

**AGENDA**  
**Board of Trustees Regular Meeting**  
**Village of Kirkland**  
**Kirkland, Illinois 60146**  
**Monday, August 6, 2018 at 7:00 P.M.**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Comments from Audience
- V. Approval of Minutes
- VI. Approval of Warrant
- VII. Financial Report
- VIII. Reports
  1. Police Report
  2. Public Works
  3. Kirkland Community Center
  4. Economic Development
  5. Committee Reports
    - a. Police Committee
    - b. Ordinance Committee
    - c. Finance Committee
    - d. Water & Sewer Committee
    - e. Streets & Alley Committee
    - f. Parks Committee
- IX. Scheduled Speakers
- X. Unfinished Business
  1. Update on Mediacom Building Lease Ordinance Proposal
- XI. New Business
  1. Approval of Architectural Services to Village of Kirkland for Kirkland Community Center
  2. Update on Electric Aggregation Prices – Constellation
  3. Bull Run Creek Update from Chad Clauson
  4. Approval of Bid for 2018 Kirkland Street Project
  5. Update on IEPA Inspection of Water System for Village of Kirkland
  6. Approval to participate in State of Illinois Local Debt Recovery Program
  7. Approval of Ordinance 2018-09 / An Ordinance Amending the Village Of Kirkland Municipal Code by the Addition of Chapter 54 in Title V, Public Works, Establishing Standards for the Construction of Utility Facilities on the Rights-of-Way and Providing for the Regulation of and Application for Small Wireless Facilities
  8. Approval of Health Insurance Change for the Village of Kirkland
  9. Approval of Ammunition Purchase by Kirkland Police Department for Qualifications and Duty Use
- XII. Executive Session
- XIII. Adjournment

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, July 9, 2018**

**OFFICIAL MINUTES**

- I. **Call to Order.** Village President Block called the meeting to order at 7:00 P.M. and asked for a roll call.
- II. **Roll Call.** Members answering present as follows: Trustee Ford, Trustee Ziegler, Trustee DeVlieger, Trustee Wiegartz and Trustee Harvel. Trustee Micele absent.
- III. **Pledge of Allegiance –** Village Clerk Stiegman led the Board and audience in the Pledge of Allegiance.
- IV. **Comments from the Audience -**
  - a. Debbie Manni expressed concerns about people being in the Franklin Township Cemetery before and during the 4<sup>th</sup> of July fireworks. They were grilling and kids were running around throwing a football, including playing and running on graves and sitting on head stones. She stated that she called the Police and was told a County officer would be out but felt nothing was done. Debbie would like to see something done to keep people from being disrespectful to your loved ones.
  - b. Paul Naugle would like the board to reconsider turning the old IGA into a Community Center. Paul would like to see the Village sell the building so that it can be put back on the tax roll. Paul is concerned about the money it will take to bring it up to a Community Center and the liability it will become to the Village. President Block explained that we had it up for sale and we could not break even with what we had the price lowered to. The money that will be used is from the TIF program, which is exactly what the TIF program is to be used for, to fix up a blighted building to give back to the community.
  - c. Linda Fett wanted to remind everyone that this Saturday, July 14, 2018 is the Community Garden Walk. Last year we had two homes in Kirkland on the garden walk, this year we have four homes. It is really nice to have that many homes in Kirkland.
- V. **Approval of Minutes -** Village President Block asked for a motion to approve the minutes from June 4, 2018 Board of Trustee Regular Meeting. Trustee DeVlieger made a motion to approve the minutes from June 4, 2018 Board of Trustee Regular Meeting with a 2<sup>nd</sup> by Trustee Harvel. On a roll call vote Trustees Ziegler, DeVlieger, Wiegartz, Harvel and Ford voted yes, Trustee Micele is absent. Motion carried.
- VI. **Approval of Warrant -** Village President Block asked for a motion to approve the Warrant in the amount of Ninety-Four Thousand, Nine Hundred Ninety-Three Dollars and one cent. Trustee DeVlieger made a motion to approve the Warrant in the amount of \$94,993.01 with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees DeVlieger, Wiegartz, Harvel, Ford and Ziegler voted yes, Trustee Micele is absent. Motion carried
- VII. **Financial Report -** No Financial Report currently.
- VIII. **Reports-**

1. **Police Report** - Chief Davenport gave a report, they had 83 reportable calls for the month of June. Chief Davenport wanted to welcome our new hire Becky Taft, as Administrator Police Clerk / Adjudication Clerk. She comes to us with 12 years of service with the DeKalb County Dispatch Service, she comes to us with a wealth of knowledge and understands the way a police department operates. Also wanted to thank Sarah Ziegler for her help with Adjudication this past year.
2. **Public Works** - Dale Miller reported that they have removed 13 trees so far, they have worked on staying ahead of the mowing and keeping the weeds down around town and in the parks and green space. Dale stated that they have sprayed three times already this year and because the mosquitoes are so bad he would like to spray a couple more time this season.
3. **Kirkland Community Center** - Four of the five Committee members met for two hours on Saturday. They feel they came away with a good plan. They got one proposal from Vanderheyden Architectural Firm. Gary Anderson Architects has asked to be removed for consideration on June 29. The Committee would like to have at least two proposals from different architect firms to consider. The committee went back through the information that Emily had given them and there was a firm of Olsen Ernest Martin Architects that they would like to contact. We know that \$250,000 of TIF Funds have been earmarked for this renovation and they would like to use \$10,000 to \$12,000 of TIF Funds for the architect. The Committee came to an agreement that this building needs to reflect Kirkland, but it does not need a professional commercial kitchen. We feel the cost would be too much and we would be getting into more restrictions with the DeKalb County Health Department. This would only be more cost to the building as well. We have two thoughts, one is once we get a proposal from Olsen Ernest Martin Architects they could ask the board to reconvene on July 23, 2018 at which time we would make our recommendation as to which one we would like to hire. The 2<sup>nd</sup> option is to ask you to give us free will to hire whichever of these two firm we want and to approve taking the money out of the TIF Funds. That way they would have the information by August 6 hopefully. The committee is also getting close to DCCF deadline of September 1<sup>st</sup> for grant consideration and we want to get something in. We were talking about tables, chairs and maybe a projector or a screen. Whatever it is, we must get something into them soon. The Committee is willing to write the grant.
4. **Economic Development** - We had the two-day workshop at the Kirkland Fire Station in June. NIU will now compile the information they received and come before the board with their findings at a future date.
5. **Committee Reports:**
  - a) Police Committee - Nothing to report
  - b) Ordinance Committee - Nothing to report
  - c) Finance Committee - Would like to call meeting once Bill has our quarterly reports done before the next meeting.
  - d) Water & Sewer Committee - Nothing to report
  - e) Streets & Alley Committee - Nothing to report
  - f) Parks Committee - Nothing to report

IX. **Scheduled Speakers** - Bill French from Sunvest Solar Inc. Community Solar in Illinois, Bill French presented before the board a Community Solar Garden project that is going up on Pearl Street just outside the Village cooperate limits.

X. **Unfinished Business-**

1. **Update on Mediacom Building Lease Ordinance Proposal** – Mediacom was provided the address to the property on which their building stands and it is in their legal hands. I would not expect anything back until August at the earliest.

**XI. New Business-**

1. **Approval of Ordinance No. 2018-08 / An Ordinance Prohibiting the Use of Well 11424, Located in the Village of Kirkland, Illinois** - President Block asked for a motion to approve Ordinance No 2018-08 / An Ordinance Prohibiting the Use of Well 11424, Located in the Village of Kirkland, Illinois. Trustee Ford made a motion to approve Ordinance No 2018-08 / An Ordinance Prohibiting the Use of Well 11424, Located in the Village of Kirkland, Illinois with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees Wiegartz, Ford, Ziegler and DeVliieger voted yes, Trustee Harvel voted no and Trustee Micele absent. Motion carried.
2. **Approval of Fehr-Graham to bid the 2018 Village of Kirkland Street Project with bids due on Friday August 3, 2018** - Dale and President Block sat down and went through the proposal from Fehr-Graham. President Block asked for a motion to approve Fehr-Graham to bid the 2018 Village of Kirkland Street Project with bids due on Friday August 3, 2018. Trustee Ziegler made a motion to approve Fehr-Graham to bid the 2018 Village of Kirkland Street Project with bids due on Friday August 3, 2018 with a 2<sup>nd</sup> by Trustee Harvel. On a roll call vote Trustees Wiegartz, Harvel, Ford, Ziegler and DeVliieger vote yes, Trustee Micele is absent. Motion carried.
3. **Approval of Aircell to provide Internet Equipment for Village of Kirkland** - As you know we have 3 locations that we are getting free service from Aircell. With the new Scada system at the plant we would like to have 3 more receivers installed at Wells 2 & 3 and one at the 4<sup>th</sup> Street Lift station so they can all talk to each other. President Block asked for a motion for approval of Aircell to provide Internet Equipment for the Village of Kirkland. Trustee Ford made a motion for approval of Aircell to provide Internet Equipment for the Village of Kirkland with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees Harvel, Ford, Ziegler, DeVliieger and Wiegartz voted yes, Trustee Micele is absent. Motion carried.
4. **Approval of Resolution 16-05 / Resolution for Maintenance Under the Illinois Highway Code, Municipal Estimate of Maintenance Cost and Municipal Maintenance Expenditure Statement for May 1, 2015 thru April 30, 2016** - President Block asked for a motion for Approval of Resolution 16-05 / Resolution for Maintenance under the Illinois Highway Code, Municipal Estimate of Maintenance Cost and Municipal Maintenance Expenditure Statement for May 1, 2015 thru April 30, 2016. Trustee Ford made a motion for Approval of Resolution 16-05 / Resolution for Maintenance under the Illinois Highway Code, Municipal Estimate of Maintenance Cost and Municipal Maintenance Expenditure Statement for May 1, 2015 thru April 30, 2016 with a 2<sup>nd</sup> by Trustee Harvel. On a roll call vote Trustees Ford, Ziegler, DeVliieger, Wiegartz and Harvel voted yes, Trustee Micele is absent. Motion carried.
5. **Approval of Architectural Services to Village of Kirkland for the Kirkland Community Center** - President Block asked for a motion for Approval of Architectural Services to the Village of Kirkland for the Kirkland Community Center up to \$12000.00. Trustee Ziegler made a motion for Approval of Architectural Services to the Village of Kirkland for the Kirkland Community Center \$12000.00 with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Ziegler and Ford voted yes, Trustees DeVliieger, Harvel and Wiegartz voted no and Trustee Micele is absent. Motion does not carry.
6. **Summary of June 2018 DeKalb County Regional Planning Commission Meeting attended by Trustee DeVliieger** - Trustee DeVliieger reported to the board the findings of the DeKalb County Planning Commission June 2018 Meeting.

7. **Approval to Attorney Brad Stewart Update the Employee Handbook** - President Block asked for a motion to approve Attorney Brad Stewart to update the Employee Handbook. Trustee Ziegler made a motion to approve Attorney Brad Stewart to update the Employee Handbook not to exceed \$1500.00 with a 2<sup>nd</sup> by Trustee DeVlieger. On a roll call vote Trustees DeVlieger, Wiegartz, Harvel, Ford and Ziegler voted yes, Trustee Micele is absent. Motion carried.
8. **Approval to purchase Police Patches** - President Block asked for a motion to approve the purchase of Police Patches. Trustee Ziegler made a motion to approve the purchase of Police Patches not to exceed \$662.40 with a 2<sup>nd</sup> by Trustee DeVlieger. On a roll call vote Trustees Wiegartz, Harvel, Ford, Ziegler and DeVlieger vote yes, Trustee Micele is absent. Motion carried.
9. **Approval for Officer Saladino and Chief Davenport to attend the Midwest Security Expo in August 2018** - President Block asked for a motion for Approval for Officer Saladino and Chief Davenport to attend the Midwest Security Expo in August 2018. Trustee Ford made a motion for Approval for Officer Saladino and Chief Davenport to attend the Midwest Security Expo in August 2018 with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees Wiegartz, Harvel, Ford, Ziegler and DeVlieger vote yes, Trustee Micele is absent. Motion carried.
10. **Opening of Sealed Bids for the Kirkland Police Cars and Approval of Winning Bids** - President Block asked for a motion for Approval of Winning Bids for the Kirkland Police Cars. 2008 Marked Crown Vic awarded to Gary Magnuson for \$1250.00, 2008 Unmarked Crown Vic was awarded to Dennis Wysong for \$800.00 and the 2007 Dodge Charger was awarded to Emergency Remarketing for \$922.12. Trustee DeVlieger made a motion for the Approval of Winning Bids for the Kirkland Police Cars, 2008 Marked Crown Vic awarded to Gary Magnuson for \$1250.00, 2008 Unmarked Crown Vic was awarded to Dennis Wysong for \$800.00 and the 2007 Dodge Charger was awarded to Emergency Remarketing for \$922.12 with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Harvel, Ford, Ziegler, DeVlieger and Wiegartz voted yes, Trustee Micele is absent. Motion carried.
11. **Approval of purchase of 2019 Ford F550 Truck for Public Works thru State Bid Program** - President Block explained that 2000 Chevy 3500 Public Works Vehicle engine went and the frame is in very bad shape. Dale went ahead and filled out the forms for the State Bid program and got the price on the truck that we need. President Block asked for a motion for the approval to purchase a 2019 Ford F550 Truck for Public Works thru State Bid Program not to exceed \$95,000.00. (\$30000.00 down, 60-month financing loan with interest not to exceed 5%). Trustee Ziegler made a motion to approve the purchase of 2019 Ford F550 Truck for Public Work thru State Bid Program not to exceed \$95,000.00. (\$30000.00 down, 60-month financing loan with interest not to exceed 5%) with a 2<sup>nd</sup> by Trustee Wiegartz. On a roll call vote Trustees Harvel, Ford, Ziegler and Wiegartz voted yes, Trustee DeVlieger voted no and Trustee Micele is absent. Motion carried
12. **Approval of disposal of 2000 Chevy 3500 Public Works Truck** - President Block asked for a motion for the Approval to dispose of 2000 Chevy 3500 Public Works Truck by sealed bids. Trustee Ziegler made a motion to approve the disposal of the 2000 Chevy 3500 Public Works Truck by sealed bids with a 2<sup>nd</sup> by Trustee Harvel. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Wiegartz and Harvel voted yes, Trustee Micele is absent. Motion Carried
13. **Approval of Public Works Expenditures for July 2018** - President asked for a motion the Approval of the Public Works Expenditures for July 2018. Zuberski Concrete to replace the damaged concrete curb and sidewalk in the TIF area. These are the damages caused by the demolition of Mr. Englebrecht's building with a cost of \$2585.00. SCADA project including proposed construction as needed...i.e. concrete, wiring, cabinet building, installation and engineering with approximate cost of \$10,000.00, which is part of the \$77100.00 budgeted within Water and Sewer Improvement Funds. Also, Fehr-Graham developing an Operation

Manual for the WWTP including Aeration and D.O. specs and rotation including estimated energy uses as prescribed by ComEd for Incentive Grant with approximate cost of \$4000.00 and is budgeted within the Water and Sewer Improvement Funds. Trustee DeVlieger made a motion to approve the Public Works Expenditures for July 2018 not to exceed \$16585.00 dollars with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Ziegler, DeVlieger, Wiegartz, Harvel and Ford voted yes, Trustee Micele is absent. Motion carried.

14. **Approval of TIF Funds for Kirkland Public Library for installation of LED Lights** - President Block asked for a motion for the approval of TIF Funds for the Kirkland Public Library for installation of LED Lights. Because of the way the light fixtures were installed previously addition work is required to install the new LED Bulbs. Per the quote from LED Rite, it will cost an additional \$352.00. Trustee Ford made a motion for the approval of TIF funds for the Kirkland Public Library for installation of LED Lights not to exceed \$4000.00 with a 2<sup>nd</sup> by Trustee DeVlieger. On a roll call vote Trustees DeVlieger, Wiegartz, Harvel, Ford and Ziegler voted yes, Trustee Micele is absent. Motion carried.
15. Attorney Brad Stewart gave an update on the facts and findings of the Kirkland Saw Mill. Brad expressed that in his findings that the Village is responsible for doing inspections on the property to make sure they are in compliance with IDNR regulation. President Block will reach out to B&F Construction Code Services to see if this is a duty they can perform so that we have a paper trail.

- XII. **Adjournment** - At 8:37 P.M., President Block asked for a motion for adjournment. Trustee Ziegler made a motion to adjourn with a 2<sup>nd</sup> by Trustee Wiegartz. On a voice call vote meeting adjourned at 8:37 P.M.

**Next Board of Trustees Regular Meeting will be Monday, August 6, 2018 at 7:00 P.M.**

---

**Carol Stiegman**  
Village Clerk

---

**Ryan Block**  
Village President

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Special Emergency Meeting  
Wednesday, July 18, 2018**

**OFFICIAL MINUTES**

- I. **Call to Order.** Village President Block called the meeting to order at 7:00 P.M. and asked for a roll call.
- II. **Roll call.** Members answering present as follows: Trustee Ford, Trustee Ziegler, Trustee DeVlieger, Trustee Micele and Trustee Harvel. Trustee Wiegartz is absent.
- III. **Pledge of Allegiance** – Village President Block led the Board and audience in the Pledge of Allegiance.
- IV. **Comments from the Audience** – None
- V. **New Business-**
  - 1.) **Approval of Authority for Kirkland Public Works to complete Emergency Repair** – President Block turned the floor over to Dale Miller to give the board an explanation of what has happened since Wednesday, August 11, 2018. Dale explained to the board what had gone on and what the plans are to fix the problem. President Block asked for a motion to declare an emergency situation with the Waste Water Sewer Plant due to Electrical Fire within Underground lines at Public Works, 300 N 7th St., and to approve and otherwise ratify the authorization for Village of Kirkland to perform the repair work, waiving any applicable competitive bidding requirements, in the amount not to exceed \$50,000.00. A motion was made by Trustee Ford to declare an emergency situation with the Waste Water Sewer Plant due to Electrical Fire within Underground lines at Public Works, 300 N 7th St., and to approve and otherwise ratify the authorization for Village of Kirkland to perform the repair work, waiving any applicable competitive bidding requirements, in the amount not to exceed \$50,000.00 with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees Harvel, Micele, DeVlieger, Ziegler and Ford voted yes, Trustee Wiegartz was absent. Motion carried.
- VI. **Adjournment** - At 7:15 P.M. President Block asked for a motion for adjournment. Trustee Ziegler made a motion to adjourn with a 2nd by Trustee Ford. On a voice call vote meeting adjourned at 7:15 P.M.

**Next Board of Trustees Regular Meeting will be Monday, August 6, 2018 at 7:00 P.M.**

---

**Carol Stiegman**  
Village Clerk

---

**Ryan Block**  
Village President

# VILLAGE OF KIRKLAND

Accounts Payable

## Warrant

August 6, 2018

The President and Board of Trustees of the Village of Kirkland  
Recommends the following Warrant in the amount of

**Total: \$76,279.48**

To be paid on or before  
August 9, 2018

Village President: \_\_\_\_\_

Attest: \_\_\_\_\_

Village Clerk: \_\_\_\_\_

Date: \_\_\_\_\_



Village of Kirkland  
Custom Transaction Detail Report

August 7, 2018

Num	Name	Memo	Account	Amount
080218	24 Hour Plumbing	Repair pipes from furnace to sump at Kir	11-5998 · Misc Expense	392.00
10242	B & F Construction	Code S INV#10242	11-5131 · Permit Inspections -	840.00
371163	Blake Oil Company	INV#371163	13-5370 · Automotive Fuel	1,394.67
FOCS83251	Brad Manning Ford	INV#FOCS83251	50-5112 · Maint - Truck & Tractor	618.48
AUG 2018	Central Management	Servi DEMUNN, CHRIS	50-5052 · Water Fund Health Insurance	1,122.00
AUG 2018	Central Management	Servi MILLER, DALE	13-5052 · Health Insurance	990.00
AUG 2018	Central Management	Servi MILLER, DALE	50-5052 · Water Fund Health Insurance	990.00
AUG 2018	Central Management	Servi STIEGMAN, CAROL	11-5052 · Health Insurance	1,031.00
AUG 2018	Central Management	Servi SALADINO, SAMUEL	12-5052 · Health Insurance	1,031.00
July 2018	Central Management	Servi CHRIS DE MUNN	50-5052 · Water Fund Health Insurance	1,122.00
July 2018	Central Management	Servi DALE MILLER	13-5052 · Health Insurance	990.00
July 2018	Central Management	Servi DALE MILLER	50-5052 · Water Fund Health Insurance	990.00
July 2018	Central Management	Servi CAROL STIEGMAN	11-5052 · Health Insurance	1,031.00
July 2018	Central Management	Servi SAM SALADINO	12-5052 · Health Insurance	1,031.00
AUG 18	Com-Ed	ACCT#2369034053	13-5150 · Electric - ComEd	289.30
AUG 18	Com-Ed	ACCT#6693083015	50-5150 · Electric - Water	777.98
AUG 18	Com-Ed	ACCT#3713163095	50-5150 · Electric - Water	2,368.09
AUG 18	Com-Ed	ACCT#0063063150	13-5150 · Electric - ComEd	667.12
AUG 18	Com-Ed	ACCT#1963671044	50-5150 · Electric - Water	48.88
AUG 18	Com-Ed	ACCT#2933030009	50-5150 · Electric - Water	437.82
AUG 18	Com-Ed	ACCT#2653080027	50-5150 · Electric - Water	94.55
AUG 18	Com-Ed	ACCT#0954171003	50-5150 · Electric - Water	23.03
14708	Curran	INV#14708	13-5113 · Repairs & Maint - Streets	798.25
12193	David G. Eterno	Inv#12193	12-5121 · Adjudication	350.00
58419	DeKalb Lawn & Equipment	INV#58419	50-5112 · Maint - Truck & Tractor	44.05
57896	DeKalb Lawn & Equipment	INV#57896	13-5110 · Equipment Repair & Mainten:	68.94
83369	FEHR GRAHM	MFT MAINTENANCE DOCUMENTATIO	11-5135 · Engineering Expense	512.00
83369	FEHR GRAHM	2018 STREET PROJECT COST ESTIM,	13-5113 · Repairs & Maint - Streets	812.50
83369	FEHR GRAHM	BULL RUN CREEK PERMITTING INVE	35-5655 · Bull Run Creek Project	873.00

## Village of Kirkland Custom Transaction Detail Report

August 7, 2018

AUG 2018	Frontier	ACCT#815-522-9840-020818-5	11-5155 · Phone Service	45.06
7262018	Grainger	INV#7262018	50-5116 · Repairs & Maint - Treatment	61.84
4313562	Hawkins, Inc.	INV#4313562	50-5330 · Materials & Supplies - Water	55.89
4313562	Hawkins, Inc.	INV#4313562	50-5330 · Materials & Supplies - Water	55.88
1160705	Impact Acquisitions, LLC	INV#1160705	11-5175 · Printing & Publishing	40.86
1160705	Impact Acquisitions, LLC	INV#1160705	50-5170 · Water Fund Printing/Publishir	40.86
55694	Joe Cooling & Sons	TICKET#55694	13-5113 · Repairs & Maint - Streets	98.75
55688	Joe Cooling & Sons	TICKET#55688	13-5113 · Repairs & Maint - Streets	98.75
6006	L.E.D. Rite	INV#6006	30-5610 · TIF Village Hall Improvement	3,533.15
368447	Lovell's Discount Tire	4 Goodyear tires 732026500, P245/55R	12-5110 · Equipment Repair & Mainten:	674.49
52926	Lovell's Discount Tire	INV#52926	12-5110 · Equipment Repair & Mainten:	684.49
67870	IOVETT'S RITE-WAY REB	TICKET#67870	13-5110 · Equipment Repair & Mainten:	200.00
55128651	MARATHON UNIVERSAL	ACCT#0496-00-321525-8	12-5370 · Automotive Fuel	593.62
55128651	MARATHON UNIVERSAL	ACCT#0496-00-321525-8	50-5370 · Water Fund Automotive Fuel	204.30
55128651	MARATHON UNIVERSAL	ACCT#0496-00-321525-8	13-5370 · Automotive Fuel	139.73
AUG 2018	Mediacom	ACCT#8384912370090032	11-5157 · Internet Service	145.12
080218	Mediacom	acct#8383912370014553	50-5157 · Internet Expense	66.44
99019	MENARDS- CHERRY VAL	INV#99019	50-5116 · Repairs & Maint - Treatment	31.47
86905	MENARDS-SYCAMORE	INV#86905	50-5116 · Repairs & Maint - Treatment	281.71
MM-19725	METAL CULVERTS	INV#MM-19725	13-5113 · Repairs & Maint - Streets	1,585.90
58588	Mug-A-Bug	INV#58588	13-5375 · Mosquito Abatement	1,160.00
065710	Municipal Electronics Divisi	INV#065710	12-5330 · Police Material	35.00
PPLN01001	NEOFUNDS	JULY WATER BILL POSTAGE	50-5165 · Water Fund Postage	343.47
7001	NEWKIRK & ASSOCIATE:	INV#7001	11-5123 · Treasurer/Accounting Expens	750.00
AUG 2018	NICOR	ACCT#67-56-60-2616 0	50-5153 · Heat - Sewer Plant	93.28
082618	NICOR	ACCT#72-28-61-6059 2	50-5153 · Heat - Sewer Plant	97.52
19330108	PDC Laboratories	INV#19330108	50-5180 · Testing - Water	182.00
19330018	PDC Laboratories	INV#19330018	50-5180 · Testing - Water	62.50
19330649	PDC Laboratories	INV#19330649	50-5180 · Testing - Water	60.00
19330783	PDC Laboratories	INV#19330783	50-5180 · Testing - Water	142.00
19331157	PDC Laboratories	Inv#19331157	50-5180 · Testing - Water	15.00
19331542	PDC Laboratories	Inv#19331542	50-5180 · Testing - Water	775.00

## Village of Kirkland

## Custom Transaction Detail Report

August 7, 2018

SEPT 2018	Principal Life Group	ADAM DAVENPORT	12-5050 · Life Insurance	22.25
SEPT 2018	Principal Life Group	CHRIS DEMUNN	50-5050 · Water Fund Life Insurance	22.25
SEPT 2018	Principal Life Group	CAROL STIEGEMAN	50-5050 · Water Fund Life Insurance	22.25
SEPT 2018	Principal Life Group	DALE MILLER	13-5050 · Life Insurance	22.25
SEPT 2018	Principal Life Group	SAM SALADINO	12-5050 · Life Insurance	22.25
July 2018	STEVE RIIPPI	Cement work behind the post office	30-5615 · Post Office Concrete Work	20,530.00
87523/1	Tobinson's Hardware	INV#87532/1	50-5112 · Maint - Truck & Tractor	41.83
57540	Uniform Den	INV#57540	12-5380 · Uniforms - F/T & PT	186.75
632932	USA Blue Book	INV#632932	50-5330 · Materials & Supplies - Water	138.88
aug 2018	Verizon - 00001	815-757-3063	12-5155 · Phone Service	36.01
aug 2018	Verizon - 00001	815-757-3075	12-5155 · Phone Service	36.07
aug 2018	Verizon - 00001	815-757-3084	12-5155 · Phone Service	36.13
Aug 2018	Verizon - 00002	815-522-2242	12-5155 · Phone Service	29.03
Aug 2018	Verizon - 00002	815-522-3159	11-5155 · Phone Service	29.03
Aug 2018	Verizon - 00002	815-522-3315	12-5155 · Phone Service	29.03
Aug 2018	Verizon - 00002	815-522-3501	11-5155 · Phone Service	26.71
Aug 2018	Verizon - 00002	815-522-6170	50-5155 · Water Fund Telephone	29.03
Aug 2018	Verizon - 00002	815-522-9989	12-5155 · Phone Service	25.20
Aug 2018	Verizon - 00002	815-570-1451	11-5155 · Phone Service	29.03
Aug 2018	Verizon - 00002	815-826-1311	11-5155 · Phone Service	29.03
9810670975	Verizon - 00003	ADAM DAVENPORT	12-5155 · Phone Service	29.03
9810670975	Verizon - 00003	CHRIS DEMUNN	50-5155 · Water Fund Telephone	55.39
9810670975	Verizon - 00003	INV#9810670975	12-5155 · Phone Service	58.90
AUG 2018	Visa	DOLLAR GEN	13-5998 · Misc Expens	55.39
AUG 2018	Visa	RESERVATIONS.COM	11-5147 · Training	11.80
AUG 2018	Visa	CASEYS FORSYTH FORSYTH	13-5370 · Automotive Fuel	14.99
AUG 2018	Visa	BLAINS FARM & FLEET	13-5320 · Street Tools/Equipment	77.69
AUG 2018	Visa	AMAZON MKTPLACE	13-5320 · Street Tools/Equipment	60.56
AUG 2018	Visa	AMAZON.COM	13-5320 · Street Tools/Equipment	43.95
AUG 2018	Visa	BLAINS FARM & FLEET	13-5320 · Street Tools/Equipment	59.69
AUG 2018	Visa	DOLLAR GEN	13-5320 · Street Tools/Equipment	75.33
AUG 2018	Visa	BLAINS FARM & FLEET	13-5998 · Misc Expens	11.80
AUG 2018	Visa	BLAINS FARM & FLEET	13-5320 · Street Tools/Equipment	239.18

## Village of Kirkland Custom Transaction Detail Report

August 7, 2018

22781	Wagner Aggregate	INV#22781	13-5113 · Repairs & Maint - Streets	786.84
2018-0480	WAKOH WEAR, INC	INV#2018-0480	50-5380 · Uniforms	174.00
3565159-2011-0	Waste Management	INV#3565159-2011-0	<i>53-5390 Waste Management</i>	15,497.16
01667338	Weldstar Company	INV#01667338	13-5110 · Equipment Repair & Mainten:	8.10
132694	Zukowski, Rogers, Flood & IN	INV#132694	11-5120 · Legal Expense	1,806.48
132869	Zukowski, Rogers, Flood & IN	INV#132869	11-5120 · Legal Expense	277.50
132870	Zukowski, Rogers, Flood & IN	INV#132870	11-5120 · Legal Expense	1,528.98
			<b>76,279.48</b>	
		11-Adm		24,025.95
		12-Police		4,933.10
		13-Street		10,691.10
		50-Water/Sewer		11,693.18
		30-TIF		24,063.15
		35-Bull Run Creek		873.00
				<b>76,279.48</b>

## Carol Stiegman

---

**From:** Arnie Schramel <arnie.schramel@progressiveenergygroup.com>  
**Sent:** Monday, July 23, 2018 2:38 PM  
**To:** ryanblock.kirkland@gmail.com  
**Cc:** Shawn Ajazi; Terri D'Amato  
**Subject:** Electric Aggregation and Contracts  
**Attachments:** Kirkland Agreement\_12 mo\_Plus Opt In RECs.docx; Kirkland, IL Aggregation Agmt - no pre-agg services (no citol) 05-2018 042518v3.docx

Mayor:

We received bids back on the 12 community electric aggregation and the prices are lower than we expected. The savings for the average residential customer should be closer to \$90 for the next 12 months. We originally estimated around \$50 annual savings. Below are the 12 month (Oct 2018 – Sept 2019) prices:

Supplier	Price per kWh	Comments
ComEd	\$0.07886	
Constellation	\$0.06954	11.8% lower than ComEd
Dynegy / Vista	\$0.07202	
MC Squared	\$0.07750	
MidAmerican	\$0.07420	

We are recommending going with Constellation and need you to sign the following pages:

1. Sign page 7 of 12 of the contract
2. Sign the confirmation document

We will complete the contact information section on page 5 of 12.

Please fax or email me back the signature pages by 5:00 PM today if possible to hold the price. We will work with your Village Attorney and Constellation to finalize any contract items.

Thanks

Arnie

Arnold Schramel  
Managing Partner  
Work Phone 630-882-5133  
Mobile Phone 630-870-9670  
Fax 630-882-6132  
Email: [arnie.schramel@progressiveenergygroup.com](mailto:arnie.schramel@progressiveenergygroup.com)

Follow Us On Social Media:





# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

BRUCE RAUNER, GOVERNOR

ALEC MESSINA, DIRECTOR

217-782-2027

JUL 17 2018

Mr. Ryan Block, President  
Village of Kirkland  
511 West Main Street  
Kirkland, IL 60146

Re: Village of Kirkland - L175562 (Bull Run Creek stormwater improvements)  
Project Plan Review

Dear Mr. Block:

The purpose of this letter is to provide the results of our review of submitted information for the Village of Kirkland's proposed stormwater improvements project, loan number L175562. The reviewed information consists of the February 2018 Kirkland Compensatory Storage Project Plan report with the February 22, 2018 Letter of Transmittal, which were prepared by Fehr Graham. In order to continue review of this project, additional information must be submitted. Please provide the following information:

1. The planning information provided indicates that the main goal of the proposed project is to reduce flooding in the Colonial Estates Subdivision, which is located within the Village of Kirkland. Projects that are only for flood control are not eligible to use IEPA loan funding. To obtain IEPA loan funding, a stormwater project must provide an environmental benefit that improves or protects water quality. The proposed project includes the construction of 3.7 acres of wetlands for a compensatory water storage area. Wetlands are known to provide significant water quality improvements under the right conditions. Please provide information that will quantify the water quality improvements to Bull Run Creek due to the proposed project. This could be shown as pollutant load reductions, volume/velocity reduction, and biological improvements. What is the current condition of Bull Run Creek and South Branch Kishwaukee River? How will the project improve water quality to Bull Run Creek and/or South Branch Kishwaukee River?
2. The Project Need section of the planning report describes the construction of 3.7 acres for the compensatory storage area. However, both the USACE and IDNR letters refer to 2.63 acres in their approval letter (1.43A disturbed wetlands, 1.2A created wetlands). This is a difference of slightly over one acre, which could be significant in pollutant load reductions as well as flood storage. Please explain this discrepancy and verify the correct sizing of the proposed project.

3. USACE and IDNR signoff letters are included in the planning report, however 401 Water Quality Certification approval from IEPA is also required for this project. Please provide information to the IEPA Bureau of Water, Permits Section, Facility Evaluation Unit and request approval for this project. An application form and instructions are available on the IEPA website at this link: <http://www.epa.illinois.gov/topics/forms/water-permits/index>
4. Please review and revise as necessary the proposed fertilizer application for the proposed project that is identified in the line item project cost summary (Exhibit 5 of the planning report). The only reason to consider applying nitrogen is if excavation took place late in the season, and too late to plant native seed. In this scenario, it may be better to apply a smaller amount of nitrogen for cool season grasses that would be used as an immediate temporary cover until spring planting. Soybeans could also be considered (at a lower cost) for use as a temporary cover and soybeans fix their own nitrogen, so there would be no need for fertilizer. Regardless, 270 pounds of nitrogen is significantly more than required. If using a cover crop, less than 50 pounds should be adequate. If the native seeds are fertilized, it will encourage weed growth, which will out-compete the native plantings. The application of nitrogen fertilizer is not recommended, unless using a late season temporary cover crop. In addition, unless a soil test has indicated the planting area has low soil phosphorus, there is no need to apply phosphorus fertilizer.
5. Please provide a detailed long-term operations and maintenance plan that includes a weed control program. A minimum ten-year operation and maintenance plan must be approved prior to a loan agreement being issued. The proposed project will take several years of weed control prior to the native plantings becoming fully established. Because this project is located along a stream, there will be a continued supply of exotic/invasive seed stock coming from upstream sources. If the project area is allowed to be invaded by vegetation such as Reed Canary Grass, there will be no water quality benefit, instead it would be detrimental to the stream system.
6. Please provide additional information about the “stone toe protection” mentioned in the planning report. Is this the proposed method for streambank stabilization? Also, please explain and document the water quality benefits associated with the selected method of streambank stabilization.
7. The Financing Details on page 6 of the planning report indicates that the Village plans to raise water rates to pay the proposed compensatory grading plan over the next 10 years and the total increase will be approximately \$7.27 per month (\$14.54 bi-monthly) for each customer of the system. Please provide a description of the proposed user charge or rate changes over the 10-year period. Will the increase be a fixed loan repayment charge or will the per gallon rate be increased? If the rates are increased over a ten-year period will the first years generate adequate income to cover the annual loan repayment? The project summary that is prepared by the IEPA as part of the public notification requirements needs to explain the financial impact on the customers.

8. A basic demonstration must be made that shows water system revenue and any proposed rate increase will be adequate to cover water system operation, maintenance and replacement costs and that the annual loan repayment has been included in the budget. This should include a summary that compares the existing and anticipated annual water system expenses to the annual revenue generated by the current and projected user charges and explains any other revenue used to operate the system. For planning purposes, this can be a basic budget summary. The planning financial information is different than the detailed financial review, although some of this information will also be needed for the detailed demonstration for loan repayment. The detailed financial review is based on information requested in the IEPA loan application form and includes review of the debt ordinance and the demonstration for loan repayment, which must be approved by the IEPA loan program attorney and loan program finance manager.
9. The project implementation schedule shown in Table 2 on page 6 of the planning report indicates that advertising for bids will begin July 2018. The Village of Kirkland is advised not to advertise for bidders until they have a complete and approved loan application and have consulted with the Agency regarding the status of loan funding and the availability of loan funds for this project. Provide an updated implementation schedule that includes the estimated month and year that the following project activities will occur: 1) obtaining project planning approval, 2) advertising the project for bids, 3) start of construction, and 4) completion of construction. Please note and plan accordingly that it usually takes approximately 10 to 12 months from when a project plan is submitted, until when a loan agreement is issued and project construction can begin. Depending on the type of project, it can take 6 months to obtain planning approval. Also, please consider that because IEPA loan program funding is limited, potential projects are scored and prioritized to determine which will have available funds reserved for them during the next fiscal year. The State of Illinois fiscal year starts July 1<sup>st</sup> and ends June 30<sup>th</sup>. During the first six months of the fiscal year, starting every July 1<sup>st</sup>, funding is only available for projects with approved planning that have been scored and are on the intended funding list (IFL). During the second half of the fiscal year, starting every January 1<sup>st</sup>, IFL projects that are not adhering to their schedule and making progress to meet the requirements of Section 365.350 will be bypassed and the unused money will become available for projects that are ready to proceed. A proposed project must have planning approved by January 1<sup>st</sup> of the calendar year to be scored and possibly be included in the IFL and have funding reserved for the next fiscal year that starts July 1<sup>st</sup>. If you have questions on funding availability and scheduling, please contact the IEPA loan program project manager assigned to the project. Please note that planning must be approved before a project can be added to the IFL or receive an IEPA loan.
10. Provide an 8 1/2" x 11" map that shows all proposed project construction locations and label the construction areas. It should be similar to sheet 2 included in Exhibit 4 of the planning report.



11. Please complete and submit the Illinois Environmental Protection Agency (IEPA) Loan Applicant Environmental Checklist form available at this link: <http://www.epa.illinois.gov/Assets/iepa/forms/water-quality/financial-assurance/loan-applicant-environmental-checklist.pdf> The checklist included in the planning report has not been signed. Please note that the form must be signed by the Village of Kirkland's authorized representative and not the consultant.
12. For all proposed construction areas, please provide a sign-off letter from the Illinois Historic Preservation Division of the Illinois Department of Natural Resources (IDNR) to document compliance with Section 106 of the National Historic Preservation Act as requested by number 1) of the IEPA Loan Applicant Environmental Checklist. Please make sure the IDNR letter includes Section 106 language, which is required because the IEPA loan program is partially Federally funded. The February 18, 2016 IHPA letter included in the planning report is over two years old and no longer in effect. Please resubmit the project information to IDNR and provide a copy of the updated sign-off documentation.
13. For all proposed construction areas, please provide records of consultation from the Illinois Department of Natural Resources (IDNR) to document compliance with Illinois Endangered Species Act (Part 1075) and the Wetlands Protection Act (Part 1090) as requested by number 2) of the IEPA Loan Applicant Environmental Checklist. The December 30, 2015 IDNR letter included in Exhibit 9 of the planning report is over two years old and no longer in effect. In addition, the provided information does not include the required evaluation and comments for the Wetlands Protection Act (Part 1090). Please resubmit the project information to IDNR and provide a copy of the updated sign-off documentation.
14. Exhibit 10 of the planning report provides a copy of the August 1, 2017 Illinois Department of Natural Resources (IDNR) Office of Water Resources Permit No. DS2017055 and cover letter, which include general and special conditions for the proposed project. Please verify that these conditions will be incorporated into the design and bidding specifications of the project.
15. Exhibit 11 of the planning report provides a copy of the January 11, 2018 U.S. Army Corps of Engineers (USACE), Rock Island District letter with references to applicable permits and project specific special conditions. Please provide a copy of all correspondence between Kirkland and U.S. Army Corps of Engineers, including any referenced Nationwide and Regional permits, regional conditions, fact sheets, or other recommendations issued by the Corps; and written verification that Kirkland intends to comply with them and that they will be incorporated into the project design and bidding specifications.
16. Please complete, and provide a copy of the Project Planning Certification of Cost and Effectiveness Analysis form, which is Attachment #1 of the Stormwater Planning Submittal Checklist included in Exhibit 7 of the planning report.

17. Provide the name and address of the local newspaper(s).

If you have any questions regarding this letter, please contact me at the number provided above.

Sincerely,



Chris Nifong, Project Manager  
Infrastructure Financial Assistance Section  
Bureau of Water

cc: Clerk, Village of Kirkland  
Engineering Cons. Fehr Graham (Rockford, IL)



## ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

---

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

BRUCE RAUNER, GOVERNOR

ALEC MESSINA, DIRECTOR

KIRKLAND - DeKalb County  
Facility Number: 0370300

July 23, 2018

Ryan Block, Village President and  
Board of Trustees  
Village Hall  
511 W. Main - P.O. Box 550  
Kirkland, IL 60146

Dear Mr. Block:

An engineering evaluation of the Kirkland community water supply has been completed. A field inspection was made on July 18, 2018 by Laurie Moyer of this office. Mr. Joseph Caveny, Superintendent, Dale Miller and you were present.

The Environmental Protection Agency periodically conducts these evaluations to determine if your community water supply meets the requirements of the Illinois Pollution Control Board's public water supply rules, regulations, and related standards. One deficiency was noted and is outlined on Attachment A.

This evaluation letter should be discussed at the next City Council meeting. A written reply addressing each of the deficiencies and the time frame for correcting each deficiency is required within 45 days. This response should also include any corrections to the enclosed "Public Water Supply Data Sheet".

Also please review Attachment B. This attachment presents reminders and recommended improvements.

4302 N. Main St., Rockford, IL 61103 (815) 987-7760  
9511 Harrison St., Des Plaines, IL 60016 (847) 294-4000  
595 S. State, Elgin, IL 60123 (847) 608-3131  
2125 S. First St., Champaign, IL 61820 (217) 278-5800

2009 Mall St., Collinsville, IL 62234 (618) 346-5120  
412 SW Washington St., Suite D, Peoria, IL 61602 (309) 671-3022  
2309 W. Main St., Suite 116, Marion, IL 62959 (618) 993-7200  
100 W. Randolph, Suite 10-300, Chicago, IL 60601

KIRKLAND - DeKalb County  
Facility Number: 0370300  
July 23, 2018  
Page Two

This letter is a Noncompliance Advisory and is not a Violation Notice as specified in Section 31(a)(1) of the Act. If you do not adequately respond to the Noncompliance Advisory within 45 days, the Illinois EPA may issue a formal violation notice according to Section 31(a)(1) of the Act.

We appreciate the cooperation and courtesy extended to us during this survey. If you have questions regarding the evaluation do not hesitate to contact Laurie Moyer at this office, phone 815/987-7760.

Sincerely,

ENVIRONMENTAL PROTECTION AGENCY



Segundo Nallatan, P.E.  
Regional Manager - Field Operations Section  
Bureau of Water  
Division of Public Water Supplies

SN:LM  
Encl.: (2)

cc: Village Clerk  
Joseph Caveny, Superintendent

ATTACHMENT A

KIRKLAND- DeKalb County

Inspection Date: July 18, 2018

SUMMARY OF DEFICIENCIES

The current evaluation of your community water supply indicates that the following conditions appear to violate Title IV of the Illinois Environmental Protection Act 415 ILCS 5/1-57.17 (2018) (The Act), 35 Illinois Administrative Code (35 IAC), the Recommended Standards for Water Works (2012) (Standards) and related standards.

**MANAGERIAL CAPACITY:**

**CROSS CONNECTION CONTROL - no biennial residential survey**

It is noted that the Village of Kirkland has been tracking and maintaining records for commercial backflow valve annual tests, however a biennial cross connection control survey has not been completed for all customers. In particular, a residential water use survey has not been recently completed. A survey form may be mailed to each customer along with water bills, or a separate mailing may be made. Alternatively, a commercial service provider may perform the cross connection control survey task for the Village. Sample cross connection control survey forms are available from the Illinois Rural Water Association web site at: [www.ILRWA.org](http://www.ILRWA.org) and was given to the operator during the inspection. (The Act, Section 18; 35IAC Subpart H)

ATTACHMENT B

Kirkland - DeKalb County

Inspection Date: July 18, 2018

REMINDERS AND/OR RECOMMENDED IMPROVEMENTS

**TECHNICAL CAPACITY**

The following reminders and recommendations are made to enhance the technical capacity of the system.

FIVE-YEAR CAPITAL DEVELOPMENT PLAN

1. It is recommended that the Village of Kirkland develop a five-year Capital Improvement Plan. A written five-year CIP will identify major water system improvements that will be required to maintain the system, meet current and future rules and regulations, and provide for growth. The five-year CIP may be used to determine if water rates are sufficient to meet current and future needs.

FY 2019

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES  
**PUBLIC WATER SUPPLY DATA SHEET**

County & Supply DeKalb County - KIRKLAND 0370300  
http://villageofkirkland.com/

Date Inspected July 18, 2018 Plant Phone 815/522-6170 (WWTP)  
Operator Joseph Caveny, Class A, COIRC Phone 815/670-3455 (mobile)  
511 West Main St., Kirkland, IL 60146 815/522-9839 (FAX)

e-mail: kirkpubwkd@mchsi.com

Other Officials (Title) Ryan Block, Mayor Phone 847-975-7104 (cell)  
Carol Stiegman, Village Clerk (M-F 9 to 5) Phone 815/522-6179 (V.H.)  
Villkirk@mchsi.com 815/522-3501 (Fax)

Dale Miller (Operator in training) Phone 779-888-0802  
Steve DeVieger, Water/Sewer Chairperson

Emergency Address Police Department Phone 815/522-3315  
Send Mail To Ryan Block, President, Kirkland Village Hall, 511 W. Main,  
P.O. Box 550, Kirkland, IL 60146

Interviewed Joseph Caveny, Superintendent, Dale Miller and Ryan Block  
Public Works: 511 West Main St. Kirkland, IL 61046

Brief Description of Supply: Water obtained from Well 2 (TP02) and Well 3 (TP03) are treated with chlorine, fluoride and polyphosphate; then discharged to the distribution system and elevated tank. The Railroad Well (TP01), is a manually started standby well with chlorine, fluoride and polyphosphate treatment available.

Class \*C\* Supply

No. Of Services: Direct 732 - 99 % Metered

**ADEQUACY OF SUPPLY: 2017**

Production Capacity is 1451 % of the average daily pumpage.  
Annual Pumpage 41,674,000 gal. Production Capacity 1,656,000 gal\*  
Avg. Daily Pumpage 114,175 gal. Max. Day Pumpage 409,000 gal.  
Est. Population 2,000 Avg Daily per Capita Consumption 57 Gal  
Time Required to Produce Av Daily Consumption 1.7 Hrs  
Time Required to Produce Max Av Daily Consumption 5.9 Hrs  
Large Consumers None

Storage Capacity Elevated 300,000 gallons

Emergency Water & Power Sources: The existing portable diesel generator formerly for Well#2 and a lift station is undersized to run well 2. A new 150 kW natural gas powered generator for Well 3 was installed.

\*Excludes emergency standby Railroad Well.

#### **WELLS AND WELLHEAD PROTECTION**

Well 2 (340gpm -Well ID#11425-TP02) and Well 3 (810gpm-Well ID#01613-TP03) are manually alternated as the lead and lag well. The Railroad Well (260 gpm-Well ID#11424-TP01) is leased and is the emergency backup source. The Village is currently working with the Railroad to terminate the lease have the railroad properly abandoned the well.

A portable generator is no longer capable to operate well 2 following construction and increased head from the elevated tank replacement project. A generator was installed at wellsite 3.

Kirkland adopted a 1000 feet maximum setback zone ordinance in 1995. The Agency established a minimum setback zone of 400 feet for the Railroad well, 200 feet for well #3 and 400 feet for well #2. In 2015 the minimum setback was revised for well #2 due to tritium analysis results and the well does not have a confined layer.

#### **TREATMENT**

WSU 319 phosphate is injected from a solution tank into each well discharge line to sequester iron and control corrosion.

Diluted 23% hydrofluosilicic acid is fed from a scale-mounted or graduated solution drum to each well discharge for supplemental fluoridation.

Undiluted 12.5% sodium hypochlorite is fed from a graduated solution drum to the well discharge at TP01 and TP02. A gas chlorination system injects chlorine from scale-mounted 150-lb cylinders to the Well 3 discharge line at TP03. The gas chlorine room at TP03 is properly separated and vented from the other chemicals and operating areas.

#### **FINISHED WATER STORAGE**

Storage consists of one 300,000-gallon elevated tank. The capacity of the tank exceeds the average daily demand of the system.

#### **DISTRIBUTION**

The distribution system consists primarily of six, eight and twelve-inch diameter watermains. The operators flush the system twice per year and exercise valves annually.

Watermain breaks, boil orders, and sample collection were reviewed during the inspection. Agency records indicate that four boil orders were issued following watermain breaks since the previous inspection.

Approximately 99% of the users are metered. They are initiating a meter replacement program. Unbilled water is 12.2%. Water rates were adjusted in July 1, 2018.



Kirkland - DeKalb County  
Facility Number: 0370300  
Inspection Date: July 18, 2018

Page 3 of 5

#### **MONITORING AND REPORTING**

Joseph Cavney, Class A, is the COIRC.

**Operating Reports:** Operating reports are submitted monthly. Monitoring includes daily pumping, chlorine and fluoride tests at the active treatment plants, daily representative chlorine tests from the distribution system and periodic orthophosphate tests. Operating reports may be revised to reduce duplication of recording data.

**D/DBP:** During the inspection, the chlorine concentration was 1.2 mg/l free at Well #2 (running) and 0.9 mg/l free at well #3 (not running) which is the far end of town. TTHM and HAA5 samples collected in 2017 show a TTHM concentration of 9.8 ug/L and an HAA5 concentration of 1.09 ug/l.

**Bacteriological:** Three raw and two distribution samples are required to be collected and analyzed each month. One bacteriological sample must be collected from each distribution system zone during each month. No monitoring or MCL violations occurred this review period.

**Supplemental Fluoride:** Monthly fluoride samples show significant compliance. Fluoride was within the 0.7 mg/L limit in 2017.

**IOC:** Samples collected at TP02 and TP03 indicated no MCL violations this review period. Iron is  $\approx$  0.4 to 0.6 mg/L.

**Nitrate:** Annual nitrate samples collected at TPs 02 and 03 indicated no detections this review period.

**Pb/Cu:** Maintenance monitoring for lead and copper started in 1997 and continues to be below the Action Levels. Samples collected in 2015 were below the lead and copper action levels. Ten lead samples taken in 2015 showed a range of 0-3.7 ug/l for the 10 samples. Lead action level is 15 ug/l. Copper samples taken in 2015 showed a range of 0-260 ug/l. Copper was found below the action level in all of the 10 samples. Ten routine samples of lead and copper are required every 3 years. Pb/Cu sample results/education information will be given out as required for each customer that is sampled.

**VOC:** The 2017 VOC sample set from TP02 and TP03 shows no detections.

**SOC:** The 2016 SOC sample set from TP02 and TP03 shows no detection.

**Radiological:** Combined Radium 226/228 at TP03 was 3.07 piC/l. Combined Radium 226/228 and Gross Alpha at TP02 was 0.874 piC/l and 0 piC/l respectively.

Kirkland - DeKalb County  
Facility Number: 0370300  
Inspection Date: July 18, 2018

Page 4 of 5

The emergency use "Railroad Well" is monitored for IOC/VOC and SOC every three years, and monthly for coliform. No MCL's exceeded.

The Agency previously issued a Vulnerability Waiver from Phase II and V Monitoring for TP03 only. The Railroad Well (TP01 - Well 11424) is a backup source without a sampling history, and a waiver was denied for this well. TP02 waiver was also denied.

Ryan Block is the Village President. Dale Miller is the administrative contact and operator in training and Joseph Caveny is the certified operator in responsible charge.

#### **CROSS CONNECTION CONTROL**

The Agency approved Kirkland's cross-connection control ordinance on 10-1-86. A cross-connection control program has been started. Kirkland reportedly requires all commercial and industrial users to have an RPZ backflow prevention device. The contractual building inspector identifies new users that need an RPZ device. The system includes approximately 40 users with RPZs, and annual inspection reports are maintained by the Village. Valves must be tagged with the annual RPZ test results. A biennial survey is required for all customers. They are planning to send it with the September 2018 bill.

#### **PERMITS**

There are no outstanding Construction Permits.

#### **EMERGENCY MANAGEMENT PLAN**

A written Emergency Plan is available but needs to be updated.

Supply: KIRKLAND - DeKalb County  
Facility #: 0370300  
Inspection Date: July 18, 2018

**WELL DATA**

WELL #	CAPACITY	TP#	WELL ID	GUI	MIN SETBACK	WELL STATUS	BACKUP	VULN. WAIVER
RAILROAD WELL **	260	01	11424	YES	400***	ACTIVE	YES	YES
2	340	02	11425	YES	400***	ACTIVE	NO	NO
3	810	03	01613	NO	200***	ACTIVE	NO	NO

\*\* The Railroad Well is leased. IEPA records have previously identified the well as Well 2.

\*\*\* Kirkland adopted a maximum setback zone of 1000 ft for each well on 12-11-95.

**PLANT CAPACITIES**

Total Well Capacity 2,030,400 gpd  
Elevated Storage 300,000 gal

Files: Records are kept at the Public Works office

CHANGES & IMPROVEMENTS SINCE OUR LAST INSPECTION (4/9/15):  
none

DEFICIENCIES NOTED IN LAST INSPECTION (4/9/15):

1. No biennial residential survey (not corrected)



---

Enrollment Guide

---

## Contents

How LDRP Works .....	3
Local Claiming Entity Application .....	4
IDROP Authorization.....	5
Intergovernmental Agreement (IGA) .....	6
EFT Authorization .....	7
Billing Notices .....	8
Vendor Procedures.....	8
ARNAP.....	9

## How LDRP Works

The Local Debt Recovery Program (LDRP) offers your governance organization a unique opportunity to marshal the resources of the Illinois Office of the Comptroller to collect unpaid debt such as parking tickets, water and sewer bills, traffic fines, ordinance violations, housing fees, tuition or student fees and fees imposed by the courts. LDRP does not charge you any fees for your participation.

By entering into an intergovernmental agreement (IGA) with the LDRP, the statute allows counties, municipalities, Clerks of Circuit Courts, community colleges, housing authorities, and other units of local government to participate in LDRP. Funds collected will not be subject state payment delays.

- Working with an assigned Program Manager, a participating unit of local government enters into an (IGA) with the Illinois Office of the Comptroller (LDRP).
- LDRP matches your unpaid debt records against the state's financial records. Debt records must be no older than seven years or smaller than \$10.00.
- Prior to the Comptroller issuing a state check for items such as a tax refund, lottery payout, commercial payment, or payroll check, the amount owed will be deducted, with an administrative fee to cover the LDRP's program costs. The fee comes from the debtor's check, separate from proceeds deducted.
- The debtor is mailed a notice and given 60 days to protest by filing a letter with the LDRP.
- If no protest is made within a 60-day period, the amount owed is transferred to your office.
- A protest by a debtor affects only their claim. Fund transfers for claims without protests continue while protests are under review.
- Payments to your office are consolidated and transferred on a weekly basis.
- LDRP works within privacy protection and fair debt collection laws. Restrictions and limitations governing involuntary withholdings apply.

## Local Claiming Entity Application

Form SCO-500

The information provided here will allow the Illinois Office of the Comptroller (LDRP) to properly register and configure your claiming entity in the appropriate systems.

---

**Filing Instructions:** Email the following information to your Program Manager. He/she will email the completed application to you for final approval, after which it will be processed and kept on file. An application must be filed for each department who will be filing debts with LDRP. Local Claiming Entities (LCEs) and Program Managers should work closely to determine the best division of debt for the LCE. Claims are consolidated by the department that manages that type of debt (e.g. traffic tickets, parking violations, utilities, water and sewer bills, ordinance violations, etc.) and by availability of SSNs or TINs.

---

### Completing the Form:

1. **Local Entity Name:** List the name of your agency or office to be used for payments issued to you and to appear in notification letters issued to the debtors at the time of offset.
2. **Local Entity Department Name:** List the name of the department to which the debts being filed are associated, such as Finance Department, Police Department, Water Department, Collections, Treasurer's Office, Bursar's Office, etc. This name will be used for payments issued to you and to appear in notification letters issued to the debtors at the time of offset.
3. **TIN Known for All Debtor Records:** If you report debts by Social Security Number, select the YES, TIN Known option. If not, select the NO, TIN Not Known option; you will be required to provide a unique identifier to the debtor along with details of the debt.
4. **Claiming Agency Address:** Provide your department address, including street, city, state, floor or suite number, and zip code. This address will appear in the notification letters issued to the debtors at the time of offset.
5. **Telephone Number on Debtor Letters:** Provide a telephone number (without an extension) to be use in the notification letters issued to the debtor. The debtor may call this number to ask about their incurred debt.
6. **Testing Contact:** Provide the name, phone number, email of the person who will be coordinating testing of data files submitted to LDRP.
7. **Production Contact:** Provide the name, phone, email of the person who will be managing the system filings once you are filing active, certified debts.
8. **Adjudication Contact:** Provide the name, phone, email of the person to manage protest response process.
9. **Agree to an Adjudication training webinar:** Agree to participate in a webinar to learn about the protest adjudication process. Required before receiving any funds from the Debt Recovery Program.

## **IDROP Authorization**

*Form SCO-501i*

An IDROP Authorization form is required during the enrollment process to identify those users who will be given access and are authorized to submit and receive data files.

---

**Filing Instructions:** Email the following information to your Program Manager. He/she will email the completed authorization to you for final approval, after which it will be processed and kept on file.

---

**Completion Instructions:**

1. **Local Entity Name:** List the same name as on the Application form.
2. **Local Entity Department Name:** List the same name as on the Application form.
3. **Chief Officer Name:** Identify the contact for user access inquiries and support. This individual will have the authority to request changes to access privileges to the IDROP account.
4. **Chief Officer Email Address:** Provide the email address of the user access coordinator.
5. **User Coordinator Name:** Identify the user name, first and last.
6. **User Coordinator Email Address:** Provide the email address for the user. Notifications regarding IDROP activity will be distributed to this address.



## Intergovernmental Agreement (IGA)

---

**Filing Instructions:** Email the following information to your Program Manager. He/she will email the completed IGA to you for final approval and signature. Two original signed copies must be provided to the LDRP prior to any LCE participating in the Local Debt Recover Program in a production environment. One signed copy is returned to you; the other remains on file at the LDRP. Attn: OGCA/LDRP, Office of the Illinois Comptroller, 100 W. Randolph St. Ste. 15-500, Chicago, IL 60601-3282

---

**Completion Instructions:** Although the language of the agreement itself will vary slightly by the type of claiming entity (municipality, state university, housing authority, etc.), the information provided within each section is similar.

1. **Name of Local Unit of Government:** The legal name of the entity for whom debts are being filed under the Local Debt Recovery Program. This name, or an abbreviation of it, will be repeated through the agreement in the [Local Unit] placeholder locations.
2. **Name of 10.05d Unit of Government:** Same as *Name of Local Unit of Government* above.
3. **Chief Officer Title only** – (No names please): Identify the title of the individual who will be the Chief Officer for the purposes of the agreement. Note that this does not HAVE to be the person who signs the document. The Chief Officer will be the main person responsible for certifying debts and granting user access to the program’s web portal.
4. **Phone Number:** Provide the telephone number to contact for information regarding outstanding debt. This phone number will be used in notification letters distributed by the LDRP at the time of the offset.
5. **Legal Contact for Local Unit:** Identifies the name and title of legal counsel. If is an outside firm, please include the name of the firm and contact information.
6. **Contact for Issue Resolution:** Identifies the person with the organization to contact regarding issues, including but not limited to: claim information, processing errors, policy and procedural updates and change of staff.

## EFT Authorization

Form SCO 400

---

**Filing Instructions:** Email the following information to your Program Manager. He/she will email the completed application to you for final approval, after which it will be processed and kept on file. An original signed Authorization for Direct Deposit of Payments form must be filed with the LDRP for the distribution of payments for offsets collected. Electronic copies will not be accepted.

---

### Completion Instructions:

1. **Company Name:** List the name of the LCE as it appears in the LCE Application form.
2. **Mailing Address:** List the street address of the LCE as it appears on the LCE Application form.
3. **City, State, Zip:** List the city, state and zip code of the LCE as it appears on the LCE Application form.
4. **Area Code and Telephone Number:** List the area code and telephone number for the LCE.
5. **Fax Number:** Provide a fax number for the LCE, if available.
6. **Name of Authorizing Person:** Provide the name of the person authorizing the form.
7. **Area Code and Telephone Number:** Provide the area code and telephone number for the authorizing person.
8. **Financial Institution Routing Number:** Provide the router/transfer number which identifies the financial institution which holds the deposit account.
9. **Payee Account Number:** Provide the account number of the deposit account.
10. **Account Type:** Identify the account as either a checking or savings account.
11. **Name of Financial Institution:** Provide the full business name of the financial institution into which the debt collection payment deposits will be made.
12. **Financial Institution Telephone Number:** Provide the ten-digit telephone number of the financial institution.

## Billing Notices

---

**Filing Instructions:** Scanned copies of example notices may be attached to an email to an LDRP staff member. Redact any social security numbers prior to sending copies.

---

As part of enrollment, LDRP requires copies of your billing notices in order to understand how debtors are notified of their initial infraction and their continued failure to pay the total amount of the claim. This ensures that you follow a documented process compliant with our Intergovernmental Agreement and the laws of the State of Illinois. Example notices are required for every type of debt that you intend to submit (parking tickets, water bills, etc.). Examples include but not limited to:

- a. Billing notices: first notice, late notice, final notice
- b. Hearing notices: notice to attend, hearing decision, failure to appear
- c. Utility bills: initial agreement, first notice, late notice, final notice
- d. Tickets: original ticket, late payment, hearing notices

## Vendor Procedures

---

**Filing Instructions:** Scanned copies letter may be attached to an email to an LDRP staff member. This is only needed if the entity plans to use a third-party vendor.

---

Some units of local government already may have existing relationships with firms for use in working with their data files and manipulating the information for various uses. Others may have an existing relationship with a debt collection firm that works to collect unpaid debts on their behalf. A few have both. The use of these outside vendors should be discussed with your Program Manager as it directly affects who has access to your IDROP information. LDRP is designed to work within the guidelines of federal and state laws governing privacy protection and fair debt collection, and this is an important aspect of LDRP to be taken seriously by each participant to avoid legal issues.

LDRP requires a letter, on your official letterhead, outlining how you work with the vendor to reconcile outstanding debt records. This letter should be signed by the head of the finance department and mailed with the other enrollment documentation.

## ARNAP

---

**Filing Instructions:** Email the following information to your Program Manager. He/she will email the completed application to you for final approval, after which it will be processed and kept on file. An original signed Acknowledgement Regarding Notification and Appeal Procedures (ARNAP) form must be filed with the LDRP to be kept on record. Electronic copies will not be accepted.

---

**Completion Instructions:**

1. **Legal Counsel's Signature:** The attorney who provides legal guidance to your entity must physically sign this form. This may be the General Counsel, a staff attorney or a local law firm that has been hired. This attorney should be familiar with your debt notification and appeal processes and have read the Intergovernmental Agreement.
2. **Date (of signature):** The signing attorney should enter the date of the signature.
3. **Name (of Legal Counsel):** The signing attorney should print his/her name.
4. **Title:** The signing attorney should enter his/her role in the entity, such as their job title. If the attorney is from an outside firm, enter the name of the law firm and title held.
5. **Claiming Entity:** Enter the name of the entity as represented on all other LDRP forms.



STATE OF ILLINOIS  
 COMPTROLLER  
 SUSANA A. MENDOZA

ILLINOIS DEBT RECOVERY OFFSET  
 PORTAL  
 User Authorization

INSTRUCTIONS		
For submitting claims for offset to the Illinois Office of the Comptroller (IOC), Claiming Entities (CEs) must complete this User Authorization form and return to IOC.		
Field	Local Debt Recovery Program	State Agency
Entity Name	Local Claiming Entity name	Agency name
Department	Department name	Division name
Entity ID	Blank. To be assigned by IOC	5-digit agency code
Chief Officer	Chief Officer named on IGA	Agency head
User Coordinator	This user is given administrative privileges to manage users of the IDROP system on the claiming entity's behalf, excluding the ability to assign file submission authority which can only be assigned by the Chief Officer.	

CLAIMING ENTITY	
ENTITY NAME: <small>(30 characters maximum)</small>	_____
DEPARTMENT: <small>(30 characters maximum)</small>	_____
ENTITY ID: <small>(If Known)</small>	_____
CHIEF OFFICER NAME:	_____
CHIEF OFFICER EMAIL:	_____
USER COORDINATOR NAME:	_____
USER COORDINATOR EMAIL:	_____

AUTHORIZING SIGNATURE
<p>The Authorized Signature of the Chief Officer below will be kept on file for use as a certifying signature for each file transmitted to the Illinois Office of the Comptroller. Only employees of the entity who are granted the appropriate security privileges by the Chief Officer will have authority to generate and submit these files on the Chief Officer's behalf. This authority <b>cannot</b> be granted to third parties. In addition, by signing below, the Chief Officer promises to treat their login information as confidential and will not provide that information to employees, agents or any other third parties for the purpose of accessing the IDROP system. Any violation of these terms and conditions may result in dismissal from the program.</p>
<div style="border: 1px solid black; width: 500px; height: 40px; margin: 0 auto;"></div>
Date _____

**System Admin Use Only:**

Debt Codes:

Category:

Carry TIN:

Program Mgr:

SCO-501i - 9/23/13



STATE OF ILLINOIS  
 COMPTROLLER  
 SUSANA A. MENDOZA

**Authorization for Direct Deposit of Payments**

**COMMERCIAL**

*(This form is used for vendors who provide goods and services to the State of Illinois.)*

**Sign and return completed form to:**

OFFICE OF THE COMPTROLLER STATE OF ILLINOIS  
 Attn: Electronic Commerce  
 325 W. Adams St., 3<sup>rd</sup> Floor • Springfield, Illinois 62704-1871

**Please type or print in ink.**

1) 5 9 9 9 \_\_\_\_\_  
 Taxpayer Identification Number  
 This is my:  Social Security Number  
 Federal Employer I.D. Number  
 Governmental Unit Code

2) \_\_\_\_\_  
 Individual Payee Last Name (or Company Name)      Individual Payee First Name

3) \_\_\_\_\_  
 Mailing Address (Indicate Suite, Apartment Number, or P. O. Box, if applicable), City, State, Zip Code

4) (\_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Area Code and Telephone Number (Daytime)      5) \_\_\_\_\_  
 Email Address

Under penalties of perjury, I certify that the information provided on this form is true and correct, and that I am the individual payee or an authorized representative for the above named company. I authorize the State of Illinois Office of the Comptroller to direct payments for crediting in my account at the financial institution designated on this form and to initiate, if necessary, reversal or recall entries for any credit entries in error. If a direct deposit payment cannot be made, I understand that payment will be mailed to the payee address that appears on the payment voucher. This authorization is applicable to all Commercial payments issued by the Comptroller to the payee's Taxpayer Identification Number, except where authorized by the payee for other State programs.

Is this request pursuant to an assignment, U.C.C. lien, factoring or security agreement?    Yes \_\_\_ No \_\_\_

6) \_\_\_\_\_  
 Name of Authorizing Person (Please print)      Signature of Authorizing Person      Date

**Please attach a voided check (starter checks not accepted) or an account verification letter from your financial institution signed by an authorized official.**

*NOTE: It is recommended that you contact your financial institution to verify the transit routing number. If you need Remittance information you should also notify your institution that State payments will be transmitted in the Corporate Credit or Debit with Addenda (CCD+) or Corporate Trade Exchange (CTX) format with multiple addenda records.*

7) Select ONE of the following:     Initial Direct Deposit Setup  
 Direct Deposit Change (previous bank information MUST be entered in 12) and 13) below for changes)

8) \_\_\_\_\_  
 Nine-digit Routing Transit Number      9) \_\_\_\_\_  
 Payee Account Number      **DO NOT INCLUDE CHECK NUMBER**

10) You must select one of the following options:     Direct deposit to my CHECKING account.  
 Direct deposit to my SAVINGS account.

11) \_\_\_\_\_  
 Name of Financial Institution      (\_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Financial Institution Telephone Number

**FOR CHANGES ONLY:**

12) \_\_\_\_\_  
 Previous Routing Transit Number      13) \_\_\_\_\_  
 Previous Payee Account Number

**IMPORTANT:** *Illinois Direct Deposit* currently limits vendors to one bank account per Vendor Number (SSN/FEIN). Before enrolling, be sure that you are authorized to direct all State of Illinois payments issued under your Vendor Number into one account. If you are uncertain, you may review your payment history on the *Vendor Payments* section of the Comptroller's Web site ([www.illinoiscomptroller.gov](http://www.illinoiscomptroller.gov)) or call the Comptroller's Office at 217/557-0930 for assistance. Direct Deposit will remain active for a period of up to 18 months after last payment.

(To reduce the risk of errors, please type or print (in ink) the information request on the form.)

1. Enter payee's Taxpayer Identification Number. Check the appropriate type: Social Security Number, Federal Employee Identification Number or Governmental Unit Code assigned by the Comptroller.
2. Enter Individual Payee Last Name (or Company Name) and Individual Payee First Name as it appears on current payments.
3. Enter payee's Mailing Address (including applicable suite, apartment or post office box numbers) and the City, State and Zip Code. This should be the address of the payee where mailings from the Comptroller would be directed, if necessary, regarding the direct deposit program.
4. Enter payee's Area Code and Telephone Number.
5. Enter payee's Email Address.
6. After reading the Certification Statement, the Authorizing Person Prints his/her name, Signs where indicated (in ink) and enters the Date the form is signed.
7. Indicate with a check mark whether this is an Initial Direct Deposit Setup (you are NOT currently enrolled in direct deposit with the State of Illinois) or a Direct Deposit Change (you are currently enrolled in direct deposit with the State of Illinois but wish to change your banking information).
8. Enter the Routing Transit Number of the payee's Financial Institution.
9. Enter the designated Payee Account Number. (Attach a voided check or an account verification letter from your Financial Institution signed by an authorized official.)
10. Indicate with a check mark the type of account designated, either Checking or Savings.
11. Enter the name of the payee's Financial Institution, Area Code and Telephone Number.

**FOR CHANGES ONLY:**

13. Enter the Routing Transit Number where payments were being direct deposited prior to this requested change.
14. Enter the Payee Account Number where payments were being direct deposited prior to this requested change.

**MEDICAID PAYEES** who enroll for direct deposit will continue to receive their EOBs (Explanation of Benefits) through the mail from the agency.

**NON-MEDICAID PAYEES** will only receive remittance information electronically IF entered by the paying agency on the payment voucher. Limited information may also be viewed on the Comptroller's web site.

**Privacy Act Notice:** You previously provided your Taxpayer Identification Number (TIN), i.e. your social security number or your employer identification number, to the State of Illinois upon becoming a State of Illinois payee. Section 6109 of the Internal Revenue Code requires you to give your TIN to persons, such as the State of Illinois, who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, the acquisition or abandonment or secured property, cancellation of debt, or contributions you made to an IRA. The Illinois Office of the Comptroller, as administrator of the Illinois Direct Deposit program, requests verification of your TIN on the Authorization for Direct Deposit of Payments. Your TIN verification enables proper payee identification and corresponding direction of payments as specified on your completed Authorization for Direct Deposit of Payments. While not mandatory, failure to provide your TIN on the Authorization precludes your participation in the Illinois Direct Deposit program.

**Prompt Payment Notice:** Payment of interest may be available if the State fails to comply with the State Prompt Payment Act (Ill. Rev. Stat. 1991, ch 127, par. 132.400 et seq.) (30 ILCS 540)



STATE OF ILLINOIS  
 COMPTROLLER  
 SUSANA A. MENDOZA

LOCAL DEBT RECOVERY PROGRAM  
 Claiming Entity Application

**INSTRUCTIONS**

This form should be completed by the Claiming Entity (CE), in cooperation with the Office of Government and Community Affairs (OGCA). This form must be completed and processed *prior* to acceptance of any files, including test files, for participation in the Local Debt Recovery Program (LDRP). All fields above the SYSTEMS ADMINISTRATION USE ONLY area are required. The Name, Department Name and Address fields will be used for both consolidated payments to the CE and in the notification letter to the debtor when an offset occurs. Upon completion, send this form to your assigned Program Manager. A separate User Authorization (SCO 501i) is also required.

**IMPORTANT:** You must complete separate applications for debts to be reported by Taxpayer Identification Number (TIN) and those debts where the TIN is not known.

**CLAIMING ENTITY**

NAME: \_\_\_\_\_ (30 characters maximum)

DEPARTMENT: \_\_\_\_\_ (30 characters maximum)

TIN KNOWN FOR ALL DEBTOR RECORDS Yes, TIN Known  No, TIN Not Known

ADDRESS: \_\_\_\_\_

Street Address

City

State Zip Code

PHONE NUMBER ON DEBTOR LETTERS: \_\_\_\_\_

**PRODUCTION/TESTING CONTACT**

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ADJUDICATION CONTACT**

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Agree to Adjudication Call with OGCA Yes  No

**SYSTEMS ADMINISTRATION USE ONLY**

CLAIMING ENTITY ID:  
 VENDOR NUMBER:

Development	AGC2 <input type="checkbox"/>	ORG2 <input type="checkbox"/>	FGY2 <input type="checkbox"/>	VEN2 <input type="checkbox"/>	CLAT <input type="checkbox"/>	LRMT <input type="checkbox"/>
Production	AGC2 <input type="checkbox"/>	ORG2 <input type="checkbox"/>	FGY2 <input type="checkbox"/>	VEN2 <input type="checkbox"/>	CLAT <input type="checkbox"/>	LRMT <input type="checkbox"/>





STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

---

**Acknowledgment Regarding Notification and Appeal  
Procedures by Claiming Entity**

For participation in the Local Debt Recovery Program (LDRP) with the Illinois Office of the Comptroller (IOC), I hereby acknowledge the following as legal counsel of the Claiming Entity:

The Claiming Entity's notification and appeal processes satisfy Due Process in accordance with the Intergovernmental Agreement and laws of the State of Illinois.

Furthermore, the IOC has requested documentation regarding notification and appeal processes from the participating Claiming Entity for the sole purpose of future use by the IOC if a protest is filed by the debtor. The documentation will be referenced if the IOC has to adjudicate the protest.

I hereby acknowledge and accept the foregoing as legal counsel of the Claiming Entity.

\_\_\_\_\_  
Legal Counsel's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Claiming Entity

\*This document may not be altered in any way.



STATE OF ILLINOIS  
 COMPTROLLER  
 SUSANA A. MENDOZA

## Government and Community Affairs Local Debt Recovery Program Claim Date Guidance

The Local Debt Recovery Program provides the following claim date guide to local entities to be used when preparing claims for submission. When determining the date to record for each claim, refer to the original debt record. Use the dates of the start/incident date, the term end date, and the date when the debt reached full and final due status. These dates should demonstrate that the local entity exercised due process in an attempt to collect the debt prior to submitting for recovery. Dates that do not fall within the parameters outlined below may be reviewed by LDRP staff and require revision. If you have any questions, please email to [LDRPhelpdesk@illinoiscomptroller.gov](mailto:LDRPhelpdesk@illinoiscomptroller.gov).

**Debt incurred from:** The start date of the debt. For a parking or red light ticket, it is the date of the violation. For municipal services, it is the date that the service was provided or initiated. For housing authorities and water service, it is the first date of the first delinquent month.

**Debt incurred to:** The end date shows the duration of the debt. For a parking or red light ticket, it is the date of the final hearing or the date that the claim can no longer be appealed. For municipal services, housing authorities, or water services, it is the date when the account was closed. The date cannot be before the start date (date incurred from) or after the claim was submitted for recovery (debt confirmed date).

**Debt confirmed:** The date the debt has reached full and final due status; often referred to as the date of the final determination. This could be the date of a hearing in which the debt was confirmed, or the date of the final notice of delinquency provided to the debtor, such as the final billing notice or the termination of services. The date must be on or after the debt incurred to.

### Debt Date Guidance Table

Debt description	Code	Debt incurred from	Debt incurred to	Debt confirmed
Parking ticket	AP	Date of violation	Date of final hearing/ date appeal period expires	Date of final determination/ hearing outcome
Red light ticket	AR	Date of violation	Date of final hearing/ date appeal period expires	Date of final determination/ hearing outcome
Municipal fine/ penalty	AM	Date of violation	Date of final hearing/ date appeal period expires	Date of final determination/ hearing outcome
Utility billing	AU	Start date of first delinquent month	Date when account closed	Date of final notice/ termination of services
Utility billing/ refuse	AW	Start date of first delinquent month	Date when account closed	Date of final notice/ termination of services
Municipal services	AS	Initial date of service	Date when account closed	Date of final notice/ termination of services
Tuition/fees	AT	First day of classes	Last day of classes	Last day of classes
Clerk judgment	AJ	Date of violation	Date of final hearing/ expiration of appeal period	Date of final determination/ hearing outcome
Admin hearing judgment	AH	Date of violation	Date of final hearing/ expiration of appeal period	Date of final determination/ hearing outcome
Rent/fees	AN	Start date of first delinquent month	Date of final notice/final billing	Date of final notice/final billing

Product  
SubTotal  
Quantity



Speer Lawman 9mm Luger Ammo 115 Grain Total Metal Jacket-Case of 1000 (20 Boxes of 50) - Free Shipping

SKU:TS53615-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$189.80

1



Remington Golden Saber 9mm Luger Ammo 124 Grain Brass Jacketed Hollow Point-Case of 500 (10 Boxes of 50) - Free Shipping

SKU:TSGS9MMBB-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$159.90

1



Federal American Eagle 40 S&W Ammo 180 Grain Full Metal Jacket 100 Rounds Value Pack-Case of 1000 (10 Boxes of 100) - Free Shipping

SKU:TSAE40R100-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$239.90

1



Federal Law Enforcement 40 S&W Ammo 165 Grain Hydra-Shok Jacketed Hollow Point-Box of 50

SKU:TSP40HS3G

[Delete](#) | [Save for later](#)

\$249.90

10



Speer Gold Dot LE Duty 357 SIG Ammo 125 Grain JHP Government Contract Overrun-Box of 50

SKU:TS53972

[Delete](#) | [Save for later](#)

\$99.95

5



Remington UMC 45 ACP Auto Ammo 230 Grain Full Metal Jacket-Case of 1000 (20 Boxes of 50) - Free Shipping

SKU:TSL45AP4-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$269.80

1



Remington HTP 45 ACP Auto 230 Grain Jacketed Hollow Point-Case of 500 (10 Boxes of 50) - Free Shipping

SKU:TSRTP45AP7-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$219.90

1



Wolf Gold 223 Remington Ammo 55 Grain Full Metal Jacket-Case of 1000 (50 Boxes of 20) - Free Shipping

SKU:TSWG22355-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$279.50

1



Speer Gold Dot LE Duty 223 Remington Ammo 75 Grain Soft Point-Box of 20

SKU:TS24475

[Delete](#) | [Save for later](#)

\$59.95

5



Hornady Black 223 Remington Ammo 75 Grain Boat Tail Hollow Point-Case of 200 (10 Boxes of 20) - Free Shipping

SKU:TS80267-BULK

This item has free shipping

[Delete](#) | [Save for later](#)

\$259.80

| 2



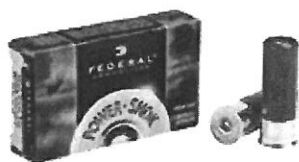
Federal Power-Shok 12 Gauge Ammo 2-3/4" 00 Buckshot 9 Pellets-Box of 5

SKU:TSF127 00

[Delete](#) | [Save for later](#)

\$29.90

| 10



Federal Power-Shok 12 Gauge Ammo 2-3/4" 1oz. Hollow Point Slug-Box of 5

SKU:TSF127RS

[Delete](#) | [Save for later](#)

\$29.90

| 10



Remington Law Enforcement Tac-8 12 Gauge 2-3/4" Ammo 00 Buckshot 8 Pellets-Box of 5  
SKU:TS12BT800

[Delete](#) | [Save for later](#)

\$14.95

5



Aguila Minishell 12 Gauge Ammo 1-3/4" #4B #1B Buckshot-Box of 20  
SKU:TS1CHB1288

[Delete](#) | [Save for later](#)

\$35.98

2



Federal Law Enforcement 12 Gauge Ammo 2-3/4" Tactical® TruBall® Rifled Slug Low Recoil-  
Box of 5 Rounds

SKU:TSLEB127LRS

[Delete](#) | [Save for later](#)

\$17.45

5



Aguila Minishell 12 Gauge Ammo 1-3/4" 7/8oz. Slugs-Box of 20

SKU:TS1C128974

[Delete](#) | [Save for later](#)

\$35.98



Fiocchi Shooting Dynamics 300 AAC Blackout Ammo 150 Grain Full Metal Jacket Boat Tail-  
Box of 50

SKU:TS300BLKC

[Delete](#) | [Save for later](#)

\$134.95

No saved items for later

**Sub Total: \$2,327.51**

Shipping: Calculated During Checkout

Tax: Calculated During Checkout

Special Offer Codes

Enter your special offer code:

Order Notes

Enter any special instructions or notes about this order: