building violations or other code/habitability issues ("Building Violations") that has not yet been cured or resolved at the time the execution of this Agreement. Owner agrees to promptly and expressly notify Agent of Building Violations prior to execution of the Agreement or upon receiving notice during the Initial Term.

8. Owner's Cooperation; Owner agrees to:

A. Not hold Agent responsible for personal property left by the Owner on the Property. Owner will remove all personal property from the Property, prior to the start of this agreement.

B. Not contact, deal with, or negotiate with any prospective or current tenant in the Property concerning any matter related to the management or leasing of the Property, but refer all such dealing to Agent

C. Not enter into a listing agreement or property management agreement with another Agent for the rental, leasing, or management of the Property to become effective during this agreement

D. If Owner does NOT want Agent to perform a lease renewal, Owner must notify Agent in writing a minimum of one hundred and fifty (150) day prior to the lease expiration date.

E. Not list the property for sale except during the last twenty (20) days of any lease agreement and with prior written notice to Agent, forty-five (45) days prior.

F. Abide by all Federal, State, and Local Fair Housing Laws.

G. If the Property is vacant, the Owner may choose to coordinate repairs, however during this time period Agent will not advertise the property for rent until the repairs are completed.

H. Retain only insured and licensed contractors, sub-contractors and/or vendors to perform repair or maintenance services on the Property

I. Owner acknowledges that due to the ineffectiveness of service, the Agent will not manage or coordinate a home or appliance warranty of any kind.

J. Owner acknowledges that management of the property will not commence until all of the required onboarding documents have been received by Agent and all applicable onboarding fees are paid in full.

K. Owner agrees to enroll in the ComEd / Nicor / Peoples Gas Landlord program for said utility services. Once enrolled, Landmark will not be responsible for monitoring any of the listed utility services for either building or

individual unit accounts. When vacant, any strong deviations or abnormalities in usage should be reported to LPM. Failing to enroll your unit & building (when applicable) into the Landlord program will result in a \$25.00 per month fee until successfully enrolled.

9. Owner's Insurance:

A. At all times during this Agreement while this Property is under management, Owner must maintain in effect a public liability insurance policy (homeowner's insurance) that covers losses to the Property in an amount not less than \$1,000,000.00 per occurrence/\$2,000,00.00 in the aggregate. This will include an amount equal to the reasonable replacement cost of the Property's improvements and containing endorsements showing the insured party is aware that the Property will be leased to prospective tenants. **It is required that the Owner name *the Agent and/or its assigns* as an "Additional Insured" on their Owner's Insurance Policy. "Additional Interested", "Secured Interested Parties", "Servicing Agent", or anything other than "Additional Insured" will NOT be accepted as valid.** Owner will furnish Agent with certificate evidencing liability insurance naming the Agent as an additional insured within 15 days after the date of this Agreement and before any managed property is offered for rent or other occupancy; In the event of an assignment of this Agreement by the Agent, Owner agrees to maintain insurance consistent with the terms of this paragraph and will amend its insurance policy naming the assignee as an additional insured on Owner's Insurance Policy.

B. This Agreement will also serve as Owner's authorization to obtain and discuss any claim regarding this Property with the Owner's insurance company; and

C. Owner is responsible for notifying insurance company if Property remains vacant for more than sixty (60) consecutive days.

10. Agent Fees:

This Paragraph 10 survives termination or expiration of this agreement with regard to fees earned during this Agreement, which are not payable until after its termination. Agent may deduct any fees from any funds Agent holds in trust for Owner.

A. One Time Fees:

- **Onboarding Fee for New Properties:** A one-time onboarding fee of \$300.00 per unit will be collected prior to the start of the management agreement, for new properties. Onboarding of the property will not commence until onboarding fees have been paid in full.

Waived

B. Monthly Fees:

- **Management Fees:** Each month, Owner will pay Agent 5% of the scheduled monthly rent or \$125.00 per unit per property (whichever is greater) for all occupied units, paid in advance.

C. Annual Fees:

- **Lease Renewal:** Each time a tenant in the Property renews or extends a lease, Owner will pay Agent a renewal fee of \$299, due and payable at the time the lease is executed.
- **Year End Reports & 1099:** At year-end, Owner will receive an annual cash flow report and IRS Form 1099 electronically and in the Owner Portal. An annual charge of \$99.00 per Owner/Entity will apply.

Waived 1st year

- **Technology Fee:** Technology is rapidly changing and this \$99.00 fee (per unit) allows us to spend resources researching, testing, and subscribing to the best technology in the industry.

Waived 1st year

- **Seasonal HVAC Tune-Up Program:** Owner hereby authorizes Landmark Property Management (“LPM”) to perform a seasonal HVAC tune-up for each HVAC unit under management at a cost of \$99.00 per unit (or \$139.00 per boiler system). This preventative maintenance service shall be automatically scheduled and billed annually unless otherwise requested in writing by Owner. The tune-up shall include a system inspection, cleaning, and efficiency check intended to reduce the risk of emergency HVAC failures and maintain tenant comfort.

D. Additional Fees (if Applicable):

- **Leasing Fees for New Tenancies:** Each time the Property is leased to a new tenant, Owner will pay Agent a leasing fee of 100% of one month's rent for a twelve (12) month lease. Any lease length longer or shorter than twelve (12) months, leasing fee will be prorated based on the lease term. For example, an eight (8) month lease would be charged at 66% of one (1) month's rent, a fifteen (15) month lease would be charged at 125% of one (1) month's rent, etc. Any lease length longer than 15 months will be capped at 125% of 1 month's rent.
- **Marketing:** Prior to a property being listed for rent, Owner will pay Agent a marketing investment of \$175.00 per unit for the premium marketing package. This includes professional photography, video tour, 3D virtual tour, 3D floor plans and syndication to over 80 of the top rental websites for maximum exposure and decreased vacancy.
- **Service of Notices:** If hand service of a notice (i.e., 5, 10, or 30 day) is required, Owner will pay Agent a service fee of \$100.00 per notice. Each fee will cover three service attempts. If service is unsuccessful after three attempts, a special process server will be engaged at an additional cost of \$250.00 per notice.
- **Inspection:** Upon request Agent will coordinate and perform a property inspection for \$149.00. Inspections will be documented and sent to the owner in report format.
- **Discounts/Tenant Fees:** Agent will make reasonable efforts to collect rents, administrative charges, and other amounts receivable on Owner's account in connection with the management and operation of the Property. Such receipts shall be deposited in the Agent's trust account. Agent may collect and retain for itself the following fees such as, but not limited to, lease preparation, move-in orientation, animal administration, pet rent, vendor payment discounts, NFS fees, late fees, month-to-month fees, application and credit check fees, and lease renewal fees.

11. Management services do not include:

Normal property management does not include negotiating cash for keys agreements, collection of past due rent prior to management start date, tenant eviction coordination, monthly inspections, homeowner meetings, providing on-site management, property sales, preparing Property for sale, coordination of vendors not approved by Agent, supervising and coordinating modernization, rehabilitation, fire or major damage restoration projects; obtaining income tax, accounting or legal advice; advising on proposed new construction, debt collection, counseling, legal proceedings, coordination of expired or terminated insurance, or insurance related paperwork and estimates. If Agent performs services not included in normal property management or specified above, Owner shall pay Agent a fee of \$75.00 per hour. For fire restoration, rehabilitation, major repairs or insurance claims, Owner will pay the full cost of such repairs plus an oversight fee of 15% of such repairs. Owner acknowledges and agrees that Agent may charge an administrative fee or markup on maintenance, repair, or service invoices coordinated by Agent on behalf of Owner. This markup is intended to cover Agent's time and administrative costs in arranging, supervising, and processing such services. Agent represents that all third-party vendors or contractors used will be independent and that any such markup or administrative fee retained by Agent is not a commission or rebate from the vendor, but a management fee as authorized by this Agreement.

12. Liability and Indemnification:

A. Owner is responsible and liable for all contracts and obligations related to the Property (for example, maintenance, service, repair and utility agreements) entered into before or during this agreement by Owner or by Agent under Agent's authority under this agreement. Owner agrees to hold Agent harmless from all claims related to any such contracts.

B. Owner agrees to protect, defend, indemnify, and hold Agent harmless from any damage, costs, attorney's fees, and expenses that: (1) Are caused by Owner, negligently or otherwise; (2) Arise from Owner's failure to disclose any material or relevant information about the Property; (3) Are caused by Owner giving incorrect information to any person; or (4) Are related to the management of the Property and are not caused by Agent, negligently or otherwise. (5) Owner represents that the Property complies with the legal requirements regarding health and safety. Landlord agrees to indemnify and hold Agent harmless if the Property does not comply with the legal requirements referenced.

C. Agent is not responsible or liable in any manner for:

- (1) Monies that are uncollectable or for any damages or costs related to the tenancy or Property;
- (2) Any late fees or other charges Owner incurs to any creditor caused by late or insufficient payments by any tenant in the Property;
- (3) Any willful neglect, abuse or damage to the Property by tenants, vandals, or others nor loss or damage of any personal property of Owner;
- (4) Any monies already collected for rent that is required to be returned to third-party rental payment providers (i.e. CHA, etc.) as a result of that third-party rental providers contractual policies or applicable laws; or
- (4) Any liabilities for bankruptcy or failure of the bank where escrow funds are deposited.

D. Agent is not responsible or liable in any manner for personal injury to any person or for loss or damage to any person's real or personal property resulting from any act or omission not caused by Agent's negligence, including but not limited to injuries or damages caused by:

- (1) Other Agents, their associates, inspectors, appraisers, and contractors who are authorized to access the Property;
- (2) Acts of third parties (for example, acts of God, vandalism, theft, or criminal acts);
- (3) Freezing or leaking water pipes including damage to sprinkler systems due to freezing temperatures;
- (4) A dangerous condition or environmental condition on the Property; or
- (5) The Property's non-compliance with any law, code, or ordinance.

E. Owner acknowledges that Agent accepts credit card payments for tenant rent and other charges. While Agent facilitates these transactions as a convenience to tenants, Owner understands and agrees that in the event of a tenant chargeback, dispute, or default, the owner remains ultimately responsible for any unpaid amounts. If a chargeback occurs and the funds are not recovered from the tenant, Agent shall notify Owner, and Owner shall promptly reimburse Agent for the disputed or reversed funds. Owner agrees to indemnify and hold harmless the Agent from any losses resulting from tenant chargebacks, non-payment, or disputes related to credit card transactions.

13. Early Termination:

Either of the Parties will have the right to terminate this Agreement, for any reason or for no reason whatsoever, by delivering written notice of such party's election to terminate to the other party pursuant to the Notice provisions of this Agreement. Such termination shall be effective thirty (30) days after the other party's receipt of such notice. Termination of Agreement within the first three (3) months from when the Agreement was executed will result in a \$300 early termination charge to Owner ("Early Termination Fee").

A. Termination for Cause. Notwithstanding anything to the contrary herein, Owner shall have the right to immediately terminate this Agreement if Owner determines, in its reasonable discretion, that (i) Agent defaulted in its obligations

under this Agreement; (ii) Agent files a petition for relief in bankruptcy, reorganization or arrangement is filed by or against Agent or any affiliate of Agent; (iii) Agent causes or suffers to be caused waste to the Property; or (iv) Agent or its employees, contractors or representatives have acted with negligence, neglect or misconduct. Such termination by Owner shall be without prejudice to any other right or remedy that Owner may have pursuant to this Agreement, at law or in equity. Agent will be afforded a period of ten (10) days after written notice from Owner or Owner's lender to cure any default under subsection (i) or (iii) above. If Owner defaults in its obligations under this Agreement, Agent may terminate this Agreement by delivering a written termination notice to Owner, which termination shall be effective as of the date upon which Owner receives such written notice from Agent.

B. Effect of Termination. The termination of this Agreement for any reason will not affect any right, obligation, or liability which has accrued under this Agreement on or before the effective date of the termination, including any Management Fees prorated to the date of termination. Upon termination, Owner shall retake possession of the premises, subject to the right of any tenant rightfully in possession. Upon termination of this Agreement for any reason, Agent shall cooperate with Owner in an effort to achieve an efficient transition and shall, before receiving final payment of any fees, deliver to Owner, or to such person as Owner may direct, all Property Documents, books, records and accounts, rent rolls, insurance policies, files, and other materials relating to the Property, including without limitation any bank account signature cards or other documentation required to transfer sole control over the property accounts to Owner or its designee. Within forty-five (45) days (seventy-five (75) days for properties with subsidized housing units) after the termination of this Agreement, Agent shall deliver a final funds and accounting to Owner reflecting all income and expenses of the Property as of the date of termination. In the event Owner has multiple properties managed by Agent, Owners property reserves shall be increased to \$750.00 per unit. Funds in excess of the increased reserves shall be disbursed on the 20th of the next month following termination date. Increased reserves will be held until the end of the standard forty-five (45) day close out period. In the event the unit is vacant and LPM has an active rental listing, the listing agreement will be cancelled effective immediately at notice date rather than termination date

14. Evictions:

Agent will attempt to collect all outstanding payments when and if a tenant is in arrears. The Agent shall utilize its own discretion as to when to initiate an eviction proceeding against any tenant who has failed to pay rent. Agent has the unilateral right to hire attorneys on behalf of the Owner for the purposes of assisting in collecting rent or initiating eviction proceedings. Owner agrees to assign all rights it may have to pursue an eviction to Agent on Owner's behalf. Any costs incurred by the Agent in collecting rents or in connection with any eviction proceeding, including but not limited to attorney fees/costs, court costs, process server fees, and sheriff fees shall be paid in full by Owner upon presentation of an invoice by Agent. Should Owner elect to handle evictions his or herself, Owner may do so by giving written notice to the Agent, however, this does not relieve Owner of payment for previous outstanding invoices and expenses owed to Agent. In addition, eviction actions performed by Owner shall relieve Agent of all responsibility of eviction other than render all pertinent documentation of Property that was collected by Agent during management period.

15. Attorney's Fees:

If Owner or Agent is a prevailing party in any legal proceeding brought as a result of a dispute under this agreement or any transaction related to or contemplated by this agreement, such party will be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney's fees not to exceed \$1,000.00.

16. Agreement of Parties:

A. Entire Agreement: This document contains the entire agreement between parties and is not based upon any other representation whatsoever, expressed or implied, except herein contained. The Agreement cannot be modified except in writing by the parties.

B. Assignments: Agent may assign its rights and delegate its duties under this agreement without Owner's consent, provided that the assignee agrees to assume and perform each and every covenant and term of this agreement applicable to Agent.

C. Binding Effect: This agreement is binding upon all parties, their heirs, administrators, executors, successors, and permitted assignees. The laws of the State of Illinois govern the interpretation, validity, performance, and enforcement of this agreement.

D. Joint and Several: All Owners executing this agreement are jointly and severally liable for the performance of all its terms. Any act or notice to, refund to, or signature of, any one or more of the Owners regarding any term of this agreement, its extension, its renewal, or its termination is binding on all Owners executing this agreement.

E. Governing Law: This Agreement shall be governed by the laws of the State of Illinois, County of Cook. Owner and Agent expressly submit to the jurisdiction of the State of Illinois, County of Cook and agree that venue in any litigation touching or concerning this Agreement shall be proper ONLY in Illinois.

F. Severability: If a court finds any clause in this agreement invalid or unenforceable, the remainder of this agreement will not be affected, and all other provisions of this agreement will remain valid and enforceable.

G. Notices: Notices between the parties must be in writing and are effective when sent to the receiving party's address, or e-mail address. All terms and conditions of this agreement are subject to change by Agent, with a thirty (30) day notice to Owner.

~~H. Sale of Property: If Owner elects to sell the property, Agent has the right of first refusal to represent Owner as the Listing Agent, with a commission due to Agent at the time of closing equal to five percent (5%) of the sales price. If a tenant procured by Agent purchases the property from the Owner during the term of this agreement, or within twelve (12) months after its termination, Agent will be paid a sales commission equal to four percent (4%) of the sales price at the time of closing. Agent may be a Dual Agent when selling Owner's property.~~

I. Fair Housing: Federal and State fair housing laws require the Property to be shown and made available to all persons without regard to race, color, religion, national origin, sex, disability, age, familial status, marital status, sexual orientation / transgender status. Owner agrees that Agent has to comply with all fair housing legal requirements at all times. Owner acknowledges that liability for failure to comply with fair housing legal requirements also extends to Landlord. Owner agrees to comply with all fair housing legal requirements at all times. Owner shall not directly or indirectly cause Agent to violate any fair housing legal requirements. Owner shall not issue any directive to Agent, take any action, or exercise any discretion if the result would cause Agent to be liable for violation of any fair housing legal requirement. Owner agrees to not limit Agent's ability to comply with all fair housing legal requirements.

J. Smoke and CO Detectors: Illinois law requires smoke and carbon monoxide detectors be installed in rental property. These devices will be checked, and fresh batteries installed, or devices replaced, each time a new tenant occupies the property, at the Owner's expense.

K. Locks: All locks will be replaced at the beginning of the management agreement and unit locks will be rekeyed each time a new tenant occupies the property, at the Owner's expense. The first door lock change will be billed at \$99.00, every lock thereafter will be billed at \$69.00 per door.

L. Normal Wear and Tear: The Owner understands that some "wear and tear" expenses will occur and that these costs cannot be charged to a Tenant and realizes Owner will incur these expenses. Upon renting, the law recognizes the property as a business and requires Owner to expect some expenses for cleaning and maintenance as "normal wear and tear" while operating a rental property. For the purposes of this agreement, the following items are considered normal wear and tear: painting between tenancies, traffic wear in carpet, carpet replacement after 3 years, scuffed hardwoods

and tile, cleaning between tenancies, worn toilet seats, replacement of blinds, replacement of lightbulbs, replacement of furnace filters, caulking, tree and bush trimming, lawn maintenance, gutter cleaning, and yard clean up.

M. Service Animals: Owner understands that state and federal law govern “service animals” and “emotional support animals”, and those animals are NOT legally considered pets, and therefore pet policies do not apply.

N. Termination: Agreement may be terminated by either party upon (30) days written notice. Notwithstanding any provision to the contrary, Agent may terminate this agreement for cause by giving Owner thirty (30) days written notice. Upon termination, Owner shall retake possession of the premises, subject to the right of any tenant rightfully in possession. Owner’s proceeds shall be distributed by Agent forty five (45) days after termination, unless outstanding Agent or third-party obligations remain, in which case distribution shall be accomplished immediately after the last such obligation is satisfied. If this Agreement terminates before, at the same time, or within thirty (30) days after an expiring tenant lease agreement, the Owner shall be responsible for completing the security deposit disposition to the tenant or ex-tenant.

O. Legal Advice: Agent cannot give legal advice. READ THIS AGREEMENT CAREFULLY. If you do not understand the effect of this agreement, consult an attorney BEFORE signing. Owner consents that it was given the opportunity to obtain legal advice from an attorney before signing of this Agreement.

P. In the case of a pending foreclosure, Agent may freeze all Owner related funds and withhold disbursements.

R. THIS FORM HAS NOT BEEN APPROVED BY THE ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION.

[Remainder of page left intentionally blank. Signature page follows.]

WHEREOF, the parties hereto have hereunto set their hands this _____ day of _____, 20_____.

Landmark Property Management, Inc.

By: _____
Authorized Signature

Owner/Authorized Agent's Signature: _____

Owner/Authorized Agent's Name: _____ City of Palos Heights _____

Ownership Entity Name (If Applicable): _____ City of Palos Heights _____

PMA Guarantees Addendum

1.) Satisfaction Guarantee

We are so committed to excelling that we back it up with our Happiness Guarantee. If at any time, for any reason, you are not completely happy with our services and want to leave us, you may cancel your property management agreement without penalty with 30-days' notice. The notice period allows for a smooth professional transition for the tenant, wraps up any outstanding maintenance items and invoices, and assignment of the lease and security deposit funds properly over to you.

2.) Response Time Guarantee

Landmark Property Management strives to be readily available to our owners and quick to respond to owners' communication. If at any time an owner is not responded to within 8 business hours (business hours being between 9:00am to 5:00pm CST, Monday through Friday, excluding holidays), the owner will receive a credit to their account equal to that month's management fee** charged for the property the owner is inquiring about. The 8 Hour Response Guarantee is limited to the amount of \$125, no more than one occurrence per Owner, every 12 months, and limited to emails or texts sent directly to your Landmark Property Management Owner Relations Representative.

3.) Eviction Guarantee

If we have to evict a tenant that we placed with 12 months of placement, we will cover your attorney fees up to \$2000/case.

At Landmark Property Management, we stand by the quality of our tenant placements. In the rare event that an eviction becomes necessary for a tenant we've placed within the first 12 months, we pledge to support you. We will shoulder the burden of attorney fees and court costs related to the eviction process, covering costs up to \$2,000 per case. This is our commitment to ensuring peace of mind and trust in our tenant selection process.

A voluntary move out and Cash for Keys (of a minimum offer of one month's rent) must be offered prior to filing for eviction.

4.) Rental Guarantee

We guarantee that we can find an approved tenant for your home in 28 business days, or the first month of management fees for that particular unit are free.

The last thing you want to do is have your home sit on the market for 30, 60, or even 100 days. Many owners fear this may happen when renting their home. We want to put your minds at ease. We guarantee that we will find the right tenant for your home within 28 days, or your monthly management fee is waived for the first month.

Conditions for the 28 Day Rental Guarantee:

1. Landmark Property Management will set a market rental rate based on current market analysis.
2. The unit must be vacant.
3. Property must allow approved pets (maximum of 2, Landmark Property Management restrictions apply).

4. The home must be ready, per Landmark's Standards for a tenant to move in (make ready complete before listing the property for lease, neutral paint colors, passed inspections if required, etc).
5. The 28 days guarantee period doesn't start until the business day following the signing of the Listing Agreement.

5.) Pet Damage Guarantee

Our Pet Damage Guarantee will reimburse you up to \$2,000 in pet damage (to a maximum of \$2,000 per lease) if these costs exceed the amount of the tenants' security deposit or surety bond policy.

All legal fees incurred or charges for pet damage will first be billed to the resident. Landmark Property Management will first attempt to collect funds from resident to reimburse owner. If Landmark does not collect these funds from residents, then Landmark will pay these expenses within the coverage limits stated above.

All amounts due from residents for pet damage will first be deducted from the resident's security deposit , and Landmark will pay any amount over the security deposit to the maximum payout amount (not to exceed \$2000 in coverage). Landmark will have a first claim position against residents for any payment(s) recovered.

All payouts by Landmark will be made after the resident has vacated the premises and after the completion of the security deposit disposition by Landmark.

Any lease or pet administration fees charged to the resident will be retained by Landmark Property Management. **The Pet Guarantee is only applicable on leases and tenancies where additional fees are allowed under all laws and rental programs**

Conditions for the Pet Damage Guarantee:

1. Damage must be clearly identifiable as pet caused damage.
2. Resident must have also completed the Landmark Application process (including the pet screening requirement). Landmark will not be held liable for pets that were allowed on premise without Landmarks permission or pet screening profile on file.
3. This guarantee applies only to animals approved by Landmark Property Management and does not apply if a resident has an unapproved animal.
4. This guarantee excludes service animals and emotional support animals per Fair Housing guidelines.

Select One:

6.) Leasing Fee Guarantee

If a tenant breaks their lease before the first term is up, a new tenant will be secured and the leasing fee will be prorated.

For example, if a leasing fee of \$2,000 was paid and the tenant breaks the lease with three months left, the leasing fee for securing the next tenant will be the normal fee less \$500.00.

Calculation: $\$2,000 / 12 = \$166.67 \times 3 = \$500.00$.

This excludes a tenant buying out of their lease before the first term is up. This further excludes tenants that LPM inherited and any military/government required relocations.

General Conditions for all Guarantees

1.) Landlord accounts with Landmark Property Management must be in good standing and with no violations of the terms of the Property Management Agreement.

2.) Termination of the Property Management Agreement shall cause enrollment in any and all guarantees to immediately terminate and Landmark Property Management shall not be responsible for any claims either past or future.

Owner / Authorized Agent

Landmark Property Management

Rent Ready Requirements Addendum

It is understood by _City of Palos Heights _____ (“Owner”) that Landmark Property Management (“LPM”) requires a certain level of standards that must be met to effectively manage the Owners unit. To comply with both internal and state rental housing requirements, including the Implied Warranty of Habitability in Illinois, every property must meet the below list to be fully advertised and be ‘Rent-Ready.’ It is agreed that after work is completed, Landmark will send a LPM representative to do a final walk through and approve completed work.

Requirements:

1. Professionally cleaned to ‘Hotel Room Clean’
2. Carpet professionally cleaned and looking fresh
3. All painted surfaces fresh with no mis-match touch-up areas and repainting must be done corner to corner. Color scheme must be neutral and renter friendly.
4. All bedroom windows must have vertical or mini-blinds
5. No personal property or items in the unit. This includes furniture, knickknacks, toiletries, shower curtains, Kleenex boxes, kitchen or bathroom items, soap dispenser, pictures, etc.
6. No lawn equipment including mowers, tools, etc.
7. Garage floor swept
8. No exterior debris
9. Lawn cut and trimmed
10. Landscaping fresh and clean
11. Carbon monoxide detectors installed within 15 feet of each bedroom. ONLY wall mounted, NO plug-in units.
12. Smoke detector on each floor
13. Smoke detector in each bedroom
14. All light bulbs working
15. Doors open & close smoothly and doorstops installed on all doors
16. Bathroom caulking must be fresh and free of any mildew

17. All mechanical components working as designed. Includes HVAC, plumbing and electrical systems, kitchen appliances, overhead garage doors, laundry appliances, sump pumps, water softeners, sprinkler systems, swamp coolers, gas fireplaces, water filtration systems, etc.
18. Safety railings secure
19. Exterior window wells require covers
20. Wood-burning fireplace(s), if operational, shall be clean of any debris and have a fireplace screen or heat-proof glass doors installed. If non-operational, the fireplace opening on the interior of the home shall be permanently sealed with an aesthetically pleasing material.
21. Any and all trip hazards must be remedied so that the unit is deemed habitable
22. Owner must provide 3 full sets of working keys to their home / unit. Including any applicable mail box, garage, and additional amenity / storage room keys. (1 master set, 2 sets to provide to new resident)

Recommendations:

1. All windows in bedrooms and living areas (except basement windows) should have vertical or mini blinds.
2. No draperies on windows
3. All windows should have screens

This list is not meant to cover each and every make-ready required item, but it does list some of the most important and often overlooked.

Acknowledgement of agreement:

(Owner)

(Landmark Agent)

Landmark Property Management

Office@landmarkrgc.com
312-313-8553

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. City of Palos Heights</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: 0.8em;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

****The following information will be used to send owner funds on a monthly basis. The owner of this bank account must be the owner or entity whose information was provided in the W9 above****

Banking Information:

Routing Number:

Account Number:

ITEM 13.

Ordinance No. O- -26

**AN ORDINANCE GRANTING A SETBACK VARIANCE
FOR THE PROPERTY AT 12550 S. 74TH AVENUE
PALOS HEIGHTS, ILLINOIS**

WHEREAS, the owner has requested an eight-foot (8') variance to construct a canopy on the property commonly known as 12550 S. 74th Avenue, Palos Heights, Illinois; and

WHEREAS, all hearings necessary to be held thereon were conducted in accordance with the Ordinance.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

Section One. An eight-foot variance is hereby granted to allow for a canopy is hereby granted on the property located at 12550 S. 74th Avenue legally described as follows:

LOT 6 IN BLOCK 84 IN ROBERT BARTLETT'S HOMESTEAD DEVELOPMENT NO. 10. A SUBDIVISION OF THAT PART LYING EAST OF SOUTH 76TH AVENUE OF THE WEST ½ OF THE SOUTHEAST ¼ OF SECTION 25, TOWNSHIP 37 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN No. 23-25-421-010-0000

Commonly known as 12550 S. 74th Ave., Palos Heights, IL

Section Two. This Ordinance shall become effective from and after its passage, approval and publication as required by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, THIS 20TH DAY OF JANUARY, 2026 ON A MOTION MADE BY ALDERMAN , SECONDED BY ALDERMAN , ON A CALL OF THE ROLL, VOTING AS FOLLOWS:

VOTE:

AYES:

NAYS:

ABSENT:

Approved by me this 20th day of
January, 2026.

Mayor

ATTEST:

City Clerk

ITEM 14.

Ordinance No. O- -26

**AN ORDINANCE PROVIDING FOR A
B-1 SPECIAL USE IN THE B DISTRICT**

WHEREAS, application has been made under Docket No. 2025-SUP-12 for a B-1 Special Use Permit to allow for an insurance agency in a B District for the property located at 13420 S. Ridgeland Ave., Palos Heights, Illinois;

WHEREAS, all public hearings have been held thereon in accordance with the law and the Zoning Board of Appeals has recommended that the Special Use Permit be granted;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

Section One. That a Special Use is hereby granted for the operation of an insurance agency on the property legally described as follows:

THAT PART OF THE EAST ½ OF THE SOUTHWEST ¼ LYING EAST OF A LINE (SAID LINE BEING PERPENDICULAR TO RIDGELAND AVENUE) WHICH IS LOCATED 247.37 FEET WEST OF THE WEST LINE OF RIDGELAND AVENUE AND SOUTH OF A LINE LYING (SAID LINE BEING PERPENDICULAR TO 135TH STREET) WHICH IS 247.38 FEET NORTH OF THE NORTH LINE OF 135TH STREET, (EXCEPT THAT PART THEREOF TAKEN AND USED FOR ROAD PURPOSES) OF SECTION 31, TOWNSHIP 37 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS 13420 S. RIDGELAND AVENUE, PALOS HEIGHTS, IL.

Section Two. This Special Use shall terminate in the event the insurance agency ceases to operate.

Section Three. This Ordinance shall become effective from and after its passage, approval and publication as required by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, THIS 20TH DAY OF JANUARY, 2026 ON A MOTION MADE BY ALDERMAN , SECONDED BY ALDERMAN , ON A CALL OF THE ROLL, VOTING AS FOLLOWS:

VOTE:

AYES:

NAYS:

ABSENT:

Approved by me this 20th day of
January, 2026.

Mayor

ATTEST:

City Clerk

ITEM 15.



Engineer's Payment Estimate

Local Public Agency City of Palos Heights	County Cook	Route(s) (Street/Road) Various	Section Number 25-00059-01-PV	Estimate 2 _____ <input type="checkbox"/> Final
--	----------------	-----------------------------------	----------------------------------	--

Payable to Name Builders Paving, LLC

Address 4401 Roosevelt Rd., Hillside, IL, 60162	Date From 06/01/25	Date To 11/28/25
--	-----------------------	---------------------

Pay Items	Unit of Meas.	Awarded		Approved Change in Plans		Completed to Date		
		Quantity	Values	Added	Deducted	Quantity	Unit Price	Value
HAROLD AVENUE								
PROTECTION & EROSION CONTROL								
TREE PROTECTION	EACH	1	\$150.00			1	\$150.0000	\$150.0000
TREE ROOT PRUNING	EACH	1	\$200.00			1	\$200.0000	\$200.0000
COIR LOG	EACH	9	\$675.00			9	\$75.0000	\$675.0000
SILT FENCE	LF	250	\$625.00			250	\$2.5000	\$625.0000
INLET SEDIMENT CONTROL	EACH	3	\$1,050.00		3	0	\$350.0000	
DEMOLITION								
PAVEMENT PATCHING, 3"	SY	57	\$2,850.00		57	0	\$50.0000	
HMA SURF REM; 2" ROAD	SY	1138	\$7,966.00			1138	\$7.0000	\$7,966.0000
HMA SURF REM; BUTT JOINT	SY	8	\$240.00			8	\$30.0000	\$240.0000
DRIVEWAY REM; HMA	SY	218	\$3,924.00			218	\$18.0000	\$3,924.0000
DRIVEWAY REM: PCC	SF	183	\$320.25			183	\$1.7500	\$320.2500
DRIVEWAY REM: BRICK	SF	348	\$3,480.00	12		360	\$10.0000	\$3,600.0000

Local Public Agency

County

Route(s) (Street/Road)

Section Number

City of Palos Heights

Cook

Various

25-00059-01-PV

Pay Items	Meas.	Quantity	Values	Added	Deducted	Quantity	Unit Price	Value
EXIST CULVERT REM & DISPO	LF	262	\$3,144.00		82	180	\$12.0000	\$2,160.0000
EXIST MANHOLE REM	EACH	1	\$300.00			1	\$300.0000	\$300.0000
BRICK SHOULDER REM	SF	218	\$1,308.00			218	\$6.0000	\$1,308.0000
RETAINING WALL REM: BLOC	SF	129	\$1,935.00			129	\$15.0000	\$1,935.0000
RETAINING WALL REM: TIMB	SF	226	\$1,356.00			226	\$6.0000	\$1,356.0000
EXIST TREE REM	EACH	2	\$3,000.00		2	0	\$1,500.0000	
SHRUB REMOVAL	EACH	4	\$1,000.00	13		17	\$250.0000	\$4,250.0000
EARTH WORK								
EARTH & ROAD EXCA & DISPO	CY	381	\$36,195.00			381	\$95.0000	\$36,195.0000
DITCH GRADING	LF	150	\$3,000.00			150	\$20.0000	\$3,000.0000
STORMWATER SEWER								
STORM SEW, 30" RCP CL IV	LF	157	\$23,550.00			157	\$150.0000	\$23,550.0000
STORM SEW, 30" RCP CL III	LF	222	\$25,530.00			222	\$115.0000	\$25,530.0000
DRIVEWAY CULV, 12" RCP	LF	27	\$1,350.00	19		46	\$50.0000	\$2,300.0000

Local Public Agency

County

Route(s) (Street/Road)

Section Number

City of Palos Heights

Cook

Various

25-00059-01-PV

DRIVEWAY CULV, 12" CMP	LF	92	\$4,600.00		92	0	\$50.0000	
STORM MANHOLE, 5' DIA CB	EACH	1	\$4,300.00			1	\$4,300.0000	\$4,300.0000
STORM MANHOLE, 2' DIA CB	EACH	1	\$1,325.00			1	\$1,325.0000	\$1,325.0000
FES 30" RCP W/TRASH GRAT	EACH	3	\$7,950.00	1		4	\$2,650.0000	\$10,600.0000
FES, 12" RCP	EACH	1	\$1,125.00			1	\$1,125.0000	\$1,125.0000
TRENCH BACKFILL	CY	35	\$3,500.00			35	\$100.0000	\$3,500.0000
PAVING								
AGG BASE COURSE: 8"	SY	596	\$11,920.00			596	\$20.0000	\$11,920.0000
BIT MATLS PRIME COAT	LBS	966	\$96.60		966	0	\$0.1000	
BIT MATLS TACK COAT	LBS	262	\$26.20		262	0	\$0.1000	
HMA BIN CRS:IL-19.0 N 50	TONS	142	\$13,632.00	21.35		163.35	\$96.0000	\$15,681.6000
HMA SUR CRS:IL-9.5D N50	TONS	132	\$13,200.00	12.4		144.4	\$100.0000	\$14,440.0000
AGG SHOULDER, TYPE B, 6"	SY	147	\$4,410.00			147	\$30.0000	\$4,410.0000
HMA DRIVEWAY REPL	SY	218	\$6,540.00	11		229	\$30.0000	\$6,870.0000
PCC DRIVEWAY REPL: 6"	SF	151	\$1,208.00			151	\$8.0000	\$1,208.0000
BRICK PAVER REPL	SF	348	\$3,480.00	12		360	\$10.0000	\$3,600.0000

Local Public Agency

County

Route(s) (Street/Road)

Section Number

City of Palos Heights

Cook

Various

25-00059-01-PV

RESTORATION								
BLOCK RETAIN WALL REPL	SF	129	\$3,999.00		89	40	\$31.0000	\$1,240.0000
TIMBER RETAIN WALL REPL	SF	90	\$1,800.00		90	0	\$20.0000	
TOPSOIL F&P: VARIABLE	SY	1632	\$14,688.00		436	1196	\$9.0000	\$10,764.0000
SEED & EROSION CONT BLAN	SY	1632	\$6,528.00		436	1196	\$4.0000	\$4,784.0000
SHRUBS, PLANTS	ALLW	1	\$3,000.00		1	0	\$3,000.0000	
TREE REPLACEMENT	EACH	2	\$2,000.00		2	0	\$1,000.0000	
GENERAL								
MOBILIZATION	LS	0.67	\$16,750.00			.67	\$25,000.0000	\$16,750.0000
TRAF CONT & PROT	LS	.34	\$5,440.00			.34	\$16,000.0000	\$5,440.0000
DIRT ON PAVEMENT OR STR	INCID	0				0	\$0.0000	
DUST CONTROL WATERING	INCID	0				0	\$0.0000	
CYPRESS LANE								
DEMOLITION								
HMA SURF REM; 6" ROAD	SY	2865	\$31,515.00			2865	\$11.0000	\$31,515.0000

Local Public Agency

County

Route(s) (Street/Road)

Section Number

City of Palos Heights

Cook

Various

25-00059-01-PV

HMA SURF REM; BUTT JOINT	SY	25	\$750.00			25	\$30.0000	\$750.0000
HMA SURF REM: 2" (DRIVE)	SY	33	\$594.00			33	\$18.0000	\$594.0000
DRIVEWAY REM: CONC	SF	424	\$742.00			424	\$1.7500	\$742.0000
COMB CURB & GUTTER REM	LF	1700	\$11,475.00	50		1750	\$6.7500	\$11,812.5000
PAVING								
SUBGRADE PREPARATION	SY	2865	\$5,730.00			2865	\$2.0000	\$5,730.0000
BIT MATLS PRIME COAT	LBS	2431	\$243.10		545	1886	\$0.1000	\$188.6000
BIT MATLS TACK COAT	LBS	2431	\$243.10		1717	714	\$0.1000	\$71.4000
HMA BIN CRS:IL-19.0 N50	TON	674	\$64,704.00	5.69		679.69	\$96.0000	\$65,250.2400
HMA SUR CRS:IL-9.5D N50	TON	331	\$33,100.00	30.64		361.64	\$100.0000	\$36,164.0000
DRIVEWAY PAV: HMA REPL	SY	11	\$330.00			0	\$30.0000	
CONC DRIVEWAY REPL: 6"	SF	624	\$4,992.00			624	\$8.0000	\$4,992.0000
COMB CURB & GUTTER, TY M	LF	1700	\$56,525.00	50		1750	\$33.2500	\$58,187.5000
SPECIAL EXCAVATION	CY	50	\$3,000.00	8		58	\$60.0000	\$3,480.0000
POROUS GRAN								

Local Public Agency

County

Route(s) (Street/Road)

Section Number

City of Palos Heights

Cook

Various

25-00059-01-PV

EMBANKMENT	CY	50	\$3,000.00	8		58	\$60.0000	\$3,480.0000
ADJUST MANHOLE	EACH	2	\$1,400.00			2	\$700.0000	\$1,400.0000
RESTORATION								
TOPSOIL F&P, VARIABLE	SY	334	\$3,006.00	47		381	\$9.0000	\$3,429.0000
SEED & EROSION CONT BLAN	SY	334	\$1,336.00	47		381	\$4.0000	\$1,524.0000
GENERAL								
MOBILIZATION	LS	0.33	\$8,250.00			.33	\$25,000.0000	\$8,250.0000
TRAF CONT & PROT	LS	0.66	\$10,560.00			.66	\$16,000.0000	\$10,560.0000
DIRT ON PAVEMENT OR STR	INCID	0		-	-	0	\$0.0000	
DUST CONTROL WATERING	INCID	0		-	-	0	\$0.0000	
BLOCK RETAINING WALL	LS			1		1	\$16,940.0000	\$16,940.0000
SOD REP CYPRESS	LS			1.05		1.05	\$4,080.0000	\$4,284.0000
DOWN TIME	LS			1.05		1.05	\$1,839.6200	\$1,931.6010
RELOCATE SEWER MATERIALS	LS							
ADJUST WATER LINE	LS			1			\$2,400.0000	
Total			\$496,161.25				Total	\$508,817.69

Miscellaneous Extras and Credits	Values

Local Public Agency

City of Palos Heights

County

Cook

Route(s) (Street/Road)

Various

Section Number

25-00059-01-PV

Resident Engineer Signature & Date

Prepared by

Title

Local Agency Signature & Date

ITEM 16.



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-112621-1
11/19/2025 2:27 PM
1/31/2026

Client:
City of Palos Heights, IL

Bill To:
PALOS HEIGHTS CITY, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Maggie Henton		maggie.henton@civicplus.com		Net 30

Core System

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Core Annual-Premium	Community Development Core Annual-Premium	USD 2,250.00
1.00	Community Development Core Setup-Premium	Community Development Core Setup-Premium	USD 1,750.00
1.00	Community Development Permitting Annual-Premium	Community Development Permitting Annual-Premium	USD 4,500.00
1.00	Community Development Permitting Setup-Premium	Community Development Permitting Setup-Premium	USD 3,500.00
1.00	Community Development Code Enforcement Annual-Premium	Community Development Code Enforcement Annual-Premium	USD 4,500.00
1.00	Community Development Code Enforcement Setup-Premium	Community Development Code Enforcement Setup-Premium	USD 3,500.00
1.00	Community Development Licensing Annual-Premium	Community Development Licensing Annual-Premium	USD 4,500.00
1.00	Community Development Licensing Setup-Premium	Community Development Licensing Setup-Premium	USD 3,500.00

Optional Features

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Mobile App (Offline Inspections) Annual	Community Development Mobile App (Offline Inspections) Annual	USD 500.00
1.00	Community Development Mobile App (Offline Inspections) Setup	Community Development Mobile App (Offline Inspections) Setup	USD 500.00
1.00	Community Development External Processor Annual Fee - Forte	Pay Maintenance and Support Annual Fee	USD 300.00
1.00	Community Development External Processor Implementation - Forte	Community Development Pay Setup Fee - Forte	USD 300.00
1.00	Community Development GIS (ESRI) Mapping Integration Annual	Community Development GIS (ESRI) Mapping Integration Annual. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 1,000.00
1.00	Community Development GIS (ESRI) Mapping Integration Setup	Community Development GIS (ESRI) Mapping Integration Setup. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 500.00

CivicPlus Connectors

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	SeeClickFix 311 CRM Connector to CivicPlus Community Development	SeeClickFix hosted integration with the CivicGov Code Enforcement module. This requires both systems to be configured with the same source parcel data source using a public ArcGIS feature layer (i.e. REST endpoint).	USD 0.00

Data Migration-Permitting

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Permitting	The client is responsible for providing a .csv file containing only data specific to the template. CivicPlus will format the data within the template before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Data Migration-Licensing (Contractors)

- <https://palosheights.org/384/Contractor-Registration>
- <https://palosheights.org/DocumentCenter/View/463/Contractor-License-Application-PDF>

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Permitting - Contractors	The client is responsible for providing a .csv file containing only data specific to the template. CivicPlus will format the data within the template before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Licensing - Documents & Media	The client is responsible for providing a folder containing only data specific to the element being populated. CivicPlus will organize the data within the folder before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Data Migration-Documents & Media (Lasenfiche)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Parcel Record- Documents & Media	The client is responsible for providing a folder containing only data specific to the element being populated. CivicPlus will organize the data within the folder before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Total Investment - Initial Term	USD 41,100.00
Annual Recurring Services (Subject to Uplift)	USD 17,550.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-112621-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**COMMITTEE
MEETING
MINUTES**



City of Palos Heights
Finance Committee Meeting
Tuesday, January 13, 2026
6:30 p.m.
MINUTES

CALL TO ORDER

Chairman McGrogan called the Finance Committee meeting to order at 6:31 p.m. In attendance were Alderman Key, Alderman Scully and Alderman Brennan. Also present was Treasurer Jim Daemicke, City Administrator Adam Jasinski, Assistant City Administrator Aimee Ingalls, Director of Accounting Jan Colvin, Recording Secretary Morgan Pukula.

APPROVAL OF MEETING MINUTES

Alderman Scully motioned to approve the special finance committee meeting minutes from December 9, 2025, seconded by Alderman Key. On a voice vote, the motion passed unanimously.

APPROVAL OF MORRIS ENGINEERING BILLS

Alderman Key motioned to approve the Morris Engineering bills in the amount of \$3,135.00, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

APPROVAL OF THOMAS BROWN BILLS

Alderman Key motioned to approve the Thomas Brown bills in the amount of \$1,800.00 seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

APPROVAL OF LANER MUCHIN BILLS

Alderman Key motioned to approve the Laner Muchin bills in the amount of \$1,291.67 seconded by Alderman Scully.

APPROVAL OF HISKES & DILLNER BILLS

Alderman Key motioned to approve the Hiskes & Dillner bills in the amount of \$6,213.00, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.
The aldermen requested an itemized list of the court calls and work that Hiskes & Dillner complete for the police department.

PALOS HEIGHTS LIBRARY TAX DISTRIBUTION

The Library and other sub agencies in the City have not received their tax distribution from the state. It was mentioned that it would be up to the City to distribute the funds to the sub agencies. Alderman Key motioned to make a 2nd payment to the Library in the amount of \$184,962.59, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

SANNA BIN HUSSIEN SIGN GRANT APPLICATION

Alderman Key motioned to approve the grant amount of \$1,250.00, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

CARRAS CORPORATION BUSINESS IMPROVEMENT GRANT APPLICATION

From 2021-2025, there have been approximately 6 correspondences regarding the parking lots. This number does not include the number of times the building department has been called out there due to complaints received. It should be noted that approximately 250 working hours have been consumed by this project. As of

October 2025, the parking lots have been resurfaced and are in compliance.

Carras was issued a court date for non-compliance and a \$500 fine over the 4 years. Staff recommended that the city approve only the \$10,000 considering it took 4 years for Carras Cooperation to repair the parking lots. Alderman Key motioned to approve the mayor and staff recommendation of a total of \$10,000.00 for the request of the business improvement grant application, seconded by Alderman Brennan. On a voice vote, the motion passed unanimously.

ENGAGEMENT CONTRACT WITH MILLER CANFIELD RELATED TO JEWEL REDEVELOPMENT AGREEMENT

The City and Jewel had an agreement when the Jewel redevelopment took place that their new assessed value would determine the amount the City pays under contract based on the received tax money every year, assuming that once they do all the improvements, the assessed value will increase. We agreed to pay them a certain dollar amount that is stated in the contract and we owe them this amount every year. Jewel continues to file for reassessment of their property, so they keep lowering their tax value, yet the City still owes them a specific amount. The City has lost about \$2 million in assessed value, which equates to about \$200,000.00 in property taxes per year. They have the right to appeal, but it cannot go under the redevelopment agreement minimum value and they are not adhering to this agreement.

Alderman Key motioned to approve engaging work with Miller Canfield related to the Jewel redevelopment agreement, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

MKSK TRINITY COLLEGE VISION PLAN

The committee and council agreed that the City should wait until the College has a contract with a buyer. After the buyer is decided on by the College, then the City can consult MKSK for the best plan they believe would work in the buyer's proposed idea of the 60 acres that is for sale.

This topic will be reassessed each meeting in the case that new information is received.

LANDMARK PROPERTY MAINTENANCE

The City will need to hire a property manager for the house at 12313 S 71st Court because the City plans to lease the property.

City Administrator Jasinski stated that they have reached out to 7 property management companies and 2 have replied. The City would have to negotiate the numbers, the timeline of the lease and approve of the tenants before any agreements are made and until there is a plan to redevelop the standing home on the property.

Alderman Key motioned to approve Landmark Property Maintenance to manage the property at 12313 S 71st Court, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Chairman McGrogan motioned to allow staff to decide if the City should display 'Chicago Bears' banners, flags or lights throughout the City for the playoffs, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business, Chairman McGrogan made a motion to adjourn, seconded by Alderman Key. All in favor.

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Morgan Pukula, Recording Secretary



City of Palos Heights
Roads & Construction Meeting
Tuesday, January 13, 2026
6:30 p.m.
MINUTES

CALL TO ORDER

Chairman Clifford called the Roads & Construction Committee meeting to order at 6:30 p.m. In attendance were Chairman Clifford, Alderman Basso, Public Works Director Joe Smith, Aurimas Spucys of Morris Engineering and recording secretary Jan Tomaszewski. Alderman Lewandowski entered the meeting at 6:31 p.m. and Alderman Begley entered the meeting at 6:44 p.m.

APPROVAL OF MINUTES

Chairman Clifford moved to approve the minutes of the Roads & Construction Committee meeting held on December 9, 2025, seconded by Alderman Basso. On a voice vote, the motion passed unanimously.

SUPERVISOR'S REPORT

Director Smith reported:

A. Snow Report. Three snow events since we last met:

- 12/29/25
- 12/30/25
- 12/31/25

All went well with salt/brine usage similar to last month.

B. 2025 MFT Update.

- Chairman Clifford motioned to approve payment No. 2 to Builders Paving, LLC., for the Harold Ave. and Cypress Ln. project in the amount of \$229,074.81, seconded by Alderman Lewandowski. On a voice vote, the motion passed unanimously.

Morris Engineer explained that we are still holding a retainer for the remainder of the work on Harold Ave. and Cypress Ln. to be completed in spring to make sure everything is inspected and in place.

Two items remain: additional shrubs were added near the retaining wall, a ditch was cleared on the north end to make it deeper and wider to allow the conveyance of the storm water run-off. Also, special excavation was required due to one area in the roadway that failed. There was just topsoil under existing pavement which needed to be fixed.

C. 2026 MFT.

Director Smith reviewed the 2026 MFT Road Resurfacing List:

Lake Katherine Drive
Harold Avenue at 125th Street to 127th Street
72nd Court and the service road from 122nd to 123rd Street
Sorrento Drive from College Drive to Nagle Avenue
Nashville Avenue south dead end to 125th Street
Kiowa Lane - Comanche Drive to Seneca Drive
Pottawatomie Court and Pottawatomie Drive to the cul-de-sac with an option of 125th from Harlem to 70th Court

PROFESSIONAL SERVICES:

A. Morris Engineering Report

City Engineer brought the Committee up-to-date on the turnaround project located on the west end of Lake Katherine Drive.

The issue was initially brought up in 2015 about a turnaround needed on the west end of Lake Katherine Drive. The property was surveyed this week and needs to be reviewed by IDOT. The City Engineer presented the two options available.

OLD BUSINESS

None.

NEW BUSINESS

Alderman Clifford informed the Committee that he was asked by a few residents why is it necessary to pay for vehicle stickers. Alderman Clifford explained that we receive government funds for roads and that amount has been decreasing over the years. We use the vehicle sticker funds to supplement the road programs. If you start cutting back on the vehicle sticker fees, many City services will also decrease. We, as a Committee, are doing well in keeping our roads safe.

PUBLIC COMMENT

Chris Keating
20 Lake Katherine Way

Resident was inquiring as to status of Lake Katherine Drive road repaving. Committee assured him that all work will commence in spring and the Lake Katherine residents will be notified in many ways well in advance of the start of the project.

ADJOURNMENT

There being no further business, Alderman Begley moved to adjourn the meeting, seconded by Alderman Basso. All in favor.

Meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Jan Tomaszewski, Recording Secretary



City of Palos Heights
License, Permits, & Franchises Meeting
Tuesday, January 13, 2026
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:07 p.m. In attendance were Chairman Lewandowski, Alderman Clifford, Building Commissioner Frank Giordano and recording secretary Jan Tomaszewski. Alderman McGrogan and Alderman Scully were absent. There was not a Quorum.

APPROVAL OF MINUTES

Chairman Lewandowski moved to approve the minutes of the October 14, 2025 meeting, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously.

PERMIT & CODE ENFORCEMENT REPORT

Chairman Lewandowski referred to the permit report in the agenda packet. From December 3, 2025 to January 6, 2026, there were 46 permits issued. From January 1, 2026 to January 6, 2026, 6 permits were issued. The fees collected from December 3, 2025 to January 6, 2026 were \$16,730.00. The fees collected from January 1, 2026 to January 6, 2026 were \$500.00. Reinspection fees for December 3, 2025 to January 6, 2026 were \$150.00. There were no reinspection fees in 2026 to date.

From December 3, 2025 to January 6, 2026 there were 3 code violations. There were no code violations in 2026 to date. There were 14 code compliance inspections from December 3, 2025 to January 6, 2026. There were 3 code compliance inspections from January 1, 2026 to January 6, 2026.

There were no building fines or code compliance fees collected from December 3, 2025 to January 6, 2026.

VEHICLE STICKER REPORT

2025-2026 vehicle stickers went on sale May 16, 2025. From May 16, 2025 through January 8, 2026, the approximate number of stickers sold is 6,406, for a total collected of \$140,415.00.

PERMIT, LICENSING AND CODE COMPLIANCE SOFTWARE

The Committee discussed the purchase of Permit, Licensing and Code Compliance Software from CivicPlus in the amount of \$58,650.00. They asked Building Commissioner Frank Giordano to give a report on the possible purchase.

The Building Commissioner explained the many advantages of purchasing the PLF software. The vendor that the Building Commissioner and City Administrator agreed upon was the software offered by CivicPlus. The software included everything the Building Department needed it to do including, permitting, licensing, code compliance and contractor registration. A benefit of this particular software is the availability of live

customer service if the need arises. The \$58,650.00 amount does not include any iPads for the inspectors or wifi connection devices used in their respective vehicles.

The Building Commissioner also recapped 2025 with the following statistics:

615 contractor registrations: \$74,730.00

1,407 permits issued

3,100 permit inspections conducted (does not include code enforcement inspections, pre-inspections, reviews, complaints etc.)

Reinspection fees: \$950

Building Department fines: \$250

Code Enforcement: \$700

Permit and inspection fees generated: \$540,999.40

Alderman Clifford inquired as to whether increasing the fines/code enforcement fees is a possibility. The Building Commissioner will look into that possibility and report back to the Committee.

NEW BUSINESS

None.

OLD BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business, Chairman Lewandowski made a motion to adjourn, seconded by Alderman Clifford. All in favor.

Meeting adjourned at 7:19 p.m.

Respectfully submitted,

Jan Tomaszewski, Recording Secretary