

ORDINANCE NO. 2019-01

AN OMNIBUS ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTERS 18 AND 70 OF THE MUNICIPAL CODE, VILLAGE OF STICKNEY, ILLINOIS REGARDING BUILDING PERMIT FEES AND RELATED FEES

WHEREAS, the Village of Stickney (the "Village") is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret and amend its ordinances, rules and regulations; and

WHEREAS, the Village President (the "President") and the Board of Trustees of the Village (the "Village Board" and with the President, the "Corporate Authorities") are committed to ensuring the health, safety and welfare of Village residents; and

WHEREAS, currently, the Municipal Code, Village of Stickney, Illinois (the "Village Code") sets forth the fees to be charged in its existing regulations (the "Existing Regulations") for application and/or issuance of building permits, dumpster permits, electrical permits, heating, ventilating and air conditioning permit fees, plumbing fees, occupancy inspection fees, other related inspection fees and other similar fees (collectively, the "Fees"); and

WHEREAS, despite rising costs related to processing the applications and inspections related to the Fees charged by the Village, including the increased costs of personnel, products, and other services (collectively, the "Processing Costs"), the Village has not updated its Fees since at least 1981; and

WHEREAS, the Processing Costs related to the current Fees is not reflective of what other similar municipalities in the area charge; and

WHEREAS, based on the foregoing, the Corporate Authorities have determined that it is in the best interests of the Village and its residents to amend certain Fees, as detailed in this Ordinance; and

WHEREAS, based upon the foregoing, the Corporate Authorities have determined that it is necessary, advisable and in the best interests of the Village and its residents to amend various sections of Chapters 18 and 70 of the Village Code to amend certain fees as set forth below;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF STICKNEY, COOK COUNTY, ILLINOIS, as follows:

**ARTICLE I.
IN GENERAL**

SECTION 1. INCORPORATION CLAUSE.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

SECTION 2. PURPOSE.

The purpose of this Ordinance is to amend various sections of Chapters 18 and 70 of the Village Code to update and clarify the Existing Regulations and to authorize the President and other Village officials and employees to take all action necessary to carry out the intent of this Ordinance.

ARTICLE II.

AMENDMENTS TO VARIOUS SECTIONS OF CHAPTERS 18 AND 70 OF THE CODE OF ORDINANCES OF THE VILLAGE OF STICKNEY, ILLINOIS

SECTION 3.0. AMENDMENTS TO CHAPTERS 18 AND 70.

The Village Code is hereby amended, notwithstanding any provision, ordinance, resolution or Village Code section to the contrary, by amending the following Village Code sections as set forth herein:

Sec. 18-63. - Occupancy permit required.

No agent, broker, firm, company, partnership, corporation, person or persons, whether as owners or agents of the owners, shall rent, sell, transfer, grant, lease let, mortgage, refinance with a right of occupancy, or otherwise dispose of the ownership or occupancy, whether or not for a consideration of a building, house, condominium, dwelling unit, or apartment building unless an occupancy permit is issued by the village certifying that said building, house, condominium, dwelling unit, or apartment is in compliance with all ordinances, including, but not limited to, the zoning and building codes of the village.

Where there is more than one apartment, condominium unit, or separately owned dwelling units in a given building, a separate occupancy permit must be obtained for each unit prior to transfer of ownership or interest. An apartment, condominium, or dwelling unit is herein defined as a self-contained unit with a private bath and cooking facilities owned in fee simple. Any such building existing in a single-family residential district must prove status as a legal non-conforming use and compliance actions required pursuant to the ordinances of the Village of Stickney.

Where a building, house or dwelling unit is sold or otherwise transferred with more than one dwelling unit, whether owner occupied or maintained as a lease or rental property, each unit must obtain an occupancy permit prior to the transfer the building, house or dwelling unit.

The fee(s) for occupancy inspections shall be as follows:

- (a) Single-Family buildings shall be subject to an occupancy inspection fee of \$100. The determination or report generated by this inspection shall be valid for 6 months

unless the building is deemed unsafe or uninhabitable by the Village or any other state, local or federal agency.

- (b) Multi-Family buildings shall be subject to an occupancy inspection fee of \$100 plus an additional \$35 for each unit in the building. This inspection shall be valid for 6 months unless the building is deemed unsafe or uninhabitable by the Village or any other state, local or federal agency.

- (c) Commercial Property buildings shall be subject to an occupancy fee of \$100 for any property less than 5,000 square feet. For any commercial property greater than 5,000 square feet, the fee shall be \$.02 per square foot plus an additional \$50 inspection fee. This inspection shall be valid for 6 months unless the building is deemed unsafe or uninhabitable by the Village or any other state, local or federal agency.

- (d) When re-inspections are needed, a re-inspection fee shall not be charged for the first re-inspection if the re-inspection occurs within 6 months of the original inspection. Any additional inspections shall require that a \$50 fee be paid prior to completing the inspection.

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Section 18-103. - Fees.

The fees for permits required by the publications adopted by reference in subsection 18-1(a) and section 18-101 shall be as follows:

(1) Building Permit fees, generally.

<i>Total Valuation (cost of certification or installation)</i>	<i>Fee</i>
Total Valuation (cost of certification or installation)	Fee
\$100.00 and less	No fee, unless inspection required, in which case a \$10.00 fee for each inspection shall be charged.
\$101.00 through \$10,000,000.00 <u>\$2,000.00 or less</u>	\$15 <u>30.00</u> per thousand dollars or fraction
Over \$10,000,000 <u>2,000.00</u>	<u>1.5% of the total cost of construction, which shall include but not be limited to materials, labor, and profits.</u> \$150,000.00 for the first \$10,000,000.00 plus \$5.00 per each additional thousand dollars or fraction thereof.

Schedule

~~Permit fees shall be calculated to include any and all additional inspection fees required to complete a project. pursuant to this section in the amount of \$500.00 or more shall be deemed to include the fees, if any, required to be paid pursuant to the applicable provisions of subsection (2) of this section, and articles IV, V, VI and IX of this chapter, relating to concrete, roofing, electrical, mechanical, plumbing, and fence installations.~~

The village may, in its discretion, use a third party to conduct any and all necessary inspections for the permits referred to in this section, including but not limited to, plan inspections and project inspections. Any costs associated with a third-party inspection under this section will be borne by the permit applicant, in addition to any other costs required hereunder.

(2) Other Permit Fees.

The fees in this section shall only apply if permit or inspection fees pursuant to Section 18-103(1) are not assessed.

<u>Permit Type</u>	<u>Fee and additional requirement</u>
<u>Permit fees for concrete and roofing work</u>	<u>Minimum of \$50.00</u>
<u>Moving of building or structure</u>	<u>\$1,000.00</u>
<u>Pool installation works</u>	<u>Minimum of \$50.00</u>
<u>Windows Installation (shall apply to windows of the same size provided there is no alteration of the structure of the building in which they are to be installed)</u>	<u>Minimum of \$25.00</u>
<u>Entry Door Installation (shall apply to doors of the same size provided there is no alteration of the structure of the building in which they are to be installed)</u>	<u>Minimum of \$25.00</u>
<u>Water Heater Replacement</u>	<u>Minimum of \$25.00</u>
<u>Tree trimming and removal (private service)</u>	<u>Minimum of \$25.00</u>
<u>Entry door installation (same size)</u>	<u>Minimum of \$25.00</u>

~~Permit fees for concrete and roofing work. All concrete work and all roofing work shall have a minimum permit fee of \$2550.00.~~

- (3) Concrete work, defined. The term "concrete work" as used in this subsection means work involving the laying of cement, asphalt, concrete, or similar material, and includes, but is not limited to, sidewalks, stairs, patios, and garage aprons.
- (4) Moving of building or structures. For moving of any building or structure, the fee shall be \$1,000.00. The permit shall state specifically thereon the route to be taken. No variation from such route shall be permitted, except in cases of extreme emergency; or for other good cause shown.
- (5) Double fees authorized. Where work, for which such a permit is required, is started, or proceeded with prior to obtaining such any permit fee provided for in this section or in Chapter 18 generally, the fees specified in this section shall be doubled; ~~but the~~ The payment of such double fee shall not relieve any persons from fully complying with the requirements of all ordinances in the execution of the work nor from any other penalties prescribed in this section.
- (6) Plan examination fees. For purposes of determining the applicable plan examination fee, the term "residential structure" shall include one-family dwellings and two-family dwellings. The term "commercial structure" shall include any structure having a commercial use, and multiple-family dwellings excluding two-family dwellings. The term "addition" shall include any permanent extension or increase in the square footage of a residential or commercial structure. Additional fees may apply for expedited plan reviews. The fee for structural plan reviews shall be \$200 for any residential addition; \$250 for any new residential structure; and \$300 for any new construction commercial structures or rehabilitations of commercial structures, plus the costs of expedited plan reviews, where applicable.
- (7) Additional inspection fees to be applied to permit. An additional inspection fee of \$75 shall be due for any and all inspections that will be required to complete any permitted work described in this subsection. Any subsequent re-inspections shall be subject to a fee of \$50. The re-inspection fees described in this paragraph shall be paid in full before an inspector returns to and reinspects the work site.

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Sec. 18-105. - Demolition of building or structure.

- (a) Bond required. Before any permit is granted to wreck or to move a building or structure for which a permit is required, the person engaged in the work of wrecking or moving the building or structure shall be licensed and shall file with the building and zoning division a bond in the penal sum of \$10,000.00 with sureties to be approved by the building commissioner, to indemnify, keep and save harmless the village against any loss, cost, damage, expense, judgment, or liability of any kind whatsoever the village may suffer, or which may accrue against, be charged or be recovered from such village, or any of its officials from or by reason or on account of

accidents to persons or property during any such wrecking operations or moving operations and from or by reason or on any such wrecking or moving operations and from or by reason or on account of anything done under or by virtue of any permit granted for any such wrecking operations or any such moving operation. Such bond in each case shall extend over the period of and cover all such wrecking or such moving operation. In addition to such bond, a cash deposit in the sum of \$1,000.00 shall be paid to the village to ensure the safety of the village streets and sidewalks and their complete restoration in event of damages thereto.

- (b) *Evidence of inspection for termites and vermin.* Prior to issuing such permit to the applicant, the applicant shall submit written evidence to the building commissioner of the village showing that the property for which such permit is to be issued has been inspected and treated for termites and vermin by persons duly qualified and licensed as exterminators in termites, vermin and pest control when re-building on same area or if the noted property is left as open land. The inspection and treatment referred to in this subsection shall be made and conducted within 20 days. A final termite inspection shall be required to close out any and all demolition permits.

- (c) *Completed application; permit fees.* Upon execution of this bond and deposit and the payment of the applicable permit fee, as set forth below, the building commissioner shall issue a permit. For residential structures or commercial structures less than 5,000 square feet, the permit fee shall be \$250.00. For commercial structures 5,000 square feet or greater, the permit fee shall be \$300.00, ~~the permit fee shall be 1.5 percent of the cost of demolition or moving, but in no event less than \$250.00.~~ For detached, freestanding garages or accessory buildings, the permit fee shall be \$7550.00. A termite treatment shall be required once demolition is completed to close out any and all demolition permits.

Sec. 18-145. - Permits.

- (a) *Required.* It shall be unlawful to install or alter any electrical equipment or wiring without having first obtained a permit therefor. Applications for such permits shall be made in writing to the clerk, and shall be referred by him to the village supervisor. Each such application shall contain the name of the owner of the premises to be served, the name of the contractor doing the work, and the nature of the work to be done; where the work consists of new installation or extensive repairs or alterations, plans and specifications of the work shall accompany the application.
- (b) *Inspection fees.* The fee for ~~such permits~~ inspections shall be paid in advance and shall be as provided for in Section 18-103. Where Section 18-103 is silent, the inspection fee shall be \$75.00. as follows:
 - (1) ~~Enumeration of 15-amp and 20-amp circuits.~~

<i>Circuits</i>	<i>15-Ampere</i>	<i>20-Ampere</i>
-1	\$ 30.00	\$ 30.00
-2	30.00	30.00
-3	30.00	40.00
-4	38.00	51.00
-5	46.00	62.00
-6	53.00	71.00
-7	60.00	81.00
-8	68.00	91.00
-9	74.00	101.00
10	82.00	121.00
11	86.00	131.00
12	90.00	133.00
13	95.00	135.00
14	100.00	138.00
15	105.00	147.00
16	110.00	156.00
17	115.00	162.00
18	120.00	168.00
19	125.00	174.00
20	130.00	180.00
21	135.00	185.00
22	140.00	190.00
23	145.00	195.00
24	150.00	200.00
25	155.00	205.00
26—50	5.00	6.00
51—75	4.50	5.30
76—100	4.00	5.00
over 100	3.00	4.50

(2) *Thirty-amp circuits and above.* The inspection fee for a 30-ampere fixed lighting circuit shall be the amount of a 15-ampere circuit plus \$15.00. The

inspection fee for a 40-ampere fixed lighting circuit shall be the amount of a 20-ampere circuit plus \$20.00. The inspection fee for a 50-ampere fixed lighting circuit shall be triple the amount of the 15-ampere circuit.

- (3) ~~Two-wire and three-wire circuits.~~ For the inspection of each two-wire branch lighting circuit, including fixtures, sockets or receptacles, the fee shall be as provided in subsection (b)(1) of this section. For each three-wire circuit of nominal 15-ampere or 20-ampere, the fee shall be based on double the number of circuits as provided in subsection (b)(1) of this section.
- (4) ~~Three-phase, four-wire circuits.~~ For each three-phase four-wire circuit of capacities of nominal 15-ampere or 20-ampere capacities, the fee shall be three times the number of circuits as provided in subsection (b)(1) of this section.
- (5) ~~Additional sockets on existing circuits.~~ For the inspection of additional outlets on existing circuits and including the fixtures, sockets or receptacles attached to such outlets, the fee shall be \$1.50 for each outlet.
- (6) ~~Rewired or remodeled existing installations.~~ Inspection fees for rewiring or remodeling existing installations where no new circuits, motors or current consuming devices are being installed shall be as follows:-

<i>Load in kw (change hp to kw) (1 hp equals 0.75 kw)</i>	<i>Amount</i>
1—10	\$21.00
11—25	47.00
26—50	58.00
51—150	66.00
151—250	75.00
251—350	85.00
351—500	95.00
501 and over, for each 50 kw or fraction thereof	9.00

- (7) ~~Original installation of single-family residence.~~ The fees for the inspection of the original installation in a single-family residence, including all circuits, fixtures, receptacles or equipment shall be as follows:

<i>Interior Floor Area</i>	<i>Amount</i>
1—799 square feet	\$25.00
800—1,399 square feet	35.00
1,400—2,399 square feet	55.00
2,400 square feet and over	75.00

~~(8) *Electrical motors or other such current-consuming devices.* The inspection fees for the inspection of each electrical motor or current-consuming device, other than lighting fixtures, shall be as follows:~~

~~One motor or current-consuming device\ \$15.00~~

~~Each additional motor or current-consuming device\ \$5.00~~

~~(9) *Temporary installations.* Inspections of temporary installations, underground or overhead wires and apparatus, and other inspections not specifically provided for in this section, shall be charged at the rate of \$25.00.~~

~~(10) *Previously approved installation.* The inspection fee for reinspection of any existing previously approved electrical installation shall be at the rate of \$25.00 per hour and shall be payable by the electrical contractor who subsequently obtains a permit to make the required corrections to that electrical installation.~~

~~(11) *Extra inspections.* Where extra inspections are made because of inaccurate or incorrect information, failure to make necessary repairs, or faulty construction, a charge of \$20.00 shall be made for each such inspection.~~

~~(12) *Minimum fee.* No inspection shall be made for an amount less than \$25.00.~~

~~(13) *Examination of plans.* The fees for examination of plans shall be as follows:~~

~~Twenty-five dollars (\$25) when plans are submitted to the village and ten (10%) percent of the permit fee to be paid before or with the permit fee.~~

~~(14) *Displays, exhibitions, carnivals and similar installations.* The fees for the inspection of electrical work in connection with displays, exhibitions, carnivals and similar temporary installations shall be as follows:~~

~~Connected loads of less than 10 kw\ \$30.00~~

~~Connected loads of 10 kw to 50 kw\ \$60.00~~

~~Connected loads of 51 kw to 100 kw\ \$75.00~~

~~Connected loads of 101 kw to 200 kw\ \$90.00~~

~~Connected loads of 201 kw to 300 kw\ \$100.00~~

~~Additional connected loads over 300 kw, for each 200 kw or fraction thereof\ \$10.00~~

~~(15) *Interior communications systems and burglar alarms.* The fees for the inspection of electrical interior communication systems and burglar alarms shall be as follows:~~

~~Low-voltage burglar alarms\ \$30.00~~

~~Aural communication systems\ \$30.00~~

~~Visual communications systems\ \$30.00~~

~~Master antenna systems\ \$30.00~~

~~(16) *Inspection fees for services.* Except as provided in subsection (b)(7) of this section for single-family dwellings and as is provided in subsection (b)(12) of this section, the inspection fee for services shall be as follows:~~

~~100 ampere (3- or 4-wire)\ \$25.00~~

~~101 to 200 ampere (3- or 4-wire)\30.00~~

~~201 to 300 ampere (3- or 4-wire)\35.00~~

~~301 to 400 ampere (3- or 4-wire)\50.00~~

~~401 to 600 ampere (3- or 4-wire)\60.00~~

~~601 to 800 ampere (3- or 4-wire)\68.00~~

~~801 to 1,000 ampere (3- or 4-wire)\75.00~~

~~Fees for service in excess of 1,000-ampere shall be computed on the basis of the rating of the service disconnects installed, prorated according to the schedule above, and shall include feeders, risers and all wiring and equipment up to the branch circuit distribution panels or control centers.~~

~~Fees for the inspection of vaults shall be \$30.00 for each vault.~~

~~(17) Original installation of street lighting equipment. Inspection fees for the original installation of street lighting equipment shall be \$30.00, plus \$5.50 for each lamppost.~~

~~(18) Signs and billboards.~~

~~a. Basic fee \$25.00~~

~~Plus:~~

~~b. Per square foot 0.25~~

~~(19) Electrical signs.~~

~~a. Basic fee 25.00~~

~~Plus:~~

~~b. Per square foot 0.25~~

~~(20) Marquees.~~

~~a. Basic fee 50.00~~

~~Plus:~~

~~b. Per square foot of horizontal projection 0.50~~

~~c. Bond as applicable.~~

~~(21) Other. All other structures not mentioned in this subsection (b) 30.00~~

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Sec. 18-183. - Permit fees.

In the case of permits for installation of heating, ventilating, air conditioning units and refrigeration systems the fee for the permit required shall be as follows:

(1) — *Heating.*

a. — Warm air furnaces, each \$42.00

Plus an additional charge of \$1.50 for every 10,000 Btu's (British thermal units)

b. — High pressure boilers, each 75.00

Plus an additional charge of \$1.50 for every 10,000 Btu's

c. — Low pressure boilers, unfired pressure vessels 42.00

Plus an additional charge of \$1.50 for every 10,000 Btu's

d. — Heat pump 50.00

Plus an additional charge of \$1.50 for every 10,000 Btu's

e. — Freestanding stoves and fireplaces 42.00

(2) — *Air conditioning (central).*

a. — Basic fee 30.00

Plus:

b. — Per ton or fraction 6.00

(3) — *Ventilating systems, mechanical.*

a. — 3,000 CFM 30.00

Plus:

b. — 1,000 CFM additional 5.00

Capacity is calculated as sum of supply and exhaust.

(4) — *Refrigeration systems.*

Pounds of Refrigerant

			More Than	Less Than	
(1)	Commercial and Industrial Systems:				
	a.	Class A	1,000		\$75.00
	b.	Class B	100	1,000	-55.00
	c.	Class C	20	100	-45.00
	d.	Class D	6	20	-40.00
	e.	Class E	0	6	-35.00
(2)	Single unit systems with 1/4 hp motor		0	6	-35.00

(3)	Remote systems with ¼ hp motor	0	6	-35.00
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The provisions of subsection (4) of this section shall not apply to single-family dwellings nor to any multiple dwellings having not more than three apartments.

(Code 1981, § 6-53)

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Sec. 18-223. -- Permit fees.

(a) — *New construction.*

(1) — Basic fee \$50.00

Plus one of the following:

(2) — Per each fixture opening: 7.00

a. — Plumbing 8.00

b. — Gas (not to include heating plants or water heaters) 8.00

(3) — Lawn sprinkler systems 35.00

(4) — Water softeners 10.00

(5) — Bond, as applicable

(b) — *Replacement of fixtures.*

(1) — Basic fee 15.00

Plus one of the following:

(2) — Per fixture 7.00

(3) — Domestic water heater 15.00

(4) — Commercial water heater 40.00

(5) — Bond, as applicable

(c) — *Alterations and repairs.*

(1) — Basic fee 20.00

Plus one of the following:

(2) — Underground repairs on private property:

a. — Water service 20.00

b. — Storm or sanitary sewer 20.00

(3) — Piping alterations 15.00

(4) — New water service 30.00

(5) — Addition of fixtures (each) 8.00

(6) — Bond, as applicable

- (d) ~~Plans examination.~~ The fee for the examination of the plans shall be as follows:
~~\$25.00 when plans are submitted to the village and ten percent of the permit fee, to be paid before or with the permit fee.~~

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Section 18.322. – Permit to Erect.

A person who wishes to erect a fence in the village must first apply to the designated village official for a permit therefor. The permit shall be issued upon payment of not less than a \$2550.00 fee, (see fee schedule) to the village and upon the building inspector's approval of the plans, specifications, sketches or statements of the applicant concerning the height, location, design and construction of the proposed fence.

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Section 70-41. - Permit required; fee.

- (a) A container permit shall be valid for ten days and is renewable. A container permit is required for all such obstructions, whether placed on public or private property. The permit must be obtained by the owner or authorized agent of the owner of the property where the dumpster, foldable dumpster, or container will be placed or utilized.
- (b) The container permit fee shall be \$50.00 for the first 10 days, unless extended for an additional 7 days. Only one 7-day extension is allowed without the requirement of a payment of an additional fee. Any additional extensions would require an additional \$50 permit.
- (c) The service providing the dumpster, foldable dumpster, or container must have a current business license with the village in order for the village to issue a container permit.

SECTION 3.1. OTHER ACTIONS AUTHORIZED.

The officers, employees and/or agents of the Village shall take all action necessary or reasonably required to carry out, give effect to and consummate the amendments contemplated by this Ordinance and shall take all action necessary in conformity therewith. The officers, employees and/or agents of the Village are specifically authorized and directed to draft and disseminate any and all necessary forms or notices to be utilized in connection with the intent of this Ordinance.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

SECTION 4. HEADINGS.

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

SECTION 5. SEVERABILITY.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

SECTION 6. SUPERSEDER.

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

SECTION 7. PUBLICATION.

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall be effective immediately its passage, approval and publication in accordance with applicable law.

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PASSED this 15th day of January, 2019.

AYES: Trustees Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White

NAYS: none

ABSENT: none

ABSTENTION: none

APPROVED by me this 15th day of January, 2019.

Jeff Walik, President

**ATTESTED AND FILED in my
office this 16th day of January, 2019.**

Audrey McAdams, Village Clerk