



**VILLAGE OF ELBURN
COMMITTEE OF THE WHOLE MEETING
MONDAY, APRIL 18, 2022
7:00 pm**

1. Call to Order
2. Roll Call
3. Public Comment
4. Discuss:
 - a. Building & Zoning Quarterly Report
 - b. Public Works Quarterly Report
 - c. Police Quarterly Report
 - d. Amend Section 884 Towing Ordinance
 - e. Amend Section 480 Street Parking After a Snowfall
5. Other Business
6. Adjournment



VILLAGE OF ELBURN
301 E. NORTH ST.
ELBURN, ILLINOIS 60119
(630) 365-5060

BUILDING & ZONING
FIRST QUARTER REPORT: 2022

Here is the quarterly report for the Village of Elburn (number of permits issued and inspections performed in January, February and March).

Sincerely,

Thomas G. Brennan

Building Commissioner

tbrennan@elburn.il.us

1st QUARTER PERMITS:

2022	79	17 Homes
2008	20	+ 295%
2009	24	+ 229%
2010	26	+ 204%
2011	16	+ 394%
2012	29	+ 172%
2013	25	+ 216%
2014	29	+ 172%
2015	37	+ 113.5%
2016	47	+ 68%
2017	40	+ 97.5%
2018	34	+ 132%
2019	39	+ 102.5%
2020	37	+ 113.5%
2021	80	- 1.25%
Avg.	34.5	+ 129%

1st QUARTER INSPECTIONS:

2022	273	
2008	111	+ 146%
2009	97	+ 181%
2010	110	+ 148%
2011	101	+ 170%
2012	92	+ 197%
2013	78	+ 250%
2014	66	+ 313%
2015	167	+ 63%
2016	192	+ 42%
2017	201	+ 36%
2018	207	+ 32%
2019	274	- 0.36%
2020	202	+ 35%
2021	220	+ 24%
Avg.	151	+ 81%



Village of Elburn
Public Works Department
301 E. North Street Elburn, IL 60119
Phone 630-365-5060

To: Village Board Members
From: Phil Van Bogaert, Superintendent of Public Works
Subject: Public Works 2022 Q1 Report (January-March)
Date: April 13, 2022

Below are Public Works highlights for the first quarter of 2022:

- Compiled FY2023 budget.
- Several Public Works employees tested positive for COVID. Public Works was short-handed for a few weeks as it worked its way through the department.
- Multiple snow events.
- Majority of loose paper maps at Public Works have been scanned to the network.
- New furnace installed at Public Works.
- New tires installed on rubber tire backhoe and skidsteer.
- Sprayer for liquid de-icer fabricated by Public Works employees.
- GIS implementation underway with EEI.
- WWTP compliance statement, Special Condition 13 Report (semi-annual sludge management) and fiscal report submitted to IEPA for our NPDES permit.
- Truck 67 repaired related to a recall.
- Purchased a used 2003 International plow truck with a wing from Blackberry Township.
- Updated the CIP for Public Works.
- Performance and goal reviews conducted with all Public Works personnel.
- Worked with EEI on the Lead Service Line Replacement (LSLR) letter and survey distribution.
- Water main break occurred Sunday evening, February 6, at North First Street and Birch Street. Public Works completed the repair. A boil order was issued.
- The stop sign at Anderson and Hughes Roads was knocked down by hit-and-run. Public Works completed the replacement.
- Worked with EEI to finalize the 2022 Streets Program locations.
- A new water heater was installed at the WWTP.
- Dempsey Lift Station pump could not be repaired. A new replacement pump was ordered.
- Worked with EEI on revisions to the Subdivision Control Ordinance (SCO).
- A 15" storm sewer was plugged and flooded a portion of E Prairie Valley Street. Public Works cleared the clog.
- The Village of Elburn received the 23rd annual Tree City USA designation and the 2021 Growth Award from the Arbor Day Foundation.

- New external lights installed for the two clarifiers at the WWTP.
- The lift station at Fox Pointe Subdivision (Lennar) went live. Public Works employees were trained on SCADA and operation of the new lift station pump.
- Met with Encap to review open space management at Blackberry Creek.
- Parkway tree trimming in Blackberry Creek.
- Chlorination of the water main at the new Dollar Tree store.
- Another street light pole knocked down by a motorist at Route 47 and Prairie Valley Street due to icy conditions.
- All lighting at the WWTP converted to LED.
- The first utility inspections in Fox Pointe Subdivision occurred.
- Four of the six overhead radiant heaters in the Public Works shop were repaired.
- Crews in the process of restoring parkway turf that was damaged from snow plowing.
- The ice rink at the Community Center was taken down and put in storage.
- Public Works cleaned storm drains of leaves and debris that collected over the winter.
- Public Works laborer, Ruben Acosta, resigned effective April 1, 2022.

Work Orders

There was a total of 167 work orders during the first quarter compared to 185 for the same quarter last year. A summary breakdown is shown below:

46 Final Read	23 Public Works	4 Trees	22 Utility Inspection
1 Mailbox	5 Read Meter	1 Turn-Off	3 Water Complaint
31 MXU	5 Street Complaint	1 UB Service Call	11 Water Meter
1 Parks	10 Street Light		



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 Phone: 630-365-5060 Fax: 630-365-5063
 www.elburn.il.us

To: Village Board
 From: Phil VanBogaert, Superintendent of Public Works
 Date: April 13, 2022
 Re: 2022 First Quarter Water Report (Jan, Feb, Mar)

Jan

- Samples for coliform bacteria have been submitted, and all have come back satisfactory.
- The monthly operating reports for January have been submitted to Illinois EPA.

	Jan 2022 (Million Gallons)	Jan 2021 (Million Gallons)	Jan 2012 (Million Gallons)
Well #3	2.196	1.969	0.380
Well #4	2.925	4.501	4.916
Well #5	7.198	5.279	6.003
Total Pumped	12.319	11.749	11.299

Feb

- Samples for coliform bacteria have been submitted, and all have come back satisfactory.
- The monthly operating reports for February have been submitted to Illinois EPA.

	Feb 2022 (Million Gallons)	Feb 2021 (Million Gallons)	Feb 2012 (Million Gallons)
Well #3	1.506	1.453	0.000
Well #4	3.210	3.283	5.006
Well #5	6.358	5.678	5.547
Total Pumped	11.074	10.414	10.553

Mar

- Samples for coliform bacteria have been submitted, and all have come back satisfactory.
- The monthly operating reports for March have been submitted to Illinois EPA.
- Routine samples for barium at Well 3, and for nitrate, nitrite, corrosion control group, and inorganic chemicals at Well 5 were collected and submitted for analysis. Results have been received, and all parameters were below individual limits.

	Mar 2022 (Million Gallons)	Mar 2021 (Million Gallons)	Mar 2012 (Million Gallons)
Well #3	1.976	2.763	0.000
Well #4	3.320	2.075	5.310
Well #5	6.851	6.749	5.368
Total Pumped	12.147	11.587	10.678



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To: Village Board
 From: Phil VanBogaert, Superintendent of Public Works
 Date: April 13, 2022
 Re: WWTP First Quarter Report (Jan, Feb, Mar) – 2022

Jan

- .95 MG of digester sludge poured
- Wasted .166 MG of sludge to digester
- Installed mixer #1 west oxidation ditch
- Chris (EEI), Edgar (Fehr-Graham) and Jesse met regarding special condition testing
- Erik from HACH serviced ORP/DO meter in oxidation ditch

Feb

- .72 MG of digester sludge poured
- Wasted .84 MG of sludge to digester
- Mendel Plumbing & Heating installed a new water heater
- Replaced tubing that pumps alum to diversion #1
- Holmgren Electric replaced 7 photo eyes at the plant

Mar

- .68 MG of digester sludge poured
- Wasted .190 MG of sludge to digester
- Holmgren Electric installed all new LED lights in lab and garage. All lights in the WWTP are LED
- Trained Jake Pearson on all daily and weekly operations at the WWTP. Jake is able to run the plant in Jesse’s absence.

Influent Flow Total Million Gallons Pumped	Influent Flow Total Million Gallons Pumped	Influent Flow Total Million Gallons Pumped
Jan 2022 19.33	Feb 2022 19.281	Mar 2022 25.262
Jan 2021 15.3	Feb 2021 14.9	Mar 2021 22.7
Jan 2012 16.207	Feb 2012 15.994	Mar 2012 20.808



ELBURN POLICE DEPARTMENT

Quarterly Report

Date: April 1, 2022
To: Village President and Board of Trustees
From: Erich Schlachta, Deputy Chief of Police
Quarter/Year: 1st / 2022 Quarter Report

COMMUNITY CONCERNS

COMMUNITY TRAFFIC CONCERNS / COMPLAINTS

Elburn Police Received Complaints For The Following Violations:

COMMUNITY TRAFFIC CONCERNS

The Elburn Police Department did conduct directed, extra patrols, and vacation checks for the first quarter. The mobile radar speed sign was deployed for March 2022.

Location	Type of Request	Type of Concern	Days of Dedicated Patrol	Warnings	Citations
1000 Block Station Blvd.	Extra Patrol Request	Extra Watch on Home	60 Days	N/A	N/A
400 Block Cambridge Avenue	Extra Patrol Request	Extra Watch on Home	181 Days	N/A	N/A
600 Block Maple Avenue	Extra Patrol Request	Extra Watch on Home	90 Days	N/A	N/A
100 Block E. Pierce Street	Extra Patrol Request	Extra Watch on Home	210 Days	N/A	N/A
600 Block Elizabeth Street	Extra Patrol Request	Extra Watch on Home	14 Days	N/A	N/A
400 Block Cambridge Avenue	Extra Patrol Request	Extra watch on Home	90 Days	N/A	N/A
S. First St. & Nebraska St.	Directed Patrol Request	Vehicles not stopping at stop sign	29 Days	0	0
S. First St. & Kansas St.	Directed Patrol Request	Vehicle not stopping at stop sign	29 Days	0	0
900 Block Liberty Drive	Extra Patrol Request	Extra Watch on House	5 Days	N/A	N/A
400 Block West Reader Street	Extra Patrol Request	Extra Watch on House	8 Days	N/A	N/A

1100 Block Wise Street	Extra Patrol Request	Extra Watch on House	7 Days	N/A	N/A
700 Block Westlake Avenue	Extra Patrol Request	Suspicious Person	5 Days	N/A	N/A
500 Block Highland Drive	Extra Patrol Request	Suspicious Activity	15 Days	N/A	N/A
500 Block S. Main Street	Extra Patrol Request	Extra Watch, Business	19 Days	N/A	N/A
S. Main Street & Kansas St.	Radar Message Trailer	No Passing on Right	15 Days	1	N/A
Pattee & Anderson Road	Directed Patrol request	Vehicle not stopping at stop sign	25 Days	1	0
Blackberry Creek Ped. Paths	Extra Patrol request	Mini-bikes on paths	10 Days	N/A	N/A
First Quarter 2021 Total			N/A	N/A	N/A
First Quarter 2022 Total			812 Days	2	0

ELBURN CERT

The new Elburn-Campton Hills Area CERT group has been conducting training and the first group of volunteers are scheduled to graduate on April 14th. After that time, we hope to retain most if not all of the 17 current class members to form our new CERT volunteer base group. The new group now will cover and have volunteers from anywhere within the Village of Elburn, Village of Campton Hills, and the Elburn & Countryside Fire Protection District.

COMMUNITY EVENTS

The Elburn Police Department had no special events planned during the first quarter of the year.

Community Presentations / Meetings

Date	Group	Officers	Topic
01/05/22	Contact Adam about PC	Chief Sikora	Meeting
01/06/22	Chamber of Commerce	Chief Sikora	Meeting
01/07/22	Elburn Police-Referendum	Chief Sikora	Meeting
01/07/22	Department Head Meeting	Chief Sikora	Meeting
01/10/22	Elburn Police-Referendum	Chief Sikora	Meeting
01/11/22	Sherri Martinez -Intern.	D.C. Schlachta	Meeting
01/11/22	Rt.38 & Anderson Signals	Chief Sikora	Meeting
01/12/22	Tri-Com Board Meeting	Chief Sikora	Meeting
01/12/22	ILACP Meeting	Chief Sikora	Meeting
01/13/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
01/13/22	Greater Cook County Chiefs	Chief Sikora	Meeting
01/13/22	Cert. Discussion	Chief Sikora	Meeting
01/13/22	Elburn Pension Board Meet	D.C. Schlachta	Meeting
01/14/22	ISP Director's Call	Chief Sikora D.C. Schlachta	Meeting
01/15/22	Dupage Railroad Safety	Chief Sikora	Meeting
01/18/22	CSO Interviews	Chief Sikora D.C. Schlachta	Interviews

01/19/22	Pastor Megchelsen, Comm. Task Force Member	Chief Sikora	Meeting
01/20/22	Dean Roberts, PD drawings	Chief Sikora	Meeting
01/20/22	KCCOPA January Meeting	Chief Sikora D.C. Schlachta	Meeting
01/20/22	Katrina Petrancosta	Chief Sikora D.C. Schlachta	CSO Interview, Meeting
01/20/22	Kyle Szczupider	Chief Sikora D.C. Schlachta	CSO Interview, Meeting
01/20/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
01/21/22	Cradle Point Rep.	Chief Sikora	Meeting
01/21/22	Ribbon Cutter, Sen. Office	Chief Sikora	Meeting
01/24/22	CERT. Organizational Meet	Chief Sikora	Meeting
01/25/22	Mackenzie Salazar -Second Interview	Chief Sikora D.C. Schlachta	CSO Interview, Meeting
01/25/22	Greg Aschenbrenner-Second Interview	Chief Sikora D.C. Schlachta	CSO Interview, Meeting
01/26/22	FBINAA Retainer Dinner	Chief Sikora D.C. Schlachta	Meeting
01/27/22	HR/A2VA-Interviews	Chief Sikora	Meeting
01/27/22	January STIC Meeting	D.C. Schlachta	Meeting
01/27/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	
01/28/22	HR/A2VA- Interviews	Chief Sikora	Meeting
02/01/22	HR Interview, Anna Bolger	Chief Sikora	Meeting
02/01/22	Department Head Meeting	Chief Sikora	Meeting
02/02/22	HR Interview, Tracy Johnson	Chief Sikora	Meeting
02/02/22	HR Interview, Chris Ranney	Chief Sikora	Meeting
02/02/22	Nat. Survey Use of Force	D.C. Schlachta	Meeting
02/03/22	Chamber of Commerce Meet	Chief Sikora	Meeting
02/03/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
02/03/22	Kane County DUI Task Force Meeting	D.C. Schlachta	Meeting
02/03/22	Conference with Call TPS	Chief Sikora	Meeting
02/03/22	Chamber of Commerce Meet	Chief Sikora	Meeting
02/04/22	HR Position, John Nevenhoven	Chief Sikora	Meeting
02/07/22	Police Commission Meeting	Chief Sikora	Meeting
02/08/22	Tri-Com Police & Fire Operations Meeting	D.C. Schlachta	Meeting
02/09/22	ILACP Meeting	Chief Sikora	Meeting
02/09/22	Referendum Paul Hanley	Chief Sikora	Meeting

		D.C. Schlachta	
02/09/22	PD Community Task Force	Chief Sikora D.C. Schlachta	Meeting
02/10/22	PD FY23 Salary Review	Chief Sikora	Meeting
02/10/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
02/10/22	Dan Simon from OEM	Chief Sikora	Meeting
02/11/22	Dean Roberts, New P.D.	Chief Sikora	Meeting
02/15/22	Leopardo Const. New P.D.	Chief Sikora	Meeting
02/15/22	Dean Roberts, New P.D.	Chief Sikora	Meeting
02/15/22	NWS Winter Weather Webinar -sever weather	Chief Sikora	Meeting
02/16/22	NWS Winter Weather Webinar -sever weather	Chief Sikora	Meeting
02/16/22	Police Memorial Committee	D.C. Schlachta	Meeting
02/17/22	Kane County Chiefs Meet	Chief Sikora D.C. Schlachta	Meeting
02/17/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
02/18/22	Gates Street Discussion	Chief Sikora D.C. Schlachta	Meeting
02/19/22	Dupage Railroad Safety Council	Chief Sikora	Meeting
02/22/22	Kane County OEM Meeting	D.C. Schlachta	Meeting
02/22/22	Chamber of Commerce, Community Task Force	Chief Sikora	Meeting
02/22/22	Kane Golf Committee	Chief Sikora	Meeting
02/23/22	Kane County Chiefs, Ofc. Of the Year Banquet	Chief Sikora D.C. Schlachta	Banquet Dinner
02/24/22	Mock Interviews & Advisory Meeting, IVVC	Chief Sikora	Interviews
02/24/22	STIC Intel. Meeting	D.C. Schlachta	Meeting
02/24/22	Tour of St. Charles P.D.	Chief Sikora D.C. Schlachta	Tour
02/24/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
02/28/22	Review PD Budget, Doug	Chief Sikora	Meeting
02/28/22	Gun Tracing Initiative	D.C. Schlachta	Meeting
03/01/22	360 Photographer P.D.	Chief Sikora D.C. Schlachta	Meeting
03/02/22	New P.D., Drawing Review, Dean Roberts	Chief Sikora	Meeting
03/03/22	Chamber of Commerce	Chief Sikora D.C. Schlachta	Meeting
03/03/22	Command Staff Meeting	Chief Sikora	Meeting

		D.C. Schlachta Sgt. Herra	
03/03/22	Cert. Training Class	Chief Sikora	Meeting
03/04/22	Dean Roberts, Elburn P.D.	Chief Sikora D.C. Schlachta	Meeting
03/07/22	Strategic Action Planning	Chief Sikora	Meeting
03/08/22	Dacra ref. Admin. Towing	Chief Sikora D.C. Schlachta	Meeting
03/08/22	Community Task Force	Chief Sikora D.C. Schlachta	Meeting
03/09/22	Tri-Com Board of Directors	Chief Sikora	Meeting
03/09/22	Meeting w/Randy Swets	Chief Sikora	Meeting
03/09/22	ILETSB Rep. Scott Heston	Chief Sikora D.C. Schlachta	Meeting
03/10/22	NWC Review	Chief Sikora	Meeting
03/10/22	CERT. Training Class	Chief Sikora	Meeting
03/14/22	Meeting w/Connor Anderson	Chief Sikora	Meeting
03/15/22	NEMRT Annual Meeting	Chief Sikora D.C. Schlachta	Meeting
03/16/22	Police Memorial Committee	D.C. Schlachta	Meeting
03/16/22	Kendall Chiefs Meeting	Chief Sikora	Meeting
03/17/22	Record Disposal, Steve Colaizzi	Chief Sikora D.C. Schlachta	Meeting
03/17/22	Kane County Chiefs Assoc.	Chief Sikora D.C. Schlachta	Meeting
03/17/22	Command Staff Meeting	Chief Sikora D.C. Schlachta Sgt. Herra	Meeting
03/17/22	Vibe Whole Health, P.D.	Chief Sikora	Meeting
03/17/22	CERT. Training Class	Chief Sikora	Meeting
03/19/22	Dupage Railroad Safety Council	Chief Sikora	Meeting
03/23/22	Wolf Brothers Carpet Cleaning	Chief Sikora	Meeting
03/23/22	FBINAA Retainer	Chief Sikora	Meeting
03/24/22	Claesson Carpet Cleaning	Chief Sikora	Meeting
03/24/22	CERT. Training Class	Chief Sikora	Meeting
03/24/22	STIC Intel. Meeting	D.C. Schlachta	Meeting
03/28/22	Review of Final P.D. Mailer	Chief Sikora D.C. Schlachta	Meeting
03/28/22	Adam from O'Herrons, Uniform Update	Chief Sikora	Meeting
03/29/22	Department Head Meeting	Chief Sikora	Meeting
03/29/22	Budget Review, Doug Elder	Chief Sikora	Meeting
03/29/22	Brian & Kim, Fleet Safety	Chief Sikora	Meeting
03/30/22	Table Top & CERT. Meet	Chief Sikora	Meeting
03/31/22	Command Staff Meeting	Chief Sikora D.C. Schlachta	Meeting

		Sgt. Herra	
03/31/22	Meeting w/ P.W. Phil	Chief Sikora	Meeting
03/31/22	CERT. Training Class	Chief Sikora	Meeting

OPERATIONS

Call Counts / Activities

	2021	2022
911 Hang Up / Misdial	16	8
Accident / Crash Reports	27	26
Alarms	14	33
Animal Complaints	17	19
Assist Other Agency	23	18
Building Checks	39	13
Domestic Calls	02	6
Lock Outs	12	15
Motorist Assists	32	20
Assist Fire Department/EMS	21	38
Sex Offender Registrations	01	3
Traffic Stops	423	594
Other Calls	204	475
Total Calls for Service	1,032	1,268

Traffic Enforcement

Citations	2021	2022
Speeding	148	89
No Insurance	22	32
Cell Phone	0	3
DUI	7	7
Other Violations	59	118
Total	236	249

Warnings	2021	2022
Speeding	113	167
Cell Phone	9	8
Other Warnings	177	275
Total	299	450

Ordinance Violation Tickets Written	2021	2022
No Valid / Expired Safety Test or Cert.	0	0
Unsafe Motor Vehicle	0	1
Handicap Parking	0	0
Expired / No Valid Registration	41	28
Blocking Sidewalk	0	0
Improper Parking – Left Wheel to Curb	1	0
Fail to Pay Daily Fee – METRA	14	6
Illegally Parked After 2” Snowfall	14	32
Other OVT’s	15	17
Total	85	84

Overweight Trucks	2021	2022
Violation - No Village Permit	0	0
Overweight: On Registration	12	3
Exceeds Total Surface Weight	0	0
Total	12	3

Freedom of Information Act (FOIA)

	2021	2022
Requests	19	11

INVESTIGATIONS

- In January, an Elburn business reported theft by an employee totaling ~\$37,000. Investigation included interview, search warrant, and assistance from the business. The employee was arrested on felony charges.
- During a January traffic stop, Elburn Police located two illegally possessed firearms, as well as cannabis prepared/packaged for sale. The vehicle occupants were in route to a local high school basketball game. As a result of the arrest and subsequent investigation, multiple adult and juvenile offenders were charged with felony drug and firearm offenses.
- In January, Elburn Police were notified of a subject making threats to Kane County elected government officials. The offender was identified and charged, and issued a Stalking/No Contact Order.
- In March, Elburn Police were alerted to a sexual assault that had just occurred during the overnight hours. The offender had left the scene, and was known to the victim only by a nickname. Due to the quick response of Elburn Police, the offender was promptly located near the scene of the crime. Additional investigation and interview resulted in the offender being charged with sex felony counts of Criminal Sexual Assault.

PERSONNEL

Employees

	2021	2022
Full Time Sworn Officers	10	10
Full Time Records	1	1
Part-time Community Service Officer	1	2
Part-time Sworn Officers	10	10
Part-time Records	1	1
Total	23	24

Training Hours

Date	Topic	Attendees	Hours
01/06/22	16-hour FTO Refresher Course	Ofc. Sheets	16.00
01/11/22	Youth Sexual Exploitation -Human Trafficking Webinar, Part #1	D.C. Schlachta	2.00
01/27/22	Rave Mobile Safety's Mental & Behavioral Health	D.C. Schlachta	2.00
01/31/22	Employee Evaluations Solutions to Improve Performance	Chief Sikora	8.00
01/31/22	Monthly Police Law Institute	All Sworn Officers	20.00
02/03-04/22	16-hour Tactical Trauma & Shock Course	Ofc. Milner	16.00
02/07-11/22	40-hours Basic Evidence Tech. Program	Det. Shepard	40.00
02/07-11/22	40-hours Crisis Intervention Team	Ofc. Scudiero	40.00
02/14-18/22	40-hours Instructor Development Course	Ofc. Milner	40.00
02/19/22	Mandatory Firearms Training	D.C. Schlachta	4.00
02/23/22	Pipeline Safety Program Training	Chief Sikora D.C. Schlachta	4.00
02/28/22	Monthly Police Law Institute	All Sworn Officers	20.00
03/04/22	Tactical Medical for First Responders	Det. Shepard	8.00
03/07/22	SFST Refresher Training	Ofc. Dominik	8.00
03/10/22	BJA Grant Funding -Webinar	D.C. Schlachta	1.00
03/11/22	Street Cop LLC -Patrol Training	Ofc. Terek	8.00
03/14/22	Proper Lock-Up Procedures for Females	Hilaria Garcia	16.00
03/15/22	Midwest Gang Invest. Assoc., Street Gang Training	Ofc. Milner	8.00
03/18/22	NEMRT, Line of Duty Death Benefits	Chief Sikora	4.00
03/18/22	NEMRT, Line of Duty Death Benefits	D.C. Schlachta	4.00
03/21/22	Sexual Human Trafficking -Webinar	D.C. Schlachta	2.50
03/22/22	Parking Stations Training -Reports	D.C. Schlachta	1.00
03/31/22	ASA Kelly Orland, On-line Search Warrants	D.C. Schlachta	1.00
03/31/22	Monthly Police Law Institute	All Sworn Officers	20.00
Total Hours			273.50

VEHICLE USE

Vehicle Usage

SQD#	VEH. YEAR	ASSIGNED	ENDING MILES	BEGIN MILES	QUARTERLY MILES
1	2016	CSO	7,003	4,973	2,030
2	2014	DEPUTY CHIEF	140,717	135,365	5,352
3	2018	PATROL	47,955	44,750	3,205
4	2017	PATROL	72,899	70,624	2,275
5	2018	PATROL	42,660	36,120	6,540
6	2020	PATROL	8,753	4,756	3,997
7	2011	CHIEF	92,683	89,350	3,333
8	2019	PATROL	47,264	41,478	5,786
9	2013	INVESTIGATOR	98,460	97,729	731
TOTAL MILES					33,249

Squad Car Operation Expenses

	2021	2022
Quarterly Mileage	29,873	33,249
Gasoline Expense	\$6,525.75	\$9,359.15
Gallons of Gasoline	2,103.417	3,227.50
Maintenance Expense	\$3,253.60	\$4,227.96
Cost Per Gallon	\$3.10	\$2.90
Cost Per Mile	\$0.33	\$0.41

Elburn Police Department 1th Quarter 2022 Report



MEMO

To: Village Board

From: Chief of Police Sikora

Subject: Tow Ordinance Update

Date: April 12, 2022

SEP: This item is related to Short Term Routine Goal 2

As was discussed at the last meeting we have reviewed the Towing Ordinance fees 844.10 and have attached an updated red-lined version for the fees. As part of this process we also reviewed the Parking After Snowfall ordinance 480.08 as there is a specification in that ordinance related to towing vehicles in violation of that ordinance.

The fees for most towing and services have been adjusted and shown in the red-lined version for your review. Numerous other area communities are the same process as we are at this time, Batavia and South Elgin are the only recent updates that have been completed and were used for our comparisons. We last adjusted these fees in 2016 so there were many adjustments needed. Some eliminated language was related to abandoned and snow towing, our vendors had concerns over the low rates as well as the ability to secure payment for these services.

In our review of this process it was found that language in 480.08 Parking After Snowfall related to vehicles being relocated to a public or private location. Again, this provided issues for securing payment if a towed vehicle owner simply went to another lot and took their vehicle back. We have eliminated that language and if a vehicle is towed under this ordinance it would fall under the standard towing rates/provisions as are used for any other tows. A red-lined version of this language is included as well.

884.01 Definitions

For purposes of this chapter, the words and terms defined below shall have the following meanings:

"Abandoned vehicle" is any motor vehicle, trailer or vehicle, as defined in Chapter 480, in a state of disrepair rendering the vehicle incapable of being driven in its current condition; or any motor vehicle upon public roads, or property that has not been moved or used for seventy-two hours or more and is apparently deserted, that is, a vehicle which appears to have been left by the owner and it appears that the owner has no intent to retrieve or claim said vehicle.

"Police tow" is a tow requested by the Elburn Police Department for:

1. Vehicles that are disabled either mechanically or due to a crash where the person in charge of the vehicle has no preference for any particular tow service or is unable to make such decision.
2. Village-owned vehicles.
3. Vehicles impounded by the Elburn Police Department for evidentiary, investigative, or seizure purposes, or arrests.
4. Abandoned vehicles that are towed pursuant to Elburn Police Department procedures.
5. Illegally parked vehicles that pose a traffic/safety hazard.

"Service call" are those requests for services such as bringing fuel, tire changes, or other services which do not require towing at the time of the original request. Towing firms may not, if the service calls results in the vehicle being towed, charge for the service call in addition to the customary towing charge.

"Stand-by" is when a tow firm is called out and the tow operator is asked by the police or fire personnel to wait at the scene before the tow driver can provide the requested service.

"Tow truck" is a motor vehicle which has been altered or designed and equipped for and exclusively used in the business of towing vehicles by means of a crane, tow bar, tow line or dolly, or is otherwise exclusively used to render assistance to other vehicles.

"Towing service" shall mean a business that provides tow services in response to a dispatch or request from the Village Police Department or any other Village department.

"Uprighting" is bringing a vehicle that is either overturned or on its side to the upright position to tow.

"Winching" or "pullout" is bringing a vehicle that is completely off the road surface onto the road surface for the purposes of towing or removal.

(Ord. 2016-28. Passed 11-21-16.)

884.02 Selection And Designation Of Towing Services

It is the purpose of this chapter to prescribe regulations for the operation of tow trucks in the removal of motor vehicles, trailers and vehicles which are illegally parked, abandoned, involved in crashes, or which constitutes obstructions to traffic or snow removal operations, or which constitute public nuisances. In enacting this chapter, it is further proposed to provide a fair and impartial means of distributing Village requests for towing services among qualified firms, and to ensure that such services are prompt and reasonably priced and are provided in the best interests of the public, as well as the interest of efficient removal of said vehicles. This chapter regulates only towing services dispatched or requested by Village personnel. The provisions hereof shall at all times be subject to the applicable statutory requirements and Illinois Commerce Commission regulations and orders pertaining to commercial towing.

1. Roster. All firms selected and approved to provide towing services hereunder shall be assigned a position on the roster by the Chief of Police, and listed on a roster to be kept by the Police Department. Said roster of towing firms shall, at all reasonable times, be open to public inspection.
2. Eligibility. Any firm is eligible to be listed on the roster and participate in the assignment of service calls by the Police Department if it maintains its principal place of business and storage lot in the Village or within ten miles of the Village's corporate limits.
3. Application. Any firm meeting the minimum eligibility requirements set forth in subsection (b) above may submit an application to the Village to participate in police towing operations. The application shall be in a form provided by the Village, which form shall elicit the information hereinafter set forth:
 1. Business operation.
 1. Name of firm. Indicate whether a corporation or a partnership, list all the parties having an interest in said towing firm, including names and addresses, number of years business has been established, and the number of years that those persons holding such ownership in said firm have been doing business. Also indicate any parties subcontracting with the firm, including names, addresses and number of years they have been doing business.
 2. Experience. List the number of years and location of the firm's participation in similar police towing services, together with any commendations or written complaints received by or from governmental agencies in conduct of said business within the last five years.
 3. Stability. State business activities of firm aside from participation in police towing activities.
 4. Attendants and drivers. List the names, addresses and driver's license number of all attendants and drivers who will conduct the police towing service, including any subcontractors as well as number of years employed, training received by said attendants and drivers, and experience of said personnel in the conduct of said business.
 5. Equipment. Describe available equipment to be used in police towing services.
 6. Communications. Describe the communications system between the firm's place of business and operating tow trucks, as well as the means utilized for insuring prompt dispatch of trucks upon receipt of a call from Police Dispatch.
 7. Other facilities and personnel available. List all provisions for recordkeeping, backup personnel and auxiliary services which might be required to effectively service the public in the business of tow service operations.
 2. Business location and storage lot.
 1. Primary business location. List location of primary business operation, including buildings and storage yards, and approximate square footage of each.
 2. Storage lot. List location of storage lot(s), zoning classifications, dimensions thereof, relationship to primary business operation, proof of ownership or signed lease agreement, valid for one year, and type of security at said lot(s).

(Ord. 2016-28. Passed 11-21-16.)

884.03 Minimum Business And Storage Lot Requirements

1. Business and Storage. The business facilities and storage lot must at all times comply with local zoning and building ordinances. The storage lot must be accessible. It must be capable of being secured after business hours. The firm must exercise care in keeping stored vehicles and contents secure from pilfering as may be required by a bailee or as otherwise required by law.

2. Hours. There shall be an attendant on call, capable of responding to police requests for towing or for the release of vehicles twenty-four hours a day, seven days a week. The attendant shall also be present or available for the release of vehicles to the public, from 6:00 a.m. to 10:00 p.m., seven days a week.
3. Records. Each garage shall keep a record of all vehicles towed, including make and model; license plate number; date and time which it was towed; location from which it was towed; name of officer ordering the tow; whether the vehicle was impounded; or if the vehicle was towed at the owner's request.

(Ord. 2016-28. Passed 11-21-16.)

884.04 Towing Fee

No application fee is required.

(Ord. 2016-28. Passed 11-21-16.)

884.05 Review Of Applications

It shall be the duty of the Chief of Police, or ~~his~~-designee, to investigate all applications submitted. The Chief of Police may deny any application if, after due investigation, ~~he finds it is found~~ that the applicant does not meet the minimum requirements set forth herein.

(Ord. 2016-28. Passed 11-21-16.)

884.06 Number Of Agencies

The Chief of Police shall also determine the number and callout rotation of towing agencies used by the Department based on calls for service, as well as availability of the rostered agencies to provide services.

(Ord. 2016-28. Passed 11-21-16.)

884.07 Assignments

1. The Chief of Police or ~~his~~-designee may, at ~~his~~-their discretion, assign a towing service to operate in conjunction with those firms already on the towing roster, in the event that those firms are not available to respond, or unable to handle specific vehicles.
2. The towing service shall meet all the requirements set forth in this chapter and have made application and been inspected by the Village Police Department to ensure compliance.
3. Any firm listed on the roster shall not assign its position on the schedule to other towing services without written consent of the Chief of Police.
4. Any firm listed on the roster must be able to respond to all requests for service within twenty minutes of dispatch.

(Ord. 2016-28. Passed 11-21-16.)

884.08 Tow Trucks - Minimum Equipment Standards

Minimum standards for towing services shall be as follows:

1. Two Truck Minimum. Not less than two operating tow trucks shall be available for towing service, one of which must be a flat bed of ~~one-ton~~one-ton capacity with dual rear wheels. The police officer on the scene shall determine if greater capacity is needed and may call upon any service capable of providing that capacity regardless of whether or not said company is on the roster of the Village and whether it is their turn on the roster.
2. Company Name. Company name, address and phone number on both sides of the tow truck which conform in color and size to those required in 625 ILCS 5/12-606(a). Subcontractors must display

the name, address, and phone number of the agency they are subcontracting for while operating under the license of a Village-approved towing firm.

3. Lights. Trucks must, at all times, be equipped with such headlights, taillights, red reflectors, stoplights, warning lights, as required by Illinois law, plus at least one white utility light (adjustable or portable), ~~and front corner strobe lamps~~, and may be equipped with such other lights as the owner may desire which are not forbidden by Illinois law.
4. Winch. To be power-driven with original manufacturer's installed braking device.
5. Additional Equipment. Trucks must be equipped with red flares, lanterns or reflectors, hand tools, crowbar, rope, broom, shovel, dustpan, oil dry, fire extinguisher (ABC rating), portable red taillights and stoplights for towed vehicles, equipment for opening locked vehicles and safety snubber chain. Each tow company shall have at least one set of dollies readily available at all times.
6. All tow vehicles must display an Illinois vehicle safety inspection sticker or equivalent as required in 625 ILCS 5/13-111. All vehicles must also display the insignia as required in 625 ILCS 5/18d-140.

(Ord. 2016-28. Passed 11-21-16.)

884.09 Dispatching Requirements

1. All requests for towing service pursuant to this chapter shall be made through the Police Department.
2. When it becomes evident that there will be more than a twenty minute delay in responding to a request for towing service, the tow company concerned shall advise the dispatch center of the delay. At that time the Police Department reserves the right to request the services of the next towing service on the roster.
3. Failure to comply with any of the requirements under this chapter shall not subject the Village to liability.

(Ord. 2008-12. Passed 8-25-08; Ord. 2016-28. Passed 11-21-16.)

884.10 Fees

1. Towing. The maximum fee which may be charged by any towing firm for removing a vehicle from the street in response to a police call shall be as follows:
 1. For the towing of any vehicle with a total gross weight of not more than 12,000 pounds, a flat rate of one hundred ~~forty five dollars~~seventy five (~~\$145~~175.00). This includes cleaning the road surface of debris and oil dry as needed.
 - ~~2. For those vehicles towed for 720 ILCS 5/36-1 et seq. seizures:~~
 - ~~1. Less than 12,000 pounds — one hundred seventy five dollars (\$175.00);~~
 - ~~2. 12,000 to 40,000 pounds — two hundred twenty five dollars (\$225.00); and~~
 - ~~3. Any and all vehicles over 40,000 pounds — two hundred seventy five dollars (\$275.00).~~

~~This is inclusive of all accrued storage fees prior to disposition of the seized vehicle.~~
- ~~3.~~2. For any service call where no tow is involved - ~~seventy one hundred~~ seventy one hundred dollars (~~\$70~~100.00).
- ~~4.~~3. Mileage charges shall not exceed three dollars and fifty cents (\$3.50) per mile. Mileage assessment to begin at the point of disablement.
- ~~5.~~4. For the towing of vehicles with a gross weight greater than 12,000 pounds but less than 40,000 pounds - ~~one two~~ one two hundred seventy dollars (~~\$170~~270.00) per hour. This includes cleaning the road surface of debris and oil dry as needed.

- ~~6.5.~~ For the towing of any and all vehicles with a gross weight over 40,000 pounds - ~~two-three~~ hundred seventy-five dollars (\$~~275375~~.00) per hour. This includes cleaning the road surface and oil dry as needed.
- ~~7.6.~~ Charges of fifty dollars (\$50.00) per hour will be charged to cage brakes and/or to remove the drive shaft, if necessary, for the removal of the disabled vehicle.
- ~~8.7.~~ Where a lowboy trailer is required to haul away a vehicle the rate shall not exceed more than ~~two-three~~ hundred seventy-five dollars (\$~~275375~~.00) per hour.
- ~~9.8.~~ Special handling charges shall be at a rate not to exceed ~~one-two~~ hundred dollars (\$~~100200~~.00) per hour and shall be measured in fifteen minute increments. Special handling charges shall include, but not be limited to, the following:
1. Vehicle roll over;
 2. Vehicle impacted in a building or other structure;
 3. Vehicle in a body of water;
 4. Vehicle off the roadway requiring the use of a power winch for retrieval; or
 5. Motorcycle, snowmobile, all-terrain vehicles, or any other vehicle requiring special handling considerations.
- ~~10.9.~~ Miscellaneous rates:
1. Village of Elburn vehicles will be towed at no charge.
 - ~~2. Removal of abandoned vehicles from Village streets to a Village impound lot will be towed at the rate of fifty dollars (\$50.00) per vehicle.~~
 - ~~3. Snow tow removal or relocation shall be charged at the rate of one hundred dollars (\$100.00) per hour.~~
 - ~~4.2.~~ Standby time shall be charged at the rate of ~~fifty-seventy-five~~ dollars (\$~~5075~~.00) per hour up to a maximum of two hours.
 - ~~5.3.~~ Anytime a firm is required to respond more than ten miles out of the corporate limits of the Village to recover a vehicle for the Police Department, mileage from point of hook-up to point of drop will be allowed at the normal mileage rate. Time shall be charged at the rate of seventy-~~five-~~dollars (\$~~7075~~.00) per hour starting one hour after the original arrival time of the firm only if vehicle removal is delayed.
2. Storage Charges. The storage charges for vehicles shall be as follows:
1. For vehicles stored less than twenty-four hours - no charge.
 2. For any vehicle up to 12,000 pounds after twenty-four hours - ~~forty-fifty~~ dollars (\$~~4050~~.00) per day.
 3. For any vehicle up to 12,000 pounds, motorcycles, all-terrain vehicles, snowmobiles, requiring inside storage for the safety of the vehicle and or its contents - ~~fortysixty-five~~ dollars (\$~~4565~~.00) per day.
 4. For any vehicle over 12,000 pounds - ~~fifty-sixty~~ dollars (\$~~5060~~.00) per day, inside storage - ~~sixty-seventy-five~~ dollars (\$~~6075~~.00) per day.
 5. For storage of semi-tractor only - ~~fifty-sixty~~ dollars (\$~~5060~~.00) per day, inside storage - ~~sixty-seventy~~ dollars (\$~~6070~~.00) per day.
 6. For storage of semi-tractor and trailer - ~~seventy-five one hundred~~ dollars (\$~~75100~~.00) per day. After the tenth day - one hundred ~~fifty~~ dollars (\$~~100150~~.00) per day.
 7. Storage for investigative hold - inside and secured - ~~fortysixty-five~~ dollars (\$~~4565~~.00) per day.
3. Release Fee. Fee for release of vehicles other than normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. and Saturday, 8:00 a.m. to noon - ~~forty-sixty~~ dollars (\$~~4060~~.00).
4. Revision of Rates - Notice of Hearing.
1. The Village Board of Trustees may amend the schedule of maximum fees or rates, which may be charged for towing and storage services.

2. Prior to Village Board action adjusting rates and fees, at least ten days' written notice shall be given to each firm then listed on the roster which notice shall be sent to the address stated in the application submitted. Failure to give such notice shall not invalidate the increased fees.

(Ord. 2016-28. Passed 11-21-16.)

884.11 Other Rules Of Operation

1. Removing Hazards. After being dispatched to a scene the tow truck operator shall cooperate with the police officers in removing hazards and illegally parked vehicles as requested. The police officer shall determine when such a vehicle should be impounded, removed, or relocated. The tow truck operator shall abide by the police officer's decision.
2. Every tow truck operator shall remove or cause to be removed all glass and debris deposited on any street or highway by the vehicle being serviced. The tow truck operator shall also spread oil-dry upon that portion of the street or highway where any fluids have been deposited by the vehicle being serviced, unless the Fire Department has taken charge of the cleanup, at which point the tow truck operator will follow the instructions of Fire Department personnel regarding cleanup.
3. While at the scene of any call for a Village tow, every tow truck operator shall wear safety apparel compliant with the Class 2 or 3 standard of the International Safety Equipment Association standard: ANSI/ISEA 107-2004 (as amended) standard for visibility safety apparel, as appropriate to the task being performed and the conditions present.
4. While on the scene of any call for a Village tow, every tow operator will wear outer apparel that clearly identifies the company for which they work. This identification can also appear high visibility safety apparel.
5. No tow truck operator shall respond to the scene of a Village call for service while having any alcohol, controlled substance, or both in his system. He shall not have prescribed or over-the-counter medication in his system that renders him incapable of safely driving or operating the tow truck.

(Ord. 2016-28. Passed 11-21-16.)

884.12 Tow Truck Markings

Only tow trucks bearing the name of the company called shall be dispatched in response to Police Department requests.

(Ord. 2016-28. Passed 11-21-16.)

884.13 Ethics And Conduct

All owners of towing services shall conduct their business in an orderly, ethical, and businesslike manner and use every means to keep and maintain the confidence of the motoring public.

(Ord. 2016-28. Passed 11-21-16.)

884.14 Insurance

Each firm listed on said firm roster shall have in full force and effect during the period said firm remains on said roster, public liability, property damage, and fire and theft insurance coverage. Coverage shall not be less than that specified by 625 ILCS 5/12-606(d). The Village shall be named as additional insured on said policy and proof thereof furnished the Village not less frequently than annually. Said policy shall include a provision that it not be cancelled without thirty days advance written notice to the Village.

(Ord. 2016-28. Passed 11-21-16.)

884.15 Storage Lot Capacity

At no time shall the storage lot be filled to more than ninety percent capacity. Should the lot be filled greater than said limit, the Chief of Police of the Village may suspend towing services pursuant to this chapter until such time as the number of vehicles in said lot is reduced, to within the above-stated capacity.

(Ord. 2016-28. Passed 11-21-16.)

884.16 Hold Harmless And Indemnification

The owner of each towing service shall indemnify and hold the Village, together with its officers and employees, harmless from all damages for injury, death, property damage and other liability occurring and/or arising while said towing service is providing any services provided for in this chapter and/or while providing any services on behalf of the Village or for any services provided within the Village.

(Ord. 2016-28. Passed 11-21-16.)

884.17 Responsibility

The owners of towing services participating in towing assignments authorized by the Police Department shall be responsible for the acts of their employees and agents. Towing services shall be responsible for damage to vehicles while in their possession.

(Ord. 2016-28. Passed 11-21-16.)

884.18 Supervision Checks

All towing service's records, equipment, and storage facilities will be subject to periodic checks by Police Department personnel. Any deviation from responsible, quick, and efficient service at the rates prescribed will result in the removal of the name of such firm from the roster by the Village Board upon the recommendation of the Chief of Police.

(Ord. 2016-28. Passed 11-21-16.)

884.19 Vehicle Repair Or Alteration; When Permitted

A person conducting towing operations shall refrain from making any repairs or alterations to a vehicle without first being authorized by the owner or his designee. Parts or accessories shall not be removed from vehicles without authorization except as necessary for security purposes, in which case, said parts or accessories shall be listed on the tow sheet.

(Ord. 2016-28. Passed 11-21-16.)

884.20 Access To Vehicles

Vehicles to be impounded shall be accessible to Police Department personnel. An employee of the towing firm may be required to assist.

(Ord. 2016-28. Passed 11-21-16.)

884.21 Damage Appraisals

All vehicles stored or impounded, as the result of a tow ordered by the Police Department, shall be made available to the owner of the vehicle or his representative, insurance agents, insurance adjusters, or any body shops or car dealers, for the purpose of estimating or appraising damages, except vehicles with a "police hold", during the hours of 6:00 a.m. to 10:00 p.m., seven days a week.

(Ord. 2016-28. Passed 11-21-16.)

884.22 Failure To Provide Services; Penalty

Any person, firm, or corporation whose name is on the roster maintained by the Chief of Police who fails to provide such services in the manner provided by this chapter may be removed from the roster and shall not be reinstated for a period of one year following removal.

(Ord. 2016-28. Passed 11-21-16.)

884.23 Building Code

Storage lot buildings, fencing, driveways, etc. that are located in the corporate limits of the Village must comply with the zoning and building code requirements of the Village.

(Ord. 2016-28. Passed 11-21-16.)

884.24 Regulations

1. Any and all tow truck operators not selected and designated pursuant to this chapter are hereby prohibited from removing from the public streets in the Village or towing any vehicles described in Section 884.01 definition "stand-by"; provided, however, that the owner or operator of the vehicle involved may designate any towing service to be used for the towing of said vehicle and/or may designate the destination of the towed vehicle.
2. Any firm doing business for the Village under this chapter shall not be permitted to charge an "administrative fee" for the release of any vehicle towed at the request of the Village, other than those fees herein provided.
3. No firm doing business for the Village under this chapter shall hold the Village liable for any expenses, costs or fees for vehicles towed or stored whether or not said tow or storage was requested by the Village Police Department.

(Ord. 2016-28. Passed 11-21-16.)

480.08 Parking After Snowfall

1. No person, firm, or company shall park a motor vehicle, vehicle, semi-trailer or trailer, or if parked, allow a motor vehicle, vehicle, semi-trailer or trailer to remain parked or standing, in any public street within the limits of the Village after a snowfall in which there is an accumulation of two or more inches of snow. This prohibition shall remain until twenty-four hours after the end of the snowfall or until the street, alley or parking area is plowed or the snow is removed therefrom; ~~whichever comes first.~~
2. Whenever any motor vehicle, vehicle, semi-trailer or trailer shall be parked in violation of subsection (a) hereof, such vehicle shall be removed at the direction of the Police Department to ~~any Municipally owned or leased property in the Village, or to a private or public garage or lot, and by an authorized towing vendor lot~~ and shall be stored therein and shall not be removed therefrom, except upon payment by the owner to the ~~Police Department~~ towing vendor of a sum not to exceed the reasonable expense of the removal and storage of said motor vehicle as prescribed in Chapter 884.10 of this Code, vehicle, semi-trailer or trailer. This charge shall be in addition to the penalties imposed under Section 480.99.

(Ord. 90-11. Passed 6-18-90; Ord. 2006-13. Passed 8-7-06; Ord. 2014-30. Passed 11-3-14.)

HISTORY

<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2020-19</u>	<i>on</i>	8/3/2020
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2020-22</u>	<i>on</i>	9/21/2020
<i>Amended by Ord. <u>2021-02</u> on 2/16/2021</i>					