

AGENDA  
BERWYN CITY COUNCIL

Regular Meeting  
March 1, 2017  
8:00 PM

The Mayor and City Council welcome you.

Please note: comments are permitted only during Open Forum and only for items not already on the agenda. When called upon by the Mayor, kindly state your name and address for the record. Thank you for your participation.

- A. Pledge of Allegiance and Moment of Silence
- B. **Open Forum**
- C. **Approval of Minutes**
  - 1. Regular City Council and Committee of the Whole meetings held on 2/14/2017 Pg 2
- D. **Bid Openings**
- E. **Berwyn Development Corp., Berwyn Township/Health District**
- F. **Reports from the Mayor**
  - 1. Appointment of Rosina LaPietra to the Zoning Board of Appeals Pg 6
- G. **Reports from the Clerk**
  - 1. Approval of Closed Committee of the Whole meeting minutes of January 24, 2017 Pg 8
- H. **Zoning Boards of Appeals**
  - 1. Request for a Conditional Use: 6505-6511 W. Cermak – Jorge Jimenez/Ordinance Pg 9
  - 2. Request for Setback Variation: 6928 W. 34<sup>th</sup> Street – Erika Kirchgatterer/Ordinance Pg 21
- I. **Reports from the Aldermen, Committees and Board**
  - 1. Ald. Laureto: Green Mile Pub Crawl 3/17/2017 Pg 30
- J. **Reports from the Staff**
  - 1. Fire Chief: Appointment of Lorraine Psenicka as a Probationary Firefighter/Paramedic Pg 31
  - 2. Department of Community Development: Debarment & Corporate Standing Verification/Resolution Pg 33
  - 3. Berwyn Public Library: Request to Advertise and Hire one Library Assistant I Pg 41
- K. **Consent Agenda**
  - 1. Payroll: 2/22/2017 – \$1,097,823.02 Pg 42
  - 2. Payables: 3/1/2017 – \$777,005.16 Pg 43
  - 3. Jehovah Witnessing: 4/1 through 6/30, 2017 Pg 48
  - 4. Handicap Parking Space Application #1130 – 3129 S. Harlem Apt. #2E – Deny Pg 49
  - 5. Handicap Parking Space Application #1138 – 2518 S. Wesley –Deny Pg 56

\_\_\_\_\_ - Thomas J. Pavlik, MMC

Total items: 14



MINUTES  
BERWYN CITY COUNCIL  
February 14, 2017

1. The regular meeting of the Berwyn City Council was called to order by Mayor Lovero at 8:00 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Fejt, Santoy, Polashek and Avila. Absent: Laureto. Thereafter, Avila made a motion, seconded by Santoy, to excuse Alderman Laureto. The motion carried by a voice vote.
2. The Pledge of Allegiance was recited and a moment of silence was given for the family of Frank Zebran, beloved grandfather of Tele-communicator, Lisa Coleman; family of Barbara Ritz, beloved mother of Police Chief James Ritz and for the men and women protecting our safety on the streets of Berwyn, in the Armed Forces, all Veterans.
3. The open forum portion of the meeting was announced. There being no speakers, the open forum portion of the meeting was declared closed.
4. The minutes of the regular Berwyn City Council and of the Committee of the Whole meetings held on January 24, 2017 were submitted. Thereafter, Avila made a motion, seconded by Boyajian, to concur, approve as submitted and place same on file for audit. The motion carried by a voice vote.
5. The Mayor submitted a communication regarding the appointments of Cary Martin Shelby, Robert Reyes and Andy Kirchoff to the City of Berwyn Ethics Commission. Paul made a motion, seconded by Polashek, to divide the motion and vote individually for each appointment. The motion was denied by the following call of the roll: Yeas: Paul, Fejt and Polashek. Nays: Chapman, Boyajian, Santoy and Avila. Chapman made a motion, seconded by Avila, to concur and approve the appointments as submitted. The motion carried by the following call of the roll: Yeas: Chapman, Boyajian, Santoy and Avila. Nays: Paul, Fejt and Polashek. Thereafter, Clerk Pavlik administered the Oath of Office to the new members of the Ethics Commission.
6. The Mayor submitted a communication regarding the City of Berwyn being recognized for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). The Mayor then thanked and congratulated Finance Director Rasheed Jones, Assistant Ben Daish and the entire staff of the Finance Department for their diligent work throughout the year. Thereafter Chapman made a motion, seconded by Avila, to accept as informational. The motion carried by a voice vote.
7. The City Clerk submitted a communication requesting the Approval of Closed COW Minutes of January 10, 2017. Thereafter, Avila made a motion, seconded by Chapman, to concur and approve as submitted. The motion carried by a voice vote.
8. The Berwyn Historic Preservation Commission submitted a communication nominating 3441-3437 Home Avenue, the Charles W. Smith house, as a Berwyn Historic Landmark and an attached ordinance entitled:



**BERWYN CITY COUNCIL MINUTES**  
**February 14, 2017**

**AN ORDINANCE DESIGNATING THE VICTORIAN HOME AND ADJACENT LOT AT 3441-37 HOME AVENUE, AS A HISTORIC LANDMARK, PURSUANT TO THE REQUIREMENTS OF CHAPTER 1820 OF THE BERWYN CITY CODE**

Thereafter, Chapman made a motion, seconded by Boyajian, to concur, **adopt** the ordinance and authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

9. The Assistant City Administrator submitted a communication regarding the Seasonal Planting Installation – Contract Extension. Thereafter, Chapman made a motion, seconded by Boyajian, to concur, approve as submitted and authorize the corporate authorities to affix their signature thereto. The motion carried by a unanimous roll call vote.
10. The Assistant City Administrator submitted a communication for authorization to Request Proposals for the 2017 Watering of Seasonal Plantings and Maintenance of Planters. Thereafter, Chapman made a motion, seconded by Boyajian, to concur and grant permission. The motion carried by a voice vote.
11. The Assistant City Administrator submitted a communication for authorization to Request Proposals for the 2017 Seasonal Plantings for Permanent Planters on Roosevelt Road and Cermak Road. The Mayor recognized Assistant City Administrator, Ruth Volbre who reviewed same. Thereafter, Chapman made a motion, seconded by Boyajian, to concur and grant permission. The motion carried by a voice vote.
12. The Assistant City Administrator submitted a communication regarding the recommendation to award the sealed bid and enter into a contract for the Floor Mat Cleaning/Rental at the Police Department to the lowest qualified bidder, Specialty Mat Services. Thereafter, Chapman made a motion, seconded by Boyajian, to concur and approve for payment in the amount not to exceed \$174.37 every other week for a period of three years. The motion carried by a unanimous roll call vote.
13. The Library Director submitted a communication requesting to advertise and hire library staff to fill the vacancy of Reference Department Head (40 hours). Thereafter, Chapman made a motion, seconded by Boyajian, to concur and approve as submitted. The motion carried by a unanimous roll call vote.
14. The Public Works Director submitted a communication for authorization to Request Proposals for the 2017 Mowing and Landscaping Maintenance for the commercial corridors. Thereafter, Boyajian made a motion, seconded by Paul, to concur and grant permission. The motion carried by a voice vote.
15. The consent agenda, items K-1 through K-11 were submitted:
  1. Payroll: 1/25/2017 \$1,202,148.30 and 2/8/2017 \$1,201,615.27 – Approved
  2. Payables: 2/14/2017 \$1,639,029.62 – Approved
  3. School District: Pershing School Olympic Fun Day 6/2/17 Rain Date 6/5/17
  4. Salvation Army: Donut Days 6/2/17 & 6/3/17 & Red Kettle 11/1/17 – 12/23/17
  5. Handicap Parking Space Application #1132: 1531 S. Grove – Approved


**BERWYN CITY COUNCIL MINUTES**  
**February 14, 2017**

6. Handicap Parking Space Application #1133 - 2403 S. Cuyler - Approved
7. Handicap Parking Space Application #1135 - 1418 S. Elmwood - Approved
8. Handicap Parking Space Application #1137 - 1319 S. Home - Approved
9. Handicap Parking Space Application #1141 - 3632 S. Highland - Denied
10. Collection and Licensing Department for the of January, 2017
11. Building and Local Improvement Permits issued in the month of January, 2017

Thereafter, Avila made a motion, seconded by Chapman, to concur, approve as submitted by omnibus vote designation. The motion carried by a voice vote.

16. There being no further business to come before the meeting, same was after a motion by Avila, seconded by Chapman, to adjourn at the hour of 8:20 p.m. The motion carried by a voice vote.

Respectfully submitted,

  
Thomas J. Pavlik, MMC  
City Clerk



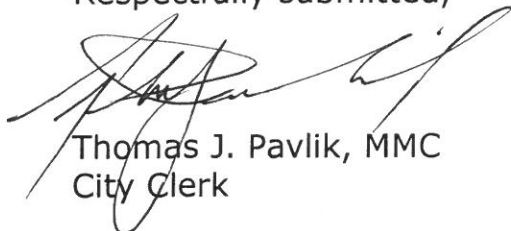
**MINUTES**  
**BERWYN CITY COUNCIL**  
**COMMITTEE OF THE WHOLE**  
**February 14, 2017**

1. Mayor Lovero called the Committee of the Whole to order at 7:15 p.m.; upon the call of the roll the following responded present: Chapman, Boyajian, Paul, Fejt, Polashek and Avila. Absent: Santoy and Laureto. Thereafter, Avila made a motion, seconded by Boyajian, to excuse Aldermen Santoy and Laureto. The motion carried.

Note: Santoy present at 7:17 p.m.

2. The Mayor stated that there was nothing for the open portion of the Committee of the Whole and opened the floor to any questions and/or discussion of City Council agenda items. Alderman Polashek questioned item F-2, Appointments to the Ethics Commission and how long the current positions of the Ethics Commission have been vacant. The Mayor replied approximately two months. Alderman Paul questioned the term of office for the proposed three new appointments and who will be appointed to a one year and who will be appointed to the two year term. The Mayor stated that in this case, all three are starting fresh and therefore it will be handled just like when the Ethics Commission was first establish, per the language in the ordinance. The three will meet to determine initial terms of each and choose a chairman.
3. There being nothing further for the open Committee of the Whole, the Mayor asked for a motion to close the Committee of the Whole for pending litigation. Thereafter, Avila made a motion, seconded by Santoy, to close the Committee of the Whole at 7:19 p.m. The motion carried.
4. Avila made a motion in Closed Session, seconded by Boyajian, to re-open the Committee of the Whole at 7:35 p.m. The motion carried.
5. Thereafter, Chapman made a motion, seconded by Boyajian, to adjourn the Committee of the Whole at 7:35 p.m. The motion carried.

Respectfully submitted,



Thomas J. Pavlik, MMC  
City Clerk

The City of Berwyn

F-1



Robert J. Lovero  
Mayor

A Century of Progress with Pride

March 1, 2017

Members of City Council

**Re: Appointment of Rosina LaPietra to the Zoning Board of Appeals**

Council Members:

Zoning Board member Dominick Castaldo has recently tendered his resignation. I would like to thank Mr. Castaldo for all his years of service on the Zoning Board of Appeals.

In order to address this recent vacancy on the Zoning Board of Appeals, I am recommending Rosina LaPietra as a replacement for this position. Ms. LaPietra is a Berwyn resident that looks forward to giving back to her community (resume attached.)

I ask that you concur with my recommendation to appoint Rosina LaPietra to the Zoning Board of Appeals for a 5 year term limit.

Respectfully,

Robert J. Lovero  
Mayor



# Rosina LaPietra

## Summary

Offering over seven years experience as an Office Manager and over two years as a charity fundraising committee member. Excellent communication skills as well as time management abilities needed for a fast moving work environment and hitting deadlines. Public relations and public speaking experience. Professional demeanor at all times.

## Work Experience

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2016-Present LaPietra Funeral Directors Berwyn, IL

### Owner / Funeral Director / Embalmer

- Servicing funeral, cremation, and memorial service needs in all of the greater Chicagoland area

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2001 – Present Skills Tutoring Center & Professional Development Riverside, IL

### Part Time Employee for my family's business

- Manage employees, organize student and employee schedules & preform administrative duties
- Organize & oversee professional development classes
- Carry out public relations with schools, teachers, and community organizations

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2013-2015 MaidPro Of Naperville Naperville, IL

### Office Manager

- Managed all location Human Resources
- Handled all customer complaints, scheduling, billing and accounts receivable
- In charge of all location marketing

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2008-2013 Neptune Society Des Plaines, Orland Park, & Palatine IL

### Service Manager / Funeral Director

- Service Manager since 2009
- Nationwide company trainer for new managers and funeral directors
- On Call for Illinois locations as well as covering phone lines for locations in MI, IN, WI, and MN
- Make arrangements with 40 to 65 families per month including processing the payments and contracts
- Complete and file all paperwork necessary for cremations
- Complete corporate reports, process invoices, manage location accounts, oversee inventory
- Conduct public relations with hospices, assisted living facilities, and community organizations

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2006-2007 Chicago Jewish Funerals Buffalo Grove, IL

### Funeral Director & Embalmer Apprentice

- Embalmed and prepared decedents for viewings and funerals
- Made arrangements with families, ran funerals, emergency filed death certificates & organized ship outs

## EDUCATION

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<b>Worsham College of Mortuary Science</b>	2005-2006	Associates Degree in Mortuary Science
<b>Dominican University</b>	2003-2005	Studied Biology & Chemistry

## SKILLS

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Proficiency in Microsoft Word, Excel, Power Point, & Outlook. Illinois licensed Funeral Director & Embalmer

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References Available Upon Request

The City of Berwyn

G-1



**Thomas J. Pavlik**  
City Clerk

**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675  
www.berwyn-il.gov

Date: February 24, 2017

To: Mayor and City Council

From: Tom Pavlik, City Clerk

Re: Approval of Closed COW Minutes of January 24, 2017

Ladies and Gentleman;

I request your concurrence on approving the Closed Committee of the Whole Minutes of January 24, 2017, as reviewed in Closed Session on February 14, 2017.

Sincerely,

Thomas J. Pavlik, MMC



H-1

Mayor  
**Robert J. Lovero**



City Clerk  
**Thomas J. Pavlik**

**A CENTURY OF PROGRESS WITH PRIDE**

6700 W 26<sup>th</sup> Street ▪ Berwyn, IL 60402 ▪ Ph: (708) 788-2660 ▪ Fax: (708) 788-2675 ▪ Berwyn-IL.gov

**Zoning Board of Appeals**

Dominick Castaldo  
Joel Chrastka  
Douglas Walega  
Richard F. Bruen, Jr.  
Lance C. Malina  
Don Miller  
Alicia M. Ruiz

February 24, 2017

**Re: Request for a Conditional Use for a Banquet Hall Use and Parking Variation at 6505 – 6511 W. Cermak Road – Jorge Jimenez**

Mayor Lovero and Members of the City Council:

Attached for your consideration are Findings of Fact from the Zoning Board of Appeals relative to a request for a Conditional Use for a Banquet Hall Use and related Parking Variation on property located at 6505 – 6511 W. Cermak Road, as well as an Ordinance approving the Conditional Use and Variation request. The Petition was filed by Jorge Jimenez. The Property is located in the C-2 General Commercial Zoning District.

Attached to the Findings of Fact are Exhibits from the Public Hearing.

**The recommendation of the ZBA in this matter was to APPROVE the request for the Conditional Use and Variation on a vote of 5-1.**

Respectfully,

Lance C. Malina  
Executive Secretary,  
Berwyn Zoning Board of Appeals

CITY OF BERWYN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING A CONDITIONAL USE TO ALLOW A BANQUET HALL USE AND FOR A RELATED PARKING VARIATION FOR PROPERTY IN THE C-2 GENERAL COMMERCIAL ZONING DISTRICT AT 6505 – 6511 W. CERMAK ROAD, BERWYN, ILLINOIS – JORGE JIMENEZ**

**WHEREAS**, an application (the “Application”) from Petitioner Jorge Jimenez (“Petitioner”) requesting a conditional use to operate a banquet hall use and for a reduction in required parking spaces at the property located in the C-2 General Commercial Zoning District at 6505 – 6511 W. Cermak Road (the “Subject Property”), was filed with the City of Berwyn; and

**WHEREAS**, the Petitioner seeks to redevelop the main building on the Subject Property, previously used as a funeral home, for a banquet hall and four (4) residential apartments, with the former garage being used as a café. The banquet hall (meeting hall) use requires a conditional use in order to operate in the C-2 General Commercial Zoning District. The Petitioner also requests a Variation from Section 1258.11 (Off-Street Parking and Loading) and Section 1276.06 (Compliance with Parking Requirements When Changing Use) of the Zoning Code of the City of Berwyn (“Zoning Code”) requiring parking to comply with Code requirements where buildings are converted to a use permitted in the C-2 General Commercial Zoning District. Petitioner proposes to retain the current sixteen (16) spaces provided on-site; and

**WHEREAS**, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application has been referred to the Zoning Board of Appeals of the City (“Board of Appeals”) and has been processed in accordance with the Zoning Code, as amended; and

**WHEREAS**, on January 18, 2017, the Board of Appeals held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the Board of Appeals recommended approval of the Conditional Use and Variation requested in the Application by a vote of five (5) in favor and one (1) opposed, all as set forth in the Findings and Recommendation of the Board of Appeals in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B**; and

**WHEREAS**, the City Council of the City has duly considered the Findings and Recommendation of the Board of Appeals, and all of the materials, facts and circumstances affecting the Application, and, finds that the Application satisfies the



standards set forth in Section 1244.07 of the Zoning Code relating to variations and Section 1268.05 relating to conditional uses.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Berwyn, Cook County and State of Illinois, as follows:

**Section 1: Incorporation.** The foregoing recitals are incorporated into this Section 1 by reference as findings of the City Council.

**Section 2: Approval of Conditional Use for Banquet Hall Use and related Parking Variation.** The City Council, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby approve and adopt the findings of fact and recommendation of the Zoning Board of Appeals, a copy of which is attached hereto as **Exhibit B**, and incorporate such findings and recommendation by reference as if fully set forth herein. The City Council further approves a conditional use to operate a banquet hall (meeting hall) use, and variation to require no more than the existing sixteen (16) spaces on site, as requested by Petitioner Jorge Jimenez for the Property at 6505-6511 W. Cermak, Berwyn, Illinois, legally described in **Exhibit A** and located in the C-2 General Commercial Zoning District, subject to the following conditions:

- A. The Petitioner provides valet parking for all events, and provides a proposed plan relative to parking with the City prior to opening; and
- B. Continuing compliance with the parking plan provided to the City, or any amendments thereto as subsequently administratively approved by the City; and
- C. The Petitioner may not operate a “night club” on the Property.

**Section 3: Violation of Condition or Code.** Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the City shall be grounds for the immediate rescission by the City Council of the approvals made in this Ordinance.

**Section 4: Severability and Repeal of Inconsistent Ordinances.** Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

**Section 5: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_ 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Robert J. Lovero, Mayor

ATTEST:

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk

Published by me in pamphlet form this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk

**EXHIBIT A**

**LOTS 1, 2, 3, 4 AND 5 IN BLOCK 3 IN GROH AND CHRISTIAN'S SUBDIVISION OF THE NORTH ½ OF THE NORTH EAST ¼ OF THE NORTH EAST ¼ OF SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.**

**PINS: 16-30-205-004-0000, 16-30-205-005-0000, 16-30-205-006-0000 & 16-30-205-007-0000**

**COMMONLY KNOWN AS: 6505-6511 W. Cermak Road, Berwyn, Illinois.**



**EXHIBIT B**  
**FINDINGS OF FACT**  
**(ATTACHED)**

**FINDINGS OF FACT AND RECOMMENDATION OF THE  
CITY OF BERWYN ZONING BOARD OF APPEALS TO  
THE MAYOR AND CITY COUNCIL**

January 18, 2017

**APPLICATION:** For a Conditional Use to operate a Banquet Hall use, and for a Variation for a reduction in the required number of parking spaces, at property located in the C-2 General Commercial Zoning District at 6505 – 6511 W. Cermak Road, Berwyn, Illinois.

**PETITIONER:** Jorge Jimenez

**PROPERTY OWNER:** Same

**PROPERTY:** 6505–6511 W. Cermak Road, Berwyn, Illinois (the “Property”)

**SUMMARY OF REQUEST AND RECOMMENDATION:** The City of Berwyn has received a request from Petitioner Jorge Jimenez for a Conditional Use to operate a Banquet Hall use, and for a Variation for a reduction in the required number of parking spaces, at the Property located in the C-2 General Commercial Zoning District at 6505 – 6511 W. Cermak Road, Berwyn, Illinois. The Petitioner seeks to redevelop the existing funeral home building(s) into a banquet hall and four (4) residential apartments. Modifications to the buildings are interior only; no exterior modifications are planned. The banquet hall/meeting hall use requires a conditional use in order to operate in the C-2 General Commercial Zoning District. The Petitioner also requests a Variation from Section 1258.11 (Off-Street Parking and Loading) and Section 1276.06 (Compliance with Parking Requirements When Changing Use) of the Zoning Code of the City of Berwyn (“Zoning Code”) requiring parking to comply with Code requirements where buildings are converted to a use permitted in the C-2 General Commercial Zoning District. Petitioner proposes to retain the current sixteen (16) spaces provided on-site.

Following a public hearing which was held on January 18, 2017, the Zoning Board of Appeals of the City of Berwyn (“ZBA”) recommended **APPROVAL** of the requested conditional use and variation on a vote of five (5) in favor and one (1) opposed.

**BACKGROUND:** The Property has an existing building most recently used as a funeral home. Petitioner proposes to redevelop the existing building into a banquet hall facility with four (4) residential apartments on the second floor.

While the second floor apartments require no special approvals, Staff determined that a conditional use was required for the banquet hall/meeting hall use, and that a variation for parking would be required pursuant to the provisions of the Zoning Code. Petitioner

then filed an application requesting approval of the conditional use and parking variation.

**PUBLIC HEARING:** The public hearing on Petitioner's conditional use and variation request was held on January 18, 2017. At the hearing, Petitioner's architect testified that the original building on the Property was constructed in 1918. It was purchased by the Marik family for use as a funeral home in the 1930's. The Mariks combined the two buildings that had existed on the property, and built an addition that included a second story. Petitioner seeks to retain and preserve the structures on the Property, including restoration of the upstairs area for use as four (4) apartments. The portion of the building below would be used for the proposed banquet hall use.

There is limited parking on-site due to the existing configuration. There are sixteen (16) spaces on-site, with fifteen (15) additional spaces abutting the Property (nine (9) on Cermak Road, and six (6) on Gunderson). Petitioner proposes to provide valet parking during events in order to provide supplemental parking.

Petitioner owns Jelly Jam and the Sky View Restaurant as well.

There is an existing garage on the Cermak Road side of the Property that would be converted to a café/coffee shop. It is approximately 770 square feet and can accommodate 20-25 people. It would operate 10:00 a.m. to midnight. It would be open during banquets and could serve people who were attending events.

The proposed banquet hall facility could accommodate up to 200 people. It would operate mostly on Fridays and Saturdays. Petitioner intends to request a Class C Liquor License. The café will not serve alcohol. The café would employ approximately four (4) people, and the banquet hall would employ approximately four (4) to six (6) people.

Petitioner has no intention of creating a "nightclub" on the Property, and would be willing to sign an affidavit to that effect.

The construction budget is \$400,000. Construction would take four (4) to five (5) months. Petitioner and his architect intend to keep the historical traits of the buildings intact. Wood trusses and other significant features will remain. There will be no changes to the exterior façade of the building. The courtyard will be used by the café.

Two members of the public testified to express concerns about parking. One stated his opinion that 200 people is too big a capacity for the site. The other opponent recalled that there were parking issues when the funeral home was open. Parking is an issue and there are too many cars in the area already. The upper floor of the building was previously used by family when the funeral home was open. The funeral home closed in 2005-06.

There being no further questions or members of the public wishing to speak on the application, the Public Hearing was closed.



Exhibits marked during the course of the Public Hearing included: **Exhibit A**, the Notice of Public Hearing published on December 30, 2016 and **Exhibit B**, Petitioner's application for a conditional use and variation, along with supporting materials.

The Area Investigator appointed in this matter was ZBA Chair Joel Chrastka. Chairman Chrastka discussed his investigation. He noted that the upper floors had been used by the Marik family as their living quarters and offices, and that even after a corporation purchased the Property from the Mariks, the upper floors had continued to be used for offices and as living quarters for mortuary students. He discussed the proposed restoration of the buildings on the Property, and parking issues.

The other members of the ZBA each then in turn expressed their views on the proposed conditional use and variation.

Chairman Chrastka made a motion to recommend to the City Council that it approve the request of Petitioner for a conditional use to operate a banquet hall/meeting hall use on the Property, and for a variation approving a reduction in the number of parking spaces required on the Property to the sixteen (16) existing spaces, subject to the following conditions:

- A. The Petitioner provide valet parking for all events, and provide a proposed plan relative to parking with the City; and
- B. The Petitioner may not operate a "night club" on the Property.

The motion was seconded by Member Walega. The vote on the motion was five (5) in favor and one (1) opposed. Member Bruen voted no based on his concerns regarding parking.

**FINDINGS:** The ZBA makes the following Findings as to the proposed conditional use:

- (A) **The proposed use and development at the particular location requested is necessary or desirable, provides a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.** The Petitioner's proposed use will maintain the existing structures while providing a beneficial and desirable use at this location that will contribute to the general welfare of the neighborhood and community. This standard has been met.
- (B) **The proposed use and development will, under the circumstances of the particular case, not be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity.** The proposed use will utilize a space that has been vacant for ten (10) years for a desirable purpose. The existing buildings will be retained and converted. No anticipated detrimental effects are evident. This standard has not been met.

- (C) **The proposed use and development will be in harmony with the general and specific purposes for which the Zoning Code was enacted, and for which the regulations of the district in question were established, and with the general purpose and intent of the Official Comprehensive Plan.** The members of the ZBA felt that the proposed use would provide a complement to the existing and planned uses in the immediate area, and was consistent with the goals and purposes of the Zoning Code.
- (D) **The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity, and will not interfere with the use and development of neighboring property.** The build out at the Property is on the interior only. The buildings on the Property already exist and are currently vacant. A majority of the ZBA felt that parking will be adequately addressed through use of valet parking and the condition that a plan relative to parking is required to be filed with the City. The surrounding area is fully built out. This standard has been met.
- (E) **The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.** The banquet hall use will operate primarily on weekend nights, and the amount of traffic otherwise visiting the Property on a typical day is not excessive. No undue traffic congestion is anticipated and the uses are on a major commercial thoroughfare. There is existing parking on-site and overflow parking will be handled through use of valets.
- (F) **The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries and schools, or the applicant will provide adequately for the services.** The public facilities and services necessary to serve the Property are already in place.
- (G) **The proposed use and development will be served by parking areas that are of adequate size, properly located and suitably screened from adjoining residential uses.** There is some existing parking on site and additional spaces adjacent to the Property on Cermak and Gunderson. Overflow parking will be handled through valets. Approval is conditioned on a parking plan being filed with the City. With that condition, a majority of the ZBA feels that this standard has been met.
- (H) **The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance.** The proposed use will retain and reuse the existing vacant buildings on the site. The exterior of the building will not be altered. This standard has been met.
- (I) **The proposed use and development will comply with the regulations and conditions specified in the Zoning Code for the use, and with the stipulations and conditions made a part of the authorization granted by Council.** The ZBA finds this standard to have been met.



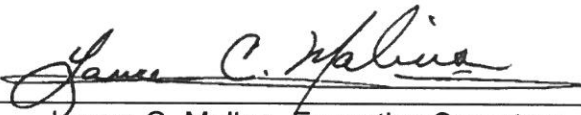
The ZBA makes the following Findings as to the proposed parking variation:

- (A) **Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the Zoning Code were carried out.** The members of the ZBA felt that this standard has been met. The site layout has long existed with only the sixteen (16) on-site spaces. The buildings on the Property have existed since the 1930's, and are being retained, leaving limited space for parking on site. On-site parking is not being decreased.
- (B) **The conditions upon which an application for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.** The existing building, size of the building, and the site layout, are all unique.
- (C) **The purpose of the variations is not based primarily upon a desire to increase financial gain.** On-site parking is limited, and the parking variation is necessary in order to make productive use of the Property.
- (D) **The alleged difficulty or hardship is caused by the Zoning Code, and has not been created by any persons presently having an interest in the Property.** The building and site layout are long-existing. The Petitioner only recently purchased the Property. This standard has been met.
- (E) **The granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.** It is anticipated that the rehabilitation of the Property, which has been vacant for ten (10) years, will improve property values in the neighborhood. The long-existing buildings on the Property are being rehabilitated. While on-site parking is limited, there is parking adjacent to the Property on Cermak and Gunderson, and any overflow parking will be addressed through use of valets. Approval is conditioned on the filing by the Petitioner of a proposed parking plan with the City. With that condition, this standard has been met.
- (F) **The granting of the variation will not alter the essential character of the neighborhood.** While on-site parking is limited, there is parking adjacent to the Property on Cermak and Gunderson, and any overflow parking will be addressed through use of valets. Approval is conditioned on the filing by the Petitioner of a proposed parking plan with the City. With that condition, this standard has been met.
- (G) **The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion of the public streets, increase the danger of fire, impair natural drainage, create drainage problems on adjacent properties, endanger the public safety or substantially diminish or impair property values within the neighborhood.** The ZBA members find this standard to have been met.



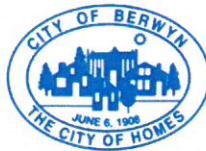
**RECOMMENDATIONS:** Based upon the foregoing Findings, the ZBA, by a vote of five (5) in favor and one (1) opposed, recommends to the Mayor and City Council that the conditional use for a banquet hall use, and variation to require no more than the existing sixteen (16) spaces on site, as requested by Petitioner Jorge Jiminez for the Property at 6505-6511 W. Cermak, Berwyn, Illinois, in the C-2 General Commercial Zoning District, be **APPROVED, subject to the following conditions:**

- A. The Petitioner provide valet parking for all events, and provide a proposed plan relative to parking with the City; and
- B. The Petitioner may not operate a “night club” on the Property.

Signed:   
Lance C. Malina, Executive Secretary  
Zoning Board of Appeals  
City of Berwyn

H-2

Mayor  
**Robert J. Lovero**



City Clerk  
**Thomas J. Pavlik**

**A CENTURY OF PROGRESS WITH PRIDE**

6700 W 26<sup>th</sup> Street • Berwyn, IL 60402 • Ph: (708) 788-2660 • Fax: (708) 788-2675 • Berwyn-IL.gov

**Zoning Board of Appeals**

Dominick Castaldo  
Joel Chrastka  
Douglas Walega  
Richard F. Bruen, Jr.  
Lance C. Malina  
Don Miller  
Alicia M. Ruiz

February 24, 2017

**Re: Request for Setback Variation for Residential Addition at 6928 W. 34<sup>TH</sup> Street –  
Erika Kirchgatterer**

Mayor Lovero and Members of the City Council:

Attached for your consideration are Findings of Fact from the Zoning Board of Appeals relative to a request for a setback Variation related to a second-story residential addition on property located at 6928 W. 34<sup>th</sup> Street, as well as an Ordinance approving the Variation. The Petition was filed by Petitioner Erika Kirchgatterer. The Property is located in the A-1 Single-Family Zoning District. The Variation requested is from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall.

Attached to the Findings of Fact are Exhibits from the Public Hearing.

**The recommendation of the ZBA in this matter was to APPROVE the request for a Variation on a vote of 5-1.**

Respectfully,

Lance C. Malina  
Executive Secretary,  
Berwyn Zoning Board of Appeals

CITY OF BERWYN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING A SETBACK VARIATION FOR A SECOND FLOOR BUILDING ADDITION ON PROPERTY IN THE A-1 SINGLE-FAMILY RESIDENCE DISTRICT AT 6928 W. 34<sup>TH</sup> STREET, BERWYN, ILLINOIS - KIRCHGATTERER**

**WHEREAS**, a request seeking a variation from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall (the "Application"), in order to allow the construction of a second-story addition to the existing single-family home on property located in the A-1 Single-Family Residence District at the address commonly known as 6928 W. 34<sup>th</sup> Street, Berwyn, Illinois (the "Subject Property"), was filed by Erika Kirchgatterer (the "Applicant") with the City of Berwyn;

**WHEREAS**, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application has been referred to the Zoning Board of Appeals of the City ("Board of Appeals") and has been processed in accordance with the Zoning Code, as amended; and

**WHEREAS**, on January 18, 2017, the Board of Appeals held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the Board of Appeals recommended approval of the variations requested in the Application by a vote of five (5) in favor and one (1) opposed, all as set forth in the Findings and Recommendation of the Board of Appeals in this matter ("Findings and Recommendation"), a copy of which is attached hereto as **Exhibit B**; and

**WHEREAS**, the City Council of the City has duly considered the Findings and Recommendation of the Board of Appeals, and all of the materials, facts and circumstances affecting the Application, and, finds that the Application satisfies the standards set forth in Section 1244.07 of the Zoning Code relating to variations.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Berwyn, Cook County and State of Illinois, as follows:

**Section 1: Incorporation.** The foregoing recitals are incorporated into this Section 1 by reference as findings of the City Council.



**Section 2: Approval of Variation for Second Story Addition Setback.** The City Council, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby approve and adopt the findings of fact and recommendation of the Zoning Board of Appeals, a copy of which is attached hereto as **Exhibit B**, and incorporate such findings and recommendation by reference as if fully set forth herein. The City Council further approves a variation from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall, in order to allow for a setback of zero (0) feet in the construction of a second-story addition to the existing single-family residence on the Subject Property, as legally described in **Exhibit A**.

**Section 3: Violation of Condition or Code.** Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the City shall be grounds for the immediate rescission by the City Council of the approvals made in this Ordinance.

**Section 4: Severability and Repeal of Inconsistent Ordinances.** Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

**Section 5: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Robert J. Lovero, Mayor

ATTEST:

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk

**EXHIBIT A**

**LOT 4 (EXCEPT THE WEST 12.94 FEET) AND LOT 3 (EXCEPT THE EAST 5.59 FEET) IN BLOCK 7 IN ANDREWS & PIPER'S FIRST ADDITION TO BERWYN, A SUBDIVISION IN SECTION 31, TOWNSHIP 39 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 17, 1890, AS DOCUMENT 1337979, IN COOK COUNTY, ILLINOIS.**

**PIN: 16-31-132-035-0000**

**COMMONLY KNOWN AS: 6928 W. 34<sup>TH</sup> STREET, BERWYN, ILLINOIS**



**EXHIBIT B**

**FINDINGS OF FACT  
(ATTACHED)**

**FINDINGS OF FACT AND RECOMMENDATION OF THE  
CITY OF BERWYN ZONING BOARD OF APPEALS TO  
THE MAYOR AND CITY COUNCIL**

January 18, 2017

**APPLICATION:** For a Variation from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall, at the address commonly known as 6928 W. 34<sup>th</sup> Street, Berwyn, Illinois.

**PETITIONERS:** Erika Kirchgatterer

**PROPERTY:** 6928 W. 34<sup>th</sup> Street, Berwyn, Illinois (the "Property")

**SUMMARY OF REQUEST AND RECOMMENDATION:** The City of Berwyn has received a request from Petitioner Erika Kirchgatterer ("Petitioner") for a Variation from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall. The Variation is sought relative to Petitioner's proposed second-story addition to the existing single-family home on the Petitioner's property located in the A-1 Single-Family Residential Zoning District at 6928 W. 34<sup>th</sup> Street, Berwyn, Illinois.

Following a public hearing held on January 18, 2017, the Zoning Board of Appeals of the City of Berwyn ("ZBA") recommended approval of the requested Variation on a vote of five (5) in favor and one (1) opposed.

**BACKGROUND:** The Property is a residentially zoned property. Petitioner purchased the property and is planning a second story addition. Her request for a building permit was denied based on the failure of the plans to have the addition set back a minimum of six (6) feet from the front bearing wall. Petitioner subsequently filed the application seeking a Variation from the second-story front setback requirement in a single-family zoning district in order to proceed with her planned second story addition.

**PUBLIC HEARINGS:** A public hearing related to the Variation request took place at the January 18, 2017, ZBA meeting. At the public hearing, Petitioner testified that she plans a second story addition that includes two (2) bedrooms, a bathroom and a loft area. The plans as proposed have no setback at the front. The residence is a raised ranch constructed of brick. The addition will utilize fiber board cement siding.

Petitioner seeks the variation in order to maximize space on the second story. The proposed addition is 1,100 square feet and will double the square footage of the

residence. Her father is getting older. Petitioner does not believe the current roofline has any architectural value.

Exhibits marked during the course of the Public Hearing included: **Exhibit 1**, the published legal notice for the public hearing, and the accompanying Certificate of Publication. **Exhibit 2** consisted of the full application for the relief sought by Petitioner.

There being no further questions or members of the public wishing to speak on the application, the Public Hearing was closed.

The Area Investigator appointed in this matter was ZBA member Dominick Castaldo. Mr. Castaldo discussed his investigation and visit to the Property. The other members of the ZBA each then in turn expressed their views on the proposed Variation.

Following a motion to approve the Variation by Member Castaldo, seconded by Member Miller, the ZBA recommended that the City Council approve the requested variation by a vote of five (5) in favor and one (1) opposed. Member Bruen voted against the motion to recommend approval.

**FINDINGS:** The ZBA makes the following Findings as to the proposed Variation:

- (A) **Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the Zoning Code were carried out.** The members of the ZBA felt that this standard had been met, due in part to the design of the home as a raised ranch, and layout challenges of the home.
- (B) **The conditions upon which an application for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.** The majority of the members of the ZBA felt the existing roofline has no architectural value, and that the design of the home as a raised ranch and layout challenges make this application unique.
- (C) **The purpose of the variation is not based primarily upon a desire to increase financial gain.** Members of the ZBA felt that the primary reason for the variation was to create livable space in this small residence, rather than financial gain.
- (D) **The alleged difficulty or hardship is caused by the Zoning Code, and has not been created by any persons presently having an interest in the Property.** The majority of members of the ZBA felt that this standard has been met.
- (E) **The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.** The majority of members of the ZBA found that the



proposed project will improve property values in the neighborhood as the construction of the addition will be a significant investment in this Property.

- (F) **The granting of the variations will not alter the essential character of the neighborhood.** The residence already exists, and the second story addition will have a minimal impact on the neighborhood. The existing roofline has no architectural value.
- (G) **The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion of the public streets, increase the danger of fire, impair natural drainage, create drainage problems on adjacent properties, endanger the public safety or substantially diminish or impair property values within the neighborhood.** The ZBA members felt that this requirement has been met.

**RECOMMENDATIONS:** Based upon the foregoing Findings, the ZBA, by a vote of five (5) in favor and one (1) opposed, recommends to the Mayor and City Council that the request of Petitioner Erika Kirchgatterer for a Variation from the requirement set forth in Section 1248.051 (Building Setback) of the Zoning Code of the City of Berwyn that second-story additions must be set back a minimum of six (6) feet from the front bearing wall, in order to allow no setback for a second story addition on the Property located in the A-1 Single-Family Residential Zoning District, at 6928 W. 34<sup>th</sup> Street, Berwyn, Illinois, be **APPROVED**.

Signed: \_\_\_\_\_

Lance C. Malina, Executive Secretary  
Zoning Board of Appeals  
City of Berwyn

The City of Berwyn

2-1



Nora Laureto  
8<sup>th</sup> Ward Alderman

A Century of Progress with Pride

February 16, 2017

Mayor Robert J. Lovero  
Members of the City Council  
6700 W 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: The Green Mile Pub Crawl, Friday, March 17th

Dear Mayor Lovero and Aldermen:

The Green Mile Pub Crawl is being held on Roosevelt Road on Friday March 17, 2017 from 6:00-11:00 p.m. This year the event is being hosted by the Veltway Group from Roosevelt Road. I am requesting 6 auxillary police for this event since it will be on the actual holiday and the bars are expecting full crowds. We request police presence at all events on Roosevelt Road, we have not had any problems with this event in the past and hope that this year's event is the same. I am asking that the Berwyn Police Auxillary be notified of this request.

Sincerely,

*Nora Laureto*

Nora Laureto  
Alderman, 8<sup>th</sup> Ward  
City of Berwyn



J-1

# BERWYN FIRE DEPARTMENT

6700 W. 26th Street • Berwyn, IL 60402-0701

708.788.2660 ext 3281

FAX 708.788.3039 • Emergency 9-1-1



Mayor Robert J. Lovero

**Denis O'Halloran**

*Fire Chief*

do'halloran@ci.berwyn.il.us

**Sam Molinaro**

*Assistant Fire Chief*

smolinaro@ci.berwyn.il.us

February 17, 2017

To: Mayor Robert Lovero  
Members of City Council

From: Denis O'Halloran  
Fire Chief

Re: Introduction and swearing in of Probationary Firefighter/Paramedic Lorraine Psenicka

Mayor Lovero & Members of City Council,

Please be advised that we will be introducing newly hired Probationary Firefighter/Paramedic Lorraine Psenicka and presenting her to Council for the official swearing in by the City Clerk. This has been previously approved by City council.

Respectfully,

Fire Chief  
Denis O'Halloran





City of Berwyn Police and Fire Commission  
 Carl Reina, Chairman  
 Gilbert Pena, Commissioner  
 Tony Nowak, Commissioner  
 Tony J. Laureto, Secretary



6401 WEST 31ST STREET  
 BERWYN, IL. 60402  
[www.berwyn-il.gov](http://www.berwyn-il.gov)



City of Berwyn  
*The City of Homes*

Mayor Robert J. Lovero  
 Alderman Ralph Avila Chairman of Police and Fire Committee  
 Fire Chief Denis O'Halloran  
 City Clerk Tom Pavlik  
 City Treasurer Joseph Kroc  
 Members of the City Council

Date: 2/11/17

RE: Probationary Paramedic / Firefighter Appointment

Lorraine Psenicka has passed all of the requirements of employment for the City of Berwyn Fire Department.

As approved by the Mayor and the City Council at the request of Fire Chief Denis O'Halloran, the members of the Police and Fire Commission therefore recommend the appointment of Lorraine Psenicka to the Berwyn Fire Department.

The introduction and oath of office will be conducted at the 3/1/17 Berwyn Council meeting and the effective start date of 3/2/17.

Board of Police and Fire Commissioners

Carl Reina, Chairman

Gilbert Pena, Commissioner

Tony Nowak, Commissioner

Tony J. Laureto  
 Secretary BPFC  
[ALaureto@ci.berwyn.il.us](mailto:ALaureto@ci.berwyn.il.us)

J-2

**City of Berwyn**  
**Department of Community Development**

---

TO: Mayor Robert J. Lovero  
City Council Members

FROM: Regina Mendicino, Director  
Community Development Department

DATE: February 15, 2017

RE: Resolution to Adopt For HUD Grants  
**Debarment and Corporate Standing Verification** Policies and Procedures

Dear Mayor Lovero & City Council Members:

The attached Resolution and Copy of the City's Proposed **Debarment and Corporate Standing Verification** Policies and Procedures are submitted for the City Council's approval at the March 1, 2017 City Council Meeting.

The Community Development Department ("CDD") is moving to adopt new/amended policies and procedures for use with HUD grants, such as Community Development Block Grants (CDBG). The attached **Debarment and Corporate Standing Verification** Policies and Procedures meet with HUD requirements and are the continued series of policies and procedures the CDD are sending for formal adoption by the City.

Should you have any questions regarding the proposed policies and procedures, please feel free to contact me.

Thank you for your prompt consideration of this Resolution.

**Recommendation: Approve proposed policies and procedures**

Sincerely,



Regina Mendicino, Director

---

**Mayor Robert J. Lovero \* Regina Mendicino, Director**  
**6420 West 16<sup>th</sup> Street, Berwyn, IL 60402**  
**(708) 795-6850 \* (708) 749-9457**

RESOLUTION NO. 2017 - \_\_\_\_\_

**A RESOLUTION APPROVING THE CITY OF BERWYN'S  
Debarment and Corporate Standing Verification Policies and Procedures  
FOR USE WITH GRANTS FROM THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**WHEREAS**, the City of Berwyn ("CITY") is a Home Rule Unit of Government pursuant to and as defined in Article 7 Section 6 (a) of the 1970 Illinois Constitution; and

**WHEREAS**, said Section of the Constitution authorizes a home rule unit of government to exercise any power, and perform any function, pertaining to its government affairs; and

**WHEREAS**, the 1970 Illinois Constitution, Article VII Section 10 and the Intergovernmental Cooperation Act provide authority for intergovernmental cooperation; and

**WHEREAS**, the Community Development Department developed, pursuant to HUD regulations and for use with HUD Grants, **Debarment and Corporate Standing Verification** Policies and Procedures, which meets HUD's requirements; and

**WHEREAS**, after due deliberation the Mayor and the City Council finds it would be in the best interest of the CITY to approve **Debarment and Corporate Standing Verification** the Policies and Procedures as drafted by the City's Department of Community Development.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS, as follows:**

**SECTION 1:**

That the Corporate Authorities of the CITY hereby approve the **Debarment and Corporate Standing Verification** Policies and Procedures attached hereto and as drafted by the City's Department of Community Development.

**SECTION 2:**

That the Mayor and City Clerk are hereby directed and authorized to forward copies of the **Debarment and Corporate Standing Verification** Policies and Procedures as drafted by the City's Department of Community Development to HUD, and to maintain same as the policies and procedures of the City of Berwyn when applying for grants from HUD.



**SECTION 3:**

That this Resolution shall be in full force and effect from and after its passage and approval according to the law.

PASSED this 1st day of March, 2017

\_\_\_\_\_  
**Thomas J. Pavlik, City Clerk**

Voting Aye:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voting Nay:

Absent:

Absent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposited in my office this 1<sup>st</sup> day of March, 2017.

\_\_\_\_\_  
**Thomas J. Pavlik, City Clerk**

APPROVED this 1<sup>st</sup> Day of March, 2017.

\_\_\_\_\_  
**Robert J. Lovero, Mayor**



## **Debarment and Corporate Standing Verification Policy and Procedures for CDBG Grants**

**Policies and Procedures**

Habla Espanol? Para la versión en Español, llamar el (708) 795-6850 o visitor [www.Berwyn-il.gov](http://www.Berwyn-il.gov).

For alternate forms of this document for persons with disabilities, please contact 708-795-6950.



## Debarment and Corporate Standing Verification Policies and Procedures

### **Background and Purpose**

Pursuant to Federal Regulation, a debarment sanction means an individual and/or an entity and its affiliates are excluded from conducting business with a Federal Agency government-wide. Debarment is the most serious compliance sanction, and is generally imposed for a three-year period or longer.

Debarments are entered against a whole range of occupations and businesses, including both for profit and not-for-profit entities, and are imposed for criminal and/or serious federal program violations. For more details explaining debarment actions see: Title 2, Code of Federal Regulations (CFR), Parts 180 and 2424.

HUD regulations state grantees and sub-grantees must not make any award to a party, at any tier including sub-contracts, if that party is debarred, suspended or otherwise excluded from or ineligible in federally funded activities. In order to document compliance with the regulations, the following policy and procedures have been adopted for the City of Berwyn Community Development Department ("CDD"), which administers the Community Development Block Grant ("CDBG) program on behalf of the City of Berwyn ("Berwyn").

### **Definitions**

- "Agreement":** A contract for a Project between Berwyn and a Contractor; or a lower tier contract between a Contractor and a Subcontractor, whichever is appropriate.
- "Contractor":** A sub-grantee, such as a social service agency; or an individual or company providing services or materials as part of a Project.
- "Debarred":** A Contractor, or its principals or affiliates, who are debarred, suspended or otherwise ineligible to receive Federal Funds.
- "Debarment Certificate":** A written form, prepared/approved by the CDD, signed by and stating that the Contractor or Subcontractor, its principals or affiliates, have not been Debarred.
- "Federal Funds":** Monies provided by the United States Government, by grant or otherwise, to Berwyn for the Project.
- "Project":** A program approved as part of Berwyn's Action Plan(s).
- "Subcontractor":** An individual or company providing services or materials to a Contractor.

### **Policy**

No Agreement using Federal Funds may be made in connection with a Project to a Contractor or Subcontractor who is Debarred. Before finalizing and signing an Agreement to be paid in whole or in part with Federal Funds, the CDD must verify the Contractor, or Sub-contractor, is not Debarred. Documentation of this verification process must be maintained in CDD files for future audit review.



## Procedures

### A. Federal Certification Grantees and Contractors:

1. After a Project has been awarded to a Contractor, but prior to finalizing and signing an Agreement, the CDD shall verify on the System for Award Management (SAM) maintained by the General Services Administration, the Contractor is not Debarred. This system can be accessed on the internet at <https://www.sam.gov/> ("SAM").
2. Documentation of SAM being queried must be printed at the time the system was checked. This documentation should include the date queried and a copy of the report generated, or a screen print of the SAM results. Documentation must be maintained in CDD files for future audit review.
3. In addition, the Contractor must sign a Debarment Certificate. The Debarment Certificate must be signed prior to finalizing and signing an Agreement, and must be attached to the Agreement. The Agreement must be maintained in CDD files for future audit review.
4. If a Project is not completed within twelve (12) months of signing the Agreement, the CDD shall re-verify on SAM the Contractor is not Debarred. Documentation must be maintained in CDD files for future audit review.
5. Prior to payout of any Federal Funds, the CDD must re-verify on SAM the Contractor is not Debarred. Documentation must be maintained in CDD files for future audit review..

### B. Federal Certification Sub grantees and Subcontractors:

1. Prior to finalizing and signing an Agreement, the Contractor must provide CDD with the name and address of any Subcontractor expected to perform services or provide materials under the Agreement. The CDD shall verify the Subcontractor is not Debarred using SAM. Documentation must be maintained in CDD files for future audit review.
2. Grantees and contractors must require a sub grantee or subcontractor to sign a certification they are not debarred, suspended or otherwise ineligible to receive Federal funds. This certification must be signed prior to the finalizing and signing of any sub grant or subcontract, and must be forwarded to CDD. The certification must be kept in the CDD's project files for future audit review.
3. Prior to a Subcontractor performing any service or supplying and materials, the Contractor must notify CDD of any new Subcontractor not originally disclosed to CDD. The Contractor must provide CDD with a Debarment Certificate from the new Subcontractor. The CDD shall immediate verify on SAM the new Subcontractor is not Debarred. The Debarment Certificate and documentation must be maintained in CDD files for future audit review.

C. Effect of being Debarred:

1. If a Contractor does not provide a Debarment Certificate, or if SAM indicates the Contractor is Debarred, CDD will immediately place the Agreement on hold and verify the accuracy of the SAM report. Once all information has been gathered and verified, CDD will summarize and report the findings to the Mayor and City Administrator.
2. If the Mayor and City Administrator concur a Contractor is Debarred, the Contractor will be notified by certified mail return receipt requested, of the findings and be advised:
  - a) For social service grants Projects:  
“...the Agreement and grant are cancelled, and Berwyn may immediately reallocate the Federal Funds.”
  - b) For construction Projects:  
“...the Agreement is cancelled, and the next lowest bidder is now the lowest most responsible bidder (or Berwyn is rebidding the Project).”
4. If a Subcontractor does not provide a Debarment Certification, or if SAM indicates the Subcontractor is Debarred, CDD will immediately notify the Contractor to place the Agreement on hold. CDD will verify the accuracy of the SAM report. Once all information has been gathered and verified, CDD will summarize and report the findings to the Mayor and City Administrator.
5. If the Mayor and City Administrator concur a Subcontractor is Debarred, CDD will notify the Contractor in writing of the finding that the Subcontractor is not acceptable and cannot be used on the Project until such time as they are no longer Debarred.

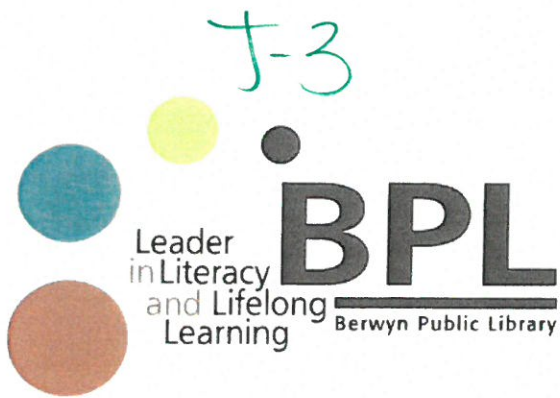
D. Requiring Registration in the SAM Database:

1. All Bid documents, or grant applications, shall contain language so Contractors are notified of the effects of being Debarred, and are provided the information required so they can register in the SAM database.
2. If a Contractor is not registered in the SAM database, the CDD will place the Agreement on hold, and notify the Contractor in writing that the Contractor has ten (10) days to register on SAM. If the Contractor does not register with SAM, the CDD shall follow the same procedures as if the Contractor was Debarred.
3. If a Subcontractor is not registered in the SAM database, the CDD will advise the Contractor to place the Agreement on hold, and notify the Subcontractor in writing that the Subcontractor has ten (10) days to register on SAM. If the Subcontractor does not register with SAM, the CDD shall follow the same procedures as if the Contractor was Debarred.

E. Corporate Standing Verification:

1. Whenever these procedures require the CDD to verify whether a Contractor or Subcontractor is Debarred, the CDD will also verify with the Illinois Secretary of State's Office ("SOS") the corporate entity is in good standing. This system can be accessed on the internet at <https://www.ilsos.gov/corporatellc/> ("SOS System").
2. Documentation of the SOS System being queried must be printed at the time the SOS System was checked. This documentation should include the date queried and a copy of the report generated, or a screen print of the SOS System results. Documentation must be maintained in CDD files for future audit review.
3. If a Contractor is not in good standing in the SOS database, the CDD will place the Agreement on hold, and notify the Contractor in writing that the Contractor has ten (10) days to bring the entity into good standing with the SOS. If the Contractor does not bring the entity into good standing with the SOS, the CDD shall follow the same procedures as if the Contractor was Debarred.
4. If a Subcontractor is not in good standing in the SOS database, the CDD will advise the Contractor to place the Agreement on hold, and notify the Subcontractor in writing that the Subcontractor has ten (10) days to bring the entity into good standing with the SOS. If the Subcontractor does not bring the entity into good standing with the SOS, the CDD shall follow the same procedures as if the Subcontractor was Debarred.





2701 S. Harlem Avenue  
Berwyn, IL 60402-2140  
(708) 795-8000  
Fax (708) 795-8101  
[www.berwynlibrary.org](http://www.berwynlibrary.org)

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February 22, 2017

Honorable Mayor Robert J. Lovero  
Members of the City Council  
City of Berwyn  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

Dear Mayor Lovero and Members of City Council:

The Library Department is requesting authorization to advertise and replace library staff to fill a vacancy due to a promotion.

Library Assistant I – Full-time, \$11.75/hr  
This position was most recently held by Pamela Lloyd.

Funding for this position is included in the FY 2017 budget. The Library Board of Trustees reviewed and approved the replacement at their February 21, 2016 regular meeting. Your consideration and concurrence of this request is appreciated.

Respectfully submitted,

Keshia Garnett  
Library Director

K-1  
**The City of Berwyn**



**Nona N. Chapman**  
1<sup>st</sup> Ward Alderman

**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675  
[www.berwyn-il.gov](http://www.berwyn-il.gov)

February 24, 2017

Mayor Robert J. Lovero  
Members of the City Council  
City of Berwyn

Subject: Payroll February 22, 2017

Ladies and Gentlemen:

The current payroll has been prepared for review by the finance department and is ready for approval at the March 1, 2017 meeting.

Payroll: February 22, 2017 in the amount of \$1,097,823.02

Respectfully Submitted,

*Nona N. Chapman*

Nona N. Chapman  
Budget Committee Chairman



**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675  
[www.berwyn-il.gov](http://www.berwyn-il.gov)

February 24, 2017

Mayor Robert J. Lovero  
Members of the City Council  
City of Berwyn

Subject: Payables March 1, 2017

Ladies and Gentlemen:

The current payables were prepared for review by the finance department and are ready for approval at the March 1, 2017 meeting.

Payables: March 1, 2017 in the amount of \$777,005.16

Respectfully Submitted,

*Nona N. Chapman*

Nona N. Chapman  
Budget Committee Chairman



# Payment Register

From Payment Date: 2/25/2016 - To Payment Date: 3/2/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
Check									
40115	02/16/2017	Open			Accounts Payable	Daniel J. Lobello	\$1,380.00		
40116	02/16/2017	Open			Accounts Payable	Interstate Battery System of Central Chicago	\$219.95		
40117	02/16/2017	Open			Accounts Payable	JNC Consulting, Inc.	\$3,600.00		
40118	02/16/2017	Open			Accounts Payable	John Tarullo	\$5,620.00		
40119	02/16/2017	Open			Accounts Payable	Nationwide Transmission & Complete Auto Service	\$76.43		
40120	02/16/2017	Open			Accounts Payable	Sams Club / Synchrony Bank	\$1,378.90		
40121	02/16/2017	Open			Accounts Payable	SYNCB / AMAZON	\$526.80		
40122	02/16/2017	Open			Accounts Payable	UNIQUE PLUMBING COMPANY INC	\$8,544.00		
40123	02/17/2017	Open			Accounts Payable	Al Warren Oil Company	\$62,443.03		
40124	02/17/2017	Open			Accounts Payable	AT&T	\$8,563.16		
40125	02/21/2017	Open			Accounts Payable	ICON VIDEO PHOTO BOOTH	\$200.00		
40126	02/21/2017	Open			Accounts Payable	Menards	\$163.42		
40127	02/22/2017	Open			Accounts Payable	Paramount Restoration Group, Inc.	\$9,392.00		
40128	03/02/2017	Open			Accounts Payable	3 G SAFETY SUPPLY	\$3,395.30		
40129	03/02/2017	Open			Accounts Payable	A&A IMPROVEMENTS	\$10,320.66		
40130	03/02/2017	Open			Accounts Payable	ABC Automotive Electronics	\$157.50		
40131	03/02/2017	Open			Accounts Payable	ABC Commercial Maintenance Services, Inc.	\$300.00		
40132	03/02/2017	Open			Accounts Payable	Air One Equipment, Inc.	\$354.00		
40133	03/02/2017	Open			Accounts Payable	Airgas USA, LLC	\$243.26		
40134	03/02/2017	Open			Accounts Payable	Alpine Demolition Services	\$1,500.00		
40135	03/02/2017	Open			Accounts Payable	American Waterworks Association	\$206.00		
40136	03/02/2017	Open			Accounts Payable	Aqua Chill of Chicago # 22	\$119.00		
40137	03/02/2017	Open			Accounts Payable	Associated Tire and Battery	\$305.88		
40138	03/02/2017	Open			Accounts Payable	AT & T	\$3,488.97		
40139	03/02/2017	Open			Accounts Payable	AT & T Long Distance	\$727.28		
40140	03/02/2017	Open			Accounts Payable	B. Davids Landscaping	\$642.00		
40141	03/02/2017	Open			Accounts Payable	Barge Terminal & Trucking	\$2,211.28		
40142	03/02/2017	Open			Accounts Payable	Berwyn Garage	\$309.21		
40143	03/02/2017	Open			Accounts Payable	Berwyn Western Plumbing & Heating	\$3,474.20		
40144	03/02/2017	Open			Accounts Payable	Bluders Tree Service & Landscaping	\$2,100.00		
40145	03/02/2017	Open			Accounts Payable	BSN Sports	\$588.92		
40146	03/02/2017	Open			Accounts Payable	Building Services of America, LLC	\$960.30		
40147	03/02/2017	Open			Accounts Payable	Case Lots, Inc.	\$264.49		
40148	03/02/2017	Open			Accounts Payable	CaseWare International, Inc.	\$380.00		
40149	03/02/2017	Open			Accounts Payable	Cassidy Tire	\$185.74		
40150	03/02/2017	Open			Accounts Payable	CDW Government, Inc.	\$160.47		
40151	03/02/2017	Open			Accounts Payable	CenterPoint Energy Services, Inc.	\$9,695.08		
40152	03/02/2017	Open			Accounts Payable	Chicago Badge Company	\$746.39		
40153	03/02/2017	Open			Accounts Payable	Chicago Office Products Co.	\$2,363.37		
40154	03/02/2017	Open			Accounts Payable	Cintas Corporation	\$596.03		
40155	03/02/2017	Open			Accounts Payable	Citadel	\$99.00		
40156	03/02/2017	Open			Accounts Payable	City of Chicago	\$380,314.20		
40157	03/02/2017	Open			Accounts Payable	Comcast Cable	\$144.85		
40158	03/02/2017	Open			Accounts Payable	COTG	\$1,060.82		
40159	03/02/2017	Open			Accounts Payable	Cuda Law Offices, LTD	\$8,148.50		

# Payment Register

From Payment Date: 2/25/2016 - To Payment Date: 3/2/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
40160	03/02/2017	Open			Accounts Payable	Del Galdo Law Group, LLC	\$39,821.32		
40161	03/02/2017	Open			Accounts Payable	Dell Marketing, LP	\$974.95		
40162	03/02/2017	Open			Accounts Payable	Diamond Graphics, Inc.	\$80.00		
40163	03/02/2017	Open			Accounts Payable	Fleet Safety Supply	\$84.37		
40164	03/02/2017	Open			Accounts Payable	H & H Electric Company	\$75,176.04		
40165	03/02/2017	Open			Accounts Payable	H. J. Mohr & Sons Company	\$506.00		
40166	03/02/2017	Open			Accounts Payable	Heritage Funeral Home	\$630.00		
40167	03/02/2017	Open			Accounts Payable	Horizon Screening	\$3,311.75		
40168	03/02/2017	Open			Accounts Payable	Illinois Fire Chiefs Association	\$650.00		
40169	03/02/2017	Open			Accounts Payable	Illinois Secretary of State Police	\$121.00		
40170	03/02/2017	Open			Accounts Payable	Illinois State Toll Highway Authority	\$4.18		
40171	03/02/2017	Open			Accounts Payable	Illinois Tactical Officers Association	\$790.00		
40172	03/02/2017	Open			Accounts Payable	Impact Networking, LLC	\$6,300.00		
40173	03/02/2017	Open			Accounts Payable	J. R. Carpet, Inc.	\$3,000.00		
40174	03/02/2017	Open			Accounts Payable	Jack's Rental, Inc.	\$963.32		
40175	03/02/2017	Open			Accounts Payable	JEANETTE LUGO	\$259.00		
40176	03/02/2017	Open			Accounts Payable	Jensen Reporting Service	\$321.44		
40177	03/02/2017	Open			Accounts Payable	JG Uniforms	\$86.50		
40178	03/02/2017	Open			Accounts Payable	Joe Rizza Ford	\$69.00		
40179	03/02/2017	Open			Accounts Payable	Juan G. Saigado	\$3,267.22		
40180	03/02/2017	Open			Accounts Payable	Just Tires	\$20.00		
40181	03/02/2017	Open			Accounts Payable	Klett Bros., Inc.	\$16,989.60		
40182	03/02/2017	Open			Accounts Payable	Kiwanis Club of Berwyn	\$150.00		
40183	03/02/2017	Open			Accounts Payable	Konica Minolta Business Solutions	\$2,300.00		
40184	03/02/2017	Open			Accounts Payable	Konica Minolta Business Solutions USA., Inc.	\$1,001.14		
40185	03/02/2017	Open			Accounts Payable	Kristina Ricchio	\$2,327.50		
40186	03/02/2017	Open			Accounts Payable	L-K Fire Extinguisher Service Inc. No 2	\$387.40		
40187	03/02/2017	Open			Accounts Payable	Leahy-Wolf	\$75.00		
40188	03/02/2017	Open			Accounts Payable	LexisNexis Risk Solutions	\$360.50		
40189	03/02/2017	Open			Accounts Payable	M. K. Sports	\$2,184.00		
40190	03/02/2017	Open			Accounts Payable	MacNeal Occupational Health Services	\$605.00		
40191	03/02/2017	Open			Accounts Payable	McCarthy Ford of North Riverside	\$280.14		
40192	03/02/2017	Open			Accounts Payable	McDonald Modular Solutions, Inc.	\$190.00		
40193	03/02/2017	Open			Accounts Payable	McDonough Mechanical Services, Inc.	\$1,584.38		
40194	03/02/2017	Open			Accounts Payable	Menards	\$164.12		
40195	03/02/2017	Open			Accounts Payable	Metro Collision Service / Metro Garage, Inc.	\$125.00		
40196	03/02/2017	Open			Accounts Payable	Mike & Sons	\$1,901.00		
40197	03/02/2017	Open			Accounts Payable	Municipal Clerks of SW Suburbs	\$70.00		
40198	03/02/2017	Open			Accounts Payable	Networkfleet, Inc.	\$479.05		
40199	03/02/2017	Open			Accounts Payable	Nicor Gas	\$965.22		
40200	03/02/2017	Open			Accounts Payable	Northeastern Illinois Public Safety Training Acad	\$450.00		
40201	03/02/2017	Open			Accounts Payable	Otis Elevator Company	\$2,280.04		
40202	03/02/2017	Open			Accounts Payable	Partsmaster	\$491.75		
40203	03/02/2017	Open			Accounts Payable	PHS Locksmith	\$213.00		
40204	03/02/2017	Open			Accounts Payable	Pitney Bowes	\$2,815.62		



# Payment Register

From Payment Date: 2/25/2016 - To Payment Date: 3/2/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
40205	03/02/2017	Open			Accounts Payable	Premier Specialties	\$98.51		
40206	03/02/2017	Open			Accounts Payable	R.A. James Construction	\$3,300.00		
40207	03/02/2017	Open			Accounts Payable	R.E. Walsh & Associates, Inc.	\$937.50		
40208	03/02/2017	Open			Accounts Payable	Robert J. Lovero	\$102.31		
40209	03/02/2017	Open			Accounts Payable	Roscoe Company	\$619.23		
40210	03/02/2017	Open			Accounts Payable	Rose's Catering	\$1,650.00		
40211	03/02/2017	Open			Accounts Payable	Rush Truck Centers of Illinois, Inc.	\$426.96		
40212	03/02/2017	Open			Accounts Payable	Russo Power Equipment	\$1,536.02		
40213	03/02/2017	Open			Accounts Payable	Sarr's Club / Synchrony Bank	\$1,149.50		
40214	03/02/2017	Open			Accounts Payable	Sherwin Williams Company	\$12.61		
40215	03/02/2017	Open			Accounts Payable	Sirchie Finger Print Laboratories	\$1,304.36		
40216	03/02/2017	Open			Accounts Payable	Snap-On Industrial	\$414.93		
40217	03/02/2017	Open			Accounts Payable	Sprint	\$1,260.62		
40218	03/02/2017	Open			Accounts Payable	State Industrial Products	\$295.26		
40219	03/02/2017	Open			Accounts Payable	Storino, Ramello & Durkin	\$8,294.50		
40220	03/02/2017	Open			Accounts Payable	SWF Products	\$45.00		
40221	03/02/2017	Open			Accounts Payable	Tele-Tron Ace Hardware	\$66.92		
40222	03/02/2017	Open			Accounts Payable	Terminal Supply Co.	\$603.65		
40223	03/02/2017	Open			Accounts Payable	Traffic Control & Protection, Inc.	\$301.20		
40224	03/02/2017	Open			Accounts Payable	Trotter & Associates, Inc.	\$378.00		
40225	03/02/2017	Open			Accounts Payable	Tryad Automotive	\$678.85		
40226	03/02/2017	Open			Accounts Payable	UNIQUE PLUMBING COMPANY INC	\$12,436.63		
40227	03/02/2017	Open			Accounts Payable	USIC Locating Services, Inc.	\$2,850.06		
40228	03/02/2017	Open			Accounts Payable	Vermeer - Illinois, Inc.	\$898.42		
40229	03/02/2017	Open			Accounts Payable	Village of Romeoville Fire Academy	\$1,035.00		
40230	03/02/2017	Open			Accounts Payable	Vintage Tech LLC	\$706.82		
40231	03/02/2017	Open			Accounts Payable	Walgreens Company	\$39.36		
40232	03/02/2017	Open			Accounts Payable	Wight Construction	\$7,000.00		
40233	03/02/2017	Open			Accounts Payable	Winzer	\$4,513.80		
40234	03/02/2017	Open			Accounts Payable	Zoll Medical Corporation	\$403.20		
40235	03/02/2017	Open			Accounts Payable	CARR BUILDING & DEVELOPMENT, LLC	\$1,475.00		
40236	03/02/2017	Open			Accounts Payable	CENTRAL CEILING SYSTEMS	\$100.00		
40237	03/02/2017	Open			Accounts Payable	GILBERTO JASSO	\$500.00		
40238	03/02/2017	Open			Accounts Payable	MICHELLE TOMSOVIC	\$50.00		
40239	03/02/2017	Open			Accounts Payable	NICOLE WHITESIDE	\$50.00		
40240	03/02/2017	Open			Accounts Payable	OSWALDO RODRIGUEZ	\$500.00		
40241	03/02/2017	Open			Accounts Payable	RONALD KUKLINSKI	\$3,500.00		
40242	03/02/2017	Open			Accounts Payable	SAMUEL A. ORTICELLI	\$4,975.00		
Type Check Totals:							\$777,005.16		
01 - General Cash Totals									



# Payment Register

From Payment Date: 2/25/2016 - To Payment Date: 3/2/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Count	Payee Name	Transaction Amount	Reconciled Amount	Difference
<b>Checks</b>										
		Open				128		\$777,005.16	\$0.00	
		Stopped				0		\$0.00	\$0.00	
		<b>Total</b>				128		\$777,005.16	\$0.00	
<b>All</b>										
		Open				128		\$777,005.16	\$0.00	
		Stopped				0		\$0.00	\$0.00	
		<b>Total</b>				128		\$777,005.16	\$0.00	
<b>Checks</b>										
		Open				128		\$777,005.16	\$0.00	
		Stopped				0		\$0.00	\$0.00	
		<b>Total</b>				128		\$777,005.16	\$0.00	
<b>All</b>										
		Open				128		\$777,005.16	\$0.00	
		Stopped				0		\$0.00	\$0.00	
		<b>Total</b>				128		\$777,005.16	\$0.00	

Grand Totals:

K-3

Dear Mr. Pavlik,

This is our official request for this year to apply for permission to conduct our Community Service in Berwyn, starting **Saturday, April 1st to Friday, June 30th 2017** at the following locations, days and times to the following:

**Locations:**

Windsor & Oak Park  
Windsor & Grove  
Windsor & Harlem  
Cermak & Home  
Cermak & Elmwood  
Cermak & Scoville  
Cermak & Lombard  
3308 & Oak Park

**Days & Times:**

Monday - Friday 7am-12pm & 4:30pm-6:30pm

Saturdays - 7am-1pm

Locations, days and times will vary due to the amount of volunteers available and weather but will not exceed the above locations, days and times.

Thank you again for your assistance and the privilege of serving the community!

**Art Gonzalez**

Minister of the Christian Congregation of Jehovah's Witnesses

KA  
Mayor  
Robert J. Lovero



3rd Ward Alderman  
Margaret Paul

MEMORANDUM

March 1, 2017

TO: The Honorable Robert J. Lovero  
Members of the City Council

RE: Handicap Parking Application #1130  
3129 S. Harlem Ave, Apt. #2E

Ladies and Gentlemen:

The attached application has been reviewed and is submitted for your consideration with a recommendation for **DENIAL** of a handicap parking space/zone.

Address	Owner Name	Application #
3129 S. Harlem Ave., Apt. #2E	Jonathan Chavin	1130

Thank you very much,

Margaret Paul  
3<sup>rd</sup> Ward Alderman

TP/sla

Enc: Handicap Application





# Berwyn Police Department

6401 West 31st. Street  
Berwyn, Illinois 60402  
708-795-5600  
Fax 708-795-5627  
Emergency Call 911

## Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero  
From: Berwyn Police Department Community Service Division  
Date : 1/11/2017  
Officer: T. Young#183

Applicant Name: Jonathan Chavin  
Address: 3129 S Harlem Ave. Apt 2E Berwyn Il 60402  
Telephone:  
Nature of Disability:

### Information

Doctor's Note/ Affidavit:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Interviewed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Owner's Support Letter	<input checked="" type="checkbox"/> <input type="checkbox"/>	Handicapped Plate	<input type="checkbox"/> <input checked="" type="checkbox"/>
Garage:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Handicapped Placard	<input checked="" type="checkbox"/> <input type="checkbox"/>
Driveway:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>
Off Street:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/> <input type="checkbox"/>	Oxygen:	<input type="checkbox"/>

Meets Police Dept Requirements	Space	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Zone	<input type="checkbox"/> <input checked="" type="checkbox"/>

Report # 17-00278

**3RD** Ward Alderman: MARGARET PAUL

<b>Staff Recommendation</b>	
Approved	Denied <input checked="" type="checkbox"/>

**OFFICIAL SWORN POLICE REPORT**

**Berwyn Police Department**

6401 W 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 17-00278

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)				INCIDENT # 17-00278	
REPORT TYPE Incident Report	RELATED CAD # C17-001651	DESCRIPTION Applicant File			
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 3129 S HARLEM AV BERWYN, IL 60402				
HOW RECEIVED In Person	WHEN REPORTED 01/10/2017 12:26	TIME OF OCCURRENCE 01/10/2017 12:26	STATUS CODE	STATUS DATE	

**INVOLVED ENTITIES**

NAME Chavin, Jonathan G						DOB	AGE
ADDRESS 3129 S HARLEM AV - 2E Berwyn, IL 60402				FBI #	IR #		
SEX M	RACE White, Caucasian	HGT 5' 9"	WGT 213	HAIR Brown	PHONE Home		
EYES Brown	SID # IL11921061	DL #	DL State	ALT PHONE			
CLOTHING				Handcuff Double Locked	Prints Taken	Criminal History	
Employer							

UCR 9041 Applicant File, 1 - Icount(s)	TYPE Reporting Party	RELATED EVENT #
---	-------------------------	-----------------

**INVOLVED VEHICLES**

VEH/PLATE # V934436	STATE IL	TYPE Sedan, 4-door	INVOLVEMENT Involved	VIN #
YEAR 2014	MAKE Hyundai	MODEL Unknown	COLOR Silver/Aluminum	OWNER
COMMENTS				
Towed	Towed By	Tow Number	Impounded	Hold

**NARRATIVES**

<p><b>PRIMARY NARRATIVE</b></p> <p>Jonathan Chavin is requesting a handicapped parking sign in front of his residence located at 3129 Harlem apt. 2E. He drives a silver 2014 Hyundai Elantra II plate# V934436 and has a valid II handicapped placard# MA46473. He resides in a multi unit apartment building. The area is mostly multi unit apartment buildings. There are no handicapped signs on Harlem due to No parking signs posted 3pm-6pm.</p> <p>Jonathan does not meet the requirements for handicapped parking according to the City of Berwyn ordinance 484.05.</p>				
<table border="1"> <tr> <td>REPORTING OFFICER YOUNG, TERRY</td> <td>UNIT # 183</td> <td>SUPERVISOR</td> <td>UNIT #</td> </tr> </table>	REPORTING OFFICER YOUNG, TERRY	UNIT # 183	SUPERVISOR	UNIT #
REPORTING OFFICER YOUNG, TERRY	UNIT # 183	SUPERVISOR	UNIT #	

## Handicapped Space/Zone Police Department Site Inspection

Application # 1130

Police Department Designee C.S.O. Terry Young

Comments: Building is a multi unit apartment building. No handicapped signs on Harlem due to No parking 3pm-6pm. Area is mostly multi unit buildings.

Date: 1/11/2017

Police Report # 17-000278

## Handicapped Space/Zone Public Works Site Inspection

Application # 1130

Public Works Director or Designee Dan Schiller

Comments: There are no obstructions to installation of a reserved space at this location. However, there is daily no parking between 3 and 6 pm. There are no existing reserved spaces on the block. There are angled spaces in the parkway on 32nd Street that are currently designated for 32nd Street permit parking. The applicant's car was observed parked near the intersection of 32nd St and Maple Ave at the time of inspection.

Meets Public Works Criteria:

	Parking Space	Yes	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>
	Parking Zone	Yes	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>

Date: 1/31/2017

Police Report # 17-000278



## Handicapped Space/Zone Traffic Engineer Site Inspection

Application # 1130

Traffic Engineer or Designee Nicole Campbell

Comments: No additional comments.

Meets Traffic Criteria for:

Parking Space  
Parking Zone

Yes  
Yes

0
0

No  
No

X
X

Date: 2/3/2017

Police Report # 17-000278

Rec'd by City Clerk:  
To Alderman:  
To Council:  
Determination:  
Notice to Applicant:  
Paid:  
Sign #:

2/3/17  
2/3/17  
3/1/17  
DENY

Comments:


The City of Berwyn  
Mayor Robert J. Lovero



APP# 1130

Thomas J. Pavlik  
City Clerk

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www.berwyn-il.gov

**Affidavit For Handicapped Parking Sign or Drop Off Zone**

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

INITIAL  RENEWAL

JONATHAN CHAVIN  
(Name of Handicapped Applicant)

\_\_\_\_\_  
(Date of Birth)

3129 MARLEN AVE  
(Berwyn Address)

Serrina McCarty  
(Name of caregiver, or guardian if minor)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Telephone /Cell Phone Number)

Is there a garage on the property? Yes /  No

Are you the homeowner? Yes /  No

If so, what is the garage currently being used for? \_\_\_\_\_

Driveway \_\_\_ Carport \_\_\_

**All Applicants must submit the Physicians form (A)**

**Renters must submit the Owner Consent form (B)**

\*\*\*\*\*

**Vehicle Information**

HYUNDAI

(Vehicle make and model)

V93-4436

(Illinois License Plate Number)

\_\_\_\_\_  
(Illinois Handicapped Plate)

SILVER  
ELANTRA (2014)

(Color / Year)

15120

(Current City Vehicle Sticker Number)

MA 46473

(Illinois Permanent Handicap Placard Number)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit, which said person knows to be false or believes to be false.

\_\_\_\_\_  
Signature of Applicant or Legal Guardian

10/31/16  
Date

Return the completed form to the City Clerk's Office at Berwyn City Hall  
6700 West 26<sup>th</sup> Street, Berwyn, Illinois

The City of Berwyn  
Mayor Robert J. Lovero



Return to  
Thomas J. Pavlik  
City Clerk

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www.berwyn-il.gov

**Physician Form (A)**

**This form must be filled out in its entirety and signed by your physician.**

**Physician must state, by printing below, the nature of the patient's handicap**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the patient utilize any of the following? :

Walker \_\_\_\_\_ Wheel Chair \_\_\_\_\_ Cane \_\_\_\_\_ Oxygen \_\_\_\_\_

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped Person – Every natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

\_\_\_\_\_  
(Print Physician's Name)  
\_\_\_\_\_  
(Signature/Stamp)

10/31/16  
\_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Address and Telephone Number)

**Return the completed form to the City Clerk's Office at Berwyn City Hall  
6700 West 26<sup>th</sup> Street, Berwyn, Illinois**



K-5  
Mayor  
Robert J. Lovero



3rd Ward Alderman  
Margaret Paul

MEMORANDUM

March 1, 2017

TO: The Honorable Robert J. Lovero  
Members of the City Council

RE: Handicap Parking Application #1138  
2518 S. Wesley Ave.

Ladies and Gentlemen:

The attached application has been reviewed and is submitted for your consideration with a recommendation for **DENIAL** of a handicap parking space/zone.

<b>Address</b>	<b>Owner Name</b>	<b>Application #</b>
2518 S. Wesley Ave.	Refoncia McGowan	1138

Thank you very much,

Margaret Paul  
3<sup>rd</sup> Ward Alderman

TP/sla

Enc: Handicap Application



# Berwyn Police Department

6401 West 31st. Street  
Berwyn, Illinois 60402  
708-795-5600  
Fax 708-795-5627  
Emergency Call 911

## Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero  
From: Berwyn Police Department Community Service Division  
Date : 1/31/2017  
Officer: T. Young#183

Applicant Name: Refoncia McGowan  
Address: 2518 S Wesley Ave Berwyn Il 60402  
Telephone:  
Nature of Disability:

### Information

Doctor's Note/ Affidavit:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Interviewed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Owner's Support Letter	<input checked="" type="checkbox"/> <input type="checkbox"/>	Handicapped Plate	<input type="checkbox"/> <input checked="" type="checkbox"/>
Garage:	<input checked="" type="checkbox"/> <input type="checkbox"/>	Handicapped Placard	<input checked="" type="checkbox"/> <input type="checkbox"/>
Driveway:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>
Off Street:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/> <input type="checkbox"/>	Oxygen:	<input type="checkbox"/>

Meets Police Dept Requirements	Space	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Zone	<input type="checkbox"/> <input checked="" type="checkbox"/>

Report # 17-00981

**3RD** Ward Alderman: MARGARET PAUL

<b>Staff Recommendation</b>	
Approved	Denied <input checked="" type="checkbox"/>

**OFFICIAL SWORN POLICE REPORT**

**Berwyn Police Department**

6401 W 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 17-00981

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)				INCIDENT # 17-00981	
REPORT TYPE Incident Report	RELATED CAD # C17-005448	DESCRIPTION Applicant File			
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2518 S WESLEY AV Berwyn, IL 60402				
HOW RECEIVED Radio	WHEN REPORTED 01/30/2017 07:08	TIME OF OCCURRENCE 01/30/2017 07:08	STATUS CODE	STATUS DATE	

**INVOLVED ENTITIES**

NAME McGowan, Refoncia						DOB	AGE
ADDRESS 2518 S WESLEY AV Berwyn, IL 60402					FBI #	IR #	
SEX F	RACE Black, African American	HGT	WGT	HAIR	PHONE Mobile		
EYES	SID #	DL #	DL State		ALT PHONE		
CLOTHING					Handcuff Double Locked	Prints Taken	Criminal History
Employer							

UCR 9041 Applicant File, 1 - 1count(s)	TYPE Reporting Party	RELATED EVENT #
---	-------------------------	-----------------

**INVOLVED VEHICLES**

VEH/PLATE # Z750262	STATE IL	TYPE Sedan, 4-door	INVOLVEMENT Involved	VIN #
YEAR 2013	MAKE Chevrolet	MODEL Malibu and Mailbu Ma	COLOR Gray	OWNER

COMMENTS				
Towed	Towed By	Tow Number	Impounded	Hold

**NARRATIVES**

PRIMARY NARRATIVE			
<p>Refoncia McGowan is requesting a handicapped parking sign in front of her residence located at 2518 Wesley. She drives a gray in color 2013 Chevy Malibu II plate# Z750262, Berwyn Vehicle tag# 44093, and has a valid IL handicapped placard# CG68951. She resides in a single family residence with a 2 car garage that is used by landlord. The block is mostly single family homes and is zone parking 4-1. There are 2 handicapped signs located at 2522 Wesley and 2534 Wesley.</p> <p>Refoncia partially meets the requirements for handicapped parking according to the City of Berwyn ordinance 484.05</p>			
REPORTING OFFICER YOUNG, TERRY	UNIT # 183	SUPERVISOR	UNIT #



## Handicapped Space/Zone Police Department Site Inspection

Application # 1138

Police Department Designee C.S.O. Terry Young

Comments: Resides in single family home with 2 car garage used by landlord. Block is zone 4-1 residential. There are 2 handicapped signs on block located at 2522 Wesley, and 2534 Wesley. Block is mostly single family homes.

Date: 1/31/2017

Police Report # 17-00981

## Handicapped Space/Zone Public Works Site Inspection

Application # 1138

Public Works Director or Designee Dan Schiller

Comments: There are no obstructions to installation of a reserved space at this location. There are 2 existing reserved spaces on the block located at 2522 (directly next door) and 2534. The block is superzone 4-1 parking. There is a 2+ car garage on the property.

Meets Public Works Criteria:

Parking Space

Yes

No

Parking Zone

Yes

No

Date: 1/31/2017

Police Report # 17-00981

## Handicapped Space/Zone Traffic Engineer Site Inspection

Application # 1138

Traffic Engineer or Designee Nicole Campbell

Comments: 1 vehicle to residence, superzone.

Meets Traffic Criteria for:

Parking Space	Yes	0		No	X
Parking Zone	Yes	0		No	X

Date: 2/2/2017

Police Report # 17-00981

Rec'd by City Clerk: 2/3/2017  
 To Alderman: 2/3/2017  
 To Council: 3/1/17  
 Determination: DENY  
 Notice to Applicant:  
 Paid:  
 Sign #:

Comments:


The City of Berwyn  
Mayor Robert J. Lovero



Thomas J. Pavlik  
City Clerk

*APP # 1138*

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www.berwyn-il.gov

**Affidavit For Handicapped Parking Sign or Drop Off Zone**

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

INITIAL  RENEWAL

Refoncia S. McGowan  
(Name of Handicapped Applicant)

(Date of Birth)

2518 Wesley Ave.  
(Berwyn Address)

\_\_\_\_\_  
(Name of caregiver, or guardian if minor)

(Date of Birth)

\_\_\_\_\_  
(Telephone /Cell Phone Number)

Is there a garage on the property? Yes / No

Are you the homeowner? Yes / No

If so, what is the garage currently being used for? Owner Parking

Driveway \_\_\_ Carport \_\_\_

All Applicants must submit the Physicians form (A)

Renters must submit the Owner Consent form (B)

\*\*\*\*\*

**Vehicle Information**

Chevrolet Malibu 2013  
(Vehicle make and model)

Silver 2013  
(Color / Year)

775 0262  
(Illinois License Plate Number)

44093  
(Current City Vehicle Sticker Number)

\_\_\_\_\_  
(Illinois Handicapped Plate)

CG68951  
(Illinois Permanent Handicap Placard Number)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit, which said person knows to be false or believes to be false.

[Signature]  
Signature of Applicant or Legal Guardian

01-15-17  
Date

Return the completed form to the City Clerk's Office at Berwyn City Hall  
6700 West 26<sup>th</sup> Street, Berwyn, Illinois



The City of Berwyn  
Mayor Robert J. Lovero



Thomas J. Pavlik  
City Clerk

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www.berwyn-il.gov

**Physician Form (A)**

**This form must be filled out in its entirety and signed by your physician.**

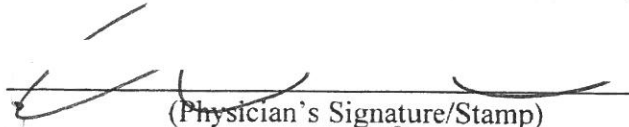
**Physician must state, by printing below, the nature of the patient's handicap**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the patient utilize any of the following? :

Walker \_\_\_\_\_ Wheel Chair \_\_\_\_\_ Cane \_\_\_\_\_ Oxygen \_\_\_\_\_

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped Person – Every natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

  
\_\_\_\_\_  
(Physician's Signature/Stamp)

Robin Rothbard MD  
\_\_\_\_\_  
(Print Physician's Name)

1-14-17  
\_\_\_\_\_  
(Date)

Dr. Robin Rothbard  
University of Illinois at Chicago  
Chicago, IL 60607

**Return the completed form to the City Clerk's Office at Berwyn City Hall  
6700 West 26<sup>th</sup> Street, Berwyn, Illinois**

The City of Berwyn  
Mayor Robert J. Lovero



Thomas J. Pavlik  
City Clerk

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www.berwyn-il.gov

**Form B**

**Owner Consent For Handicap Sign**

**Placement/Drop-off Zone**

I Armani Hassell, owner/manager of the property at  
2518 Wesley ave, state as follows:

1) That Refoncia McGowan is a tenant at the above listed property.

2) That Refoncia McGowan has no access to any parking on the premises.

3) That if Refoncia McGowan is granted a handicapped sign or drop-off zone by the City of Berwyn, I have no objection to the placement of signs in front of this address.

4) I agree to notify the City of Berwyn if Refoncia McGowan no longer resides on the premises.

Armani Hassell / 1/14/17  
\_\_\_\_\_  
(Signature/Date)

Name: Armani Hassell  
Address: 2518 Wesley ave  
Phone#: \_\_\_\_\_

Return the completed form to the City Clerk's Office at Berwyn City Hall  
6700 W. 26<sup>th</sup> Street, Berwyn, IL 60402