
PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Meghan M. Kooi



TRUSTEES
Scott F. Mesick
Michael L. Sheehan
James P. Kucera
Robert T. Lautner
Jamie M. Zaura
Amanda G. Seidel

VILLAGE BOARD WORK SESSION MEETING

Tuesday, October 13, 2020 at 7:30 p.m.

Via Teleconference due to Covid-19

Members of the public are encouraged to attend this meeting.
join this meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/834681197>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311) / **Access Code:** 834-681-197

Public Comments may be submitted prior to and up until 4:30 p.m. on the day of the meeting via email: info@lagrangepark.org. Please put Public Comment in the subject line and reference the meeting your comment is intended for. You may also submit your comments by calling (708) 354-0225, Monday through Fridays, from 9:00 a.m. – 4:30 p.m.

AGENDA

1. Call Meeting to Order
2. **Village President Statement:** This meeting is being held remotely as a meeting with a quorum of the public body physically present is not practical or prudent due to the State's declaration of a disaster due to the impacts of COVID-19
3. **Confirm All Participants Can Hear & Reminder That All Motions Need To Be Passed By A Roll Call Vote**
4. **Pledge of Allegiance**
5. **Roll Call**
6. **Proclamation – National Support Your Local Chamber of Commerce**
7. **Presentation – CommUNITY Diversity Group of La Grange, Marian Honel-Wilson**
8. **Informational Presentation – Jermaine Stewart on an Upcoming Community Meeting**
9. **Public Participation (Agenda and Non-Agenda Related)**

VILLAGE BOARD MEETING

October 13, 2020 – 7:30 p.m.

AGENDA (continued – Page 2)

- 10. Administration Committee – Amanda Seidel, Chairwoman**
- A. Discussion & Action – Appointment of Delegates to IRMA – *Motion: To Approve A Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency*
 - B. Discussion & Action – Acting Village Treasurer – *Motion (1) To Grant Village Manager Julia Cedillo the Authority to Act as Treasurer in the Absence of the Finance Director and (2) To Approve Village Manager Julia Cedillo as an Authorized Signer for Village Accounts*
 - C. Discussion & Action – Recruitment Proposal for the Assistant Village Manager Position – *Motion: To Accept a Recruitment Proposal from GovHR USA, Dated September 25, 2020, for the Recruitment of a New Assistant Village Manager, in an Amount Not to Exceed \$18,500, and Authorize the Village Manager to Execute the Same*
- 11. Building & Zoning Committee Items – Jamie Zaura, Chairwoman**
- A. Discussion & Action – Extension of Temporary Outdoor Dining for Restaurants – *Motion: To Approve an Ordinance Allowing for the Extension of Temporary Outdoor Dining*
 - B. Discussion & Action – Posto 31 Temporary Outdoor Dining Tent– *Motion: To Approve a Temporary Use Permit for Posto 31, Located at 1015 & 1017 E. 31st Street, to Allow for the Construction of a 900 Square Foot Temporary Structure for Seasonal Outdoor Dining to be Removed No Later Than April 30, 2020 and Subject to the Following Conditions:*
 - a) *That the Maximum Total Occupancy of the Restaurant Shall Not Exceed 99 Persons or that Number of Persons Which May be Accommodated in Accordance with the Restore Illinois Plan, Illinois Department of Public Health and Illinois Department of Commerce and Economic Opportunity Guidelines, Whichever is Less; and*
 - b) *That the Temporary Structure May be Permanently Affixed to the Ground for the Duration of the Temporary Use Permit; and*
 - c) *That a Variation From the Village Code Requiring the Installation of a Fire Suppression System be Obtained for the Duration of the Temporary Use Permit*
 - C. Discussion & Action – Fire Sprinkler Variation Request – 1017 E. 31st St. – *Motion (1): To Grant A Variation From the Village of La Grange Park Municipal Code, Chapter 91: Fire Prevention and Protection, Section 91.06 “Amendments to International Fire Code”, Amendment No. (11) Subsection 903.2, “Where Required in New Buildings and Structures,” Subject to the Following Conditions:*
 - 1) *No Candles or other Open Flames Shall Be Allowed Inside the Tent Structure; and*
 - 2) *Occupancy is Limited to 19 or Less Persons, with the Maximum Occupant Load Posted; and*

VILLAGE BOARD MEETING

October 13, 2020 – 7:30 p.m.

AGENDA (continued – Page 3)

3) *A Minimum of One 10lb ABC Type Fire Extinguisher is Located with the Tent Structure*

Motion (2) To Waive the Requirement Under Section 91.03(G) of the Municipal Code to Submit an Application Fee in the Amount of \$500 for a Variation from the Fire Prevention and Protection Code

12. Public Safety Committee Items – Robert Lautner, Chairman

- A. Discussion – Cook County Health Inspections – *Motion: To Approve the Resolution to Allow the Village President to Execute a Certain Agreement with the Cook County Department of Public Health for Health Inspections Services, Effective December 1, 2020, and Continuing through November 30, 2021*

13. Public Works Committee Items – Michael Sheehan, Chairman

- A. Discussion - 2020 Leaf Loading, Transportation and Disposal – *Motion: (1) Waive the Formal Bidding Process (2) Enter into a Contract with Rainbow Farm Enterprises, Inc. for the Disposal of Leaves for \$650 per Truckload and Not to Exceed \$40,000, and (3) Authorize the Village Manager to Execute the Necessary Contract Documents*
- B. Discussion & Action – 2020/2021 HVAC Improvements – West Town Mechanical – *Motion: To Approve and Authorize the Purchase and Improvements to Village HVAC Equipment in a “Not to Exceed” Amount of \$39,000.00 From West Town Mechanical*

14. Finance Committee Items – Scott Mesick, Chairman

- A. Discussion – 2020 Property Tax Levy Estimate – *Motion: That the President & Village Board of Trustees Estimate that the Amount Necessary to be Raised From the 2020 Property Tax Levy is \$3,896,569, Exclusive of Debt Service; Which Amount is Less Than 5% Greater Than the Amount of Taxes Extended for 2019*

15. Other Reports

- A. Village Manager
1. Words of Appreciation for Assistant Village Manager, Emily Rodman
- B. Village President
- C. Village Clerk
- D. Commercial Revitalization Committee – James Kucera, Chairman

VILLAGE BOARD MEETING

October 13, 2020 – 7:30 p.m.

AGENDA (continued – Page 4)

16. New Business

17. Executive Session

18. Adjourn (*Roll Call Vote*)

*Items of Interest: Village Board Meeting, October 27, 2020
Village Board Work Session, November 10, 2020*



Rules for Public Comment

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name before beginning your comments.
2. After announcing your name for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Assistant Village Manager Emily Rodman at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.



PROCLAMATION

“Support Your Local Chamber of Commerce Day, October 21, 2020”

- WHEREAS, Chamber of Commerce organizations aim to deepen professional relationships by hosting networking events and workshops, promoting local services, and advocating for the business community. Through these efforts, local chambers create a stronger community and a stronger economy.
- WHEREAS, the La Grange Park Chamber of Commerce is composed of representatives from local businesses and community leaders who meet monthly to discuss issues relevant to doing business in our village and the surrounding communities; and
- WHEREAS, the La Grange Park Chamber of Commerce aims to improve and promote commerce and foster an energetic business climate in La Grange Park; and
- WHEREAS, The La Grange Park Chamber provides education, marketing, and networking opportunities for its members as well as businesses in the neighboring area; and
- WHEREAS, Over the years, the La Grange Park Chamber has been a welcoming institution, providing a community for local business owners to grow, learn, and network through programs such as: the Annual Awards Dinner, the Legislative Eggsperience Breakfast, the Business Scavenger Hunt, the Bike Fest, the Haunted Trolley Trick-or-Treat, the Holiday in the Park, the Empty Bowls Charitable event, the Chili Cook Off, Business After Hours and Ribbon Cutting events; and
- WHEREAS, the La Grange Park Chamber provides its unwavering support of local businesses due to the hard work of its Board of Directors: Board Members At-Large: Ron Minella, Jessica Cannaday and Emily Rodman; Membership Chair Anna Wagler; Treasurer Sandy Matson, Secretary and Vice President Michelle Bednarz and President Sheri Sauer; and
- WHEREAS, the Chamber of Commerce and its members provide citizens with a strong business environment that increases employment, the retail trade and commerce, and industrial growth in order to make the Village of La Grange Park a better place to live; and

WHEREAS, the Support Your Local Chamber of Commerce Day is observed annually on the third Wednesday in October. The Chamber of Commerce's primary objective is strengthening local businesses of all sizes. The best way to honor this organization is to use the services of local chamber businesses. Those businesses include:



- | | | |
|---|---|--|
| 360 Painting of La Grange | Crown Trophy | Montessori Children's Place Inc. |
| 3rd Gen Painting & Remodeling Western Springs, IL | D'Dami Salon and Spa | Murphy's Transmission & Complete Auto Repair |
| Allstate Insurance - Sandra Simmons Agent | Edward Jones | Myslicki Real Estate |
| AlphaGraphics | First National Bank of Brookfield | Ottawa-Prairie Electric Company |
| American Family Insurance | Generations Family Dentistry | Phillip's Flowers |
| Amusement Bark | Golden Wok Cantonese Restaurant | Plymouth Place Senior Living |
| Aspired Living of La Grange | Heartland Payment Systems | Posto 31 |
| Athletico | Hitzeman Funeral Home | Scheer Health Insurance |
| Bella Custom Cleaning & Drapery | Homestead Apartments | Sophia's Cleaning Service |
| Bethlehem Woods Retirement Community | Huntington Learning Center | Susan Rogan Hearing |
| Bill's Place | Independence-4-Seniors Home Care | Symmetry Hair Salon |
| Bishops Cuts/Color | Interfaith Community Partners | The Dinner Club |
| BKF Computer Sciences | Jasinski Home TeaM at Baird and Warner, | Vaupell Auto |
| CatNap from the Heart | Sheri Sauer | Village of La Grange Park |
| Central Federal Savings & Loan | Jim Donahue - State Farm | Village Potters |
| Community Park District of La Grange Park | Kelly Weigand - @ Properties | Waxing Unlimited by Mena |
| Costco | La Grange Park Little League | Weiss Ortiz PC Attorneys & Mediators |
| Countryside Bank | La Grange Park Public Library | YMCA |
| | Mattone Restaurant & Bar | |

Soon to be Members: Rosati's Pizza, Strive 4 Fitness, Gemini Hair Design, With the Grain Barbers

NOW, THEREFORE BE IT PROCLAIMED THAT:

October 21, 2020 be recognized as "Support Your Local Chamber of Commerce Day," in the Village of La Grange Park.

BE IT FURTHER RESOLVED THAT:

The members of the La Grange Park Village Board recognize the value of a robust local Chamber of Commerce and its Board of Directors; embrace our Businesses as vital to the success of our community, admire the fortitude of our Business Owners and their employees, and encourage all of our residents to shop locally.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this October 13, 2020.



Dr. James L. Discipio, Village President

ATTEST: 

Meghan Kooi, Village Clerk

Administration Committee Divider

Amanda Seidel, Chairwoman

Michael Sheehan

James Kucera

Village Board Agenda Memo

Date: October 13, 2020

To: Village President & Board of Trustees

From: Emily Rodman, Assistant Village Manager 

Julia Cedillo, Village Manager 

RE: **Appointment of Delegates to IRMA**

GENERAL BACKGROUND

As a member of the Intergovernmental Risk Management Agency (IRMA) the Village must appoint a delegate and alternate delegate to the IRMA Board. IRMA is the intergovernmental risk management pool that provides liability, property and workers' compensation coverage for the Village.

Historically, in the Village of La Grange Park the Assistant Village Manager serves as the IRMA delegate with the Village Manager serving as the alternate. Due to the resignation of Assistant Village Manager Emily Rodman, a new IRMA delegate must be appointed. Staff recommends appointment Finance Director Larry Noller to serve as the IRMA delegate and Village Manager Julia Cedillo to continue to serve as the alternate. The IRMA by-laws require that members appoint their delegates and alternates by resolution approved by the corporate authorities. Included with this memorandum is a resolution approving the appointment.

MOTION/ACTION REQUESTED

This item is for discussion and action.

Motion to Approve a Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency

STAFF RECOMMENDATION

Staff recommends approval of the motion.

DOCUMENTATION

- Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency

RESOLUTION NO. 20-20

**RESOLUTION APPOINTING AN ALTERNATE DELEGATE
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY**

WHEREAS, the Village of La Grange Park adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and

WHEREAS, said contract provides that member units of local government shall be by majority vote of its corporate authorities select one (1) person as Delegate and one (1) person as Alternate to represent that body on the Board of Directors of said Intergovernmental Agency;

NOW, THEREFORE BE IT HEREBY RESOLVED, by the CORPORATE AUTHORITIES, of the Village of La Grange Park, Cook County, Illinois, that Larry Noller, Finance Director of the Village of La Grange Park is hereby appointed to represent the Village of La Grange Park on the Board of Directors of said Intergovernmental Risk Management Agency commencing immediately.

BE IT FURTHER RESOLVED that that Julia Cedillo, Village Manager of the Village of La Grange Park is hereby selected as the alternative representative to serve if Larry Noller is unable to carry out her aforesaid duties as the representative of the Village of La Grange Park to said Intergovernmental Agency.

PASSED by the Board of Trustees of the Village of La Grange Park, Illinois, this 13th day of October, 2020.

YES:

NOS:

ABSENT:

Approved this 13th day of October, 2020.

Dr. James L. Discipio, Village President

ATTEST:

Meghan Kooi
Village Clerk

Village Board Agenda Memo

Date: October 13, 2020
To: Village President & Board of Trustees
From: Emily Rodman, Assistant Village Manager 
Julia Cedillo, Village Manager 
RE: **Acting Village Treasurer**

GENERAL BACKGROUND

In 2015, the Village amended the Municipal Code and appointed Finance Director Larry Noller to serve as the Village Treasurer. The Assistant Village Manager was authorized to serve as the acting Village Treasurer in the absence of the Finance Director and was added as an authorized signer for Village financial accounts.

With the resignation of the current Assistant Village Manager, the Village needs to authorize another staff member to fulfill these duties. Staff recommends authorizing Village Manager Julia Cedillo to serve as the acting Village Treasurer and to serve as a signatory on Village accounts in the absence of the Finance Director, until such time as the Assistant Village Manager position is filled.

MOTION/ACTION REQUESTED

This item is for discussion and action.

Motion to Grant Village Manager Julia Cedillo the Authority to Act as Treasurer in the Absence of the Finance Director.

Motion to Approve Village Manager Julia Cedillo as an Authorized Signer for Village Accounts.

STAFF RECOMMENDATION

Staff recommends approval of the motions.

DOCUMENTATION

- La Grange Park Municipal Code Section 31 "Village Treasurer"

VILLAGE TREASURER

§ 31.100 OFFICE CREATED; APPOINTMENT, TERM.

There is created the office of Village Treasurer, who shall be appointed by the President, with the advice and consent of the Board of Trustees, and shall serve until a successor is appointed and qualified, as is provided by statute. The Finance Director, upon appointment by the President with the advice and consent of the Board of Trustees, may serve as Village Treasurer.

(70 Code, § 2-194) (Ord. 729, passed 8-12-03; Ord. 1011, passed - -15)

§ 31.101 BOND REQUIRED.

The Treasurer shall give a bond before entering upon the duties of his or her office, in the sum required by the Board of Trustees, but the amount shall not be less than that required by statute. This bond shall be conditioned upon the faithful performance of his or her duties by the Treasurer and shall be conditioned to indemnify the village for any loss by reason of any neglect of duty or any act of the Treasurer.

(70 Code, § 2-195)

Cross-reference:

Requirements for surety bonds, see § 11.04

§ 31.102 DUTIES GENERALLY.

The Treasurer shall perform such duties as may be prescribed for him or her by statute or ordinance. He or she shall receive all money paid into the village whether directly from the person paying the money or from the hands of such other officer or employee as may receive it, and he or she shall pay out money only on vouchers, orders or warrants properly signed. The Finance Director (if not already serving as Treasurer) shall have authority to act as Treasurer in the absence of the Treasurer. In the absence of both the Treasurer and the Finance Director, the Assistant Village Manager shall have authority to act as Treasurer.

(70 Code, § 2-195) (Ord. 729, passed 8-12-03; Ord. 1011, passed - -15)

§ 31.103 DEPOSIT OF FUNDS; COMMINGLING PROHIBITED.

The Treasurer shall keep village funds in such depositories as may be selected from time to time and designated by ordinance. The village hereby designates the Finance Director as official custodian of municipal funds pursuant to § 35.088 of the Code, as provided by law, and he or she shall keep the deposit of the village money separate and distinct from his or her own money and shall not make private or personal use of any village money.

(70 Code, § 2-196) (Ord. 729, passed 8-12-03)

§ 31.104 RECORDS REQUIRED.

The Treasurer shall keep records showing all money received by him or her, showing the source from which it is received and the purpose for which it is paid, and he or she shall keep records at all times showing the financial status of the village.

(70 Code, § 2-198)

§ 31.105 BOOKS AND ACCOUNTS.

The Treasurer shall keep such books and accounts as may be required by statute or ordinance, and he or she shall keep them in the manner required by the Board of Trustees.

(70 Code, § 2-199)

§ 31.106 SPECIAL ASSESSMENT FUNDS; PAYMENT ON BONDS, VOUCHERS.

All moneys received on any special assessment shall be held by the Treasurer as a special fund to be applied only to the payment of the improvement or bonds and vouchers issued therefor, together with interest thereon for which the assessment was made, and the money shall be used for no other purpose, except to reimburse the village for money expended for such improvement. Payments on bonds or vouchers shall be made in accordance with the statutes and the law, and the Treasurer shall keep his or her books and accounts in such a manner so that proper prorations in payments of principal and interest can be made and ascertained.

(70 Code, § 2-200)

§ 31.107 TRANSFER OF FUNDS.

Money shall not be transferred by the Treasurer from one fund to another after it has been received by him or her, nor appropriated to any other purpose than that for which it has been collected or paid, except as may be ordered by the President and Board of Trustees in manner and form prescribed by statute. (70 Code, § 2-201)

§ 31.108 TREASURER TO BE COLLECTOR; DUTIES.

The Village Treasurer shall be ex officio village collector and shall perform all duties assigned to that office by statute or ordinance.

(70 Code, § 2-202)

§ 31.109 REMOVAL OF VILLAGE TREASURER AUTHORIZED.

The Village Treasurer may be removed for cause at any time by the President, with the advice and consent of the Board of Trustees.

(70 Code, § 2-203) (Ord. 729, passed 8-12-03)

Village Board Agenda Memo

Date: October 2, 2020
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: **Recruitment Proposal for the Assistant Village Manager Position**

PURPOSE

To seek Village Board approval for professional services provided by GovHR USA for the recruitment of the Assistant Village Manager position.

GENERAL BACKGROUND:

Recently Assistant Village Manager Emily Rodman submitted her resignation from the Village as she has accepted a position with the Village of Glen Ellyn. Ms. Rodman has served the position for 9 years, with her final date of employment on October 23, 2020. The Assistant Village Manager position is a critical administrative position as it is responsible for the human resources, risk management, community engagement, information technology/phones and the zoning/development functions for the Village.

Candidates for this position must have a minimum of five years' local government experience including serving in a position in a community of comparable size, and complexity. Candidates must have considerable experience in collaborating with other staff to identify solutions to fiscal constraints, expertise and desire to pursue modern management concepts, human resources best practices, municipal technology, innovative strategies, and techniques. Candidates must also have practice as a pragmatic problem solver who will help identify solutions and manage processes to facilitate effective zoning and development, negotiate development challenges, attend to the Business Districts/TIF districts; and fluency in tax increment financing is important. Finally, the Village is seeking an experienced communicator who is well versed in community engagement and facilitation who commands well-developed interpersonal and oral/written communication skills.

Qualifications for this position include: A bachelor's degree in public administration, planning, business administration, public policy or related field; a master's degree in public administration, or planning, or a related field is strongly preferred; and an AICP designation is a plus.

PROFESSIONAL RECRUITMENT ASSISTANCE

Recruiting for this position requires three to four months to seek input on the process, establish a timeline and positional needs, develop a recruitment notice or job advertisement, review resumes, select candidates, interview, background and reference check and negotiate terms of employment. Due to the demands of this process, staff is recommending that the Village utilize the services of a recruiting firm with expertise specific to the municipal government organization in general and Assistant Village Manager position in particular.

Village staff solicited a proposal from GovHR USA, a well-known firm in the Chicagoland area. The Village previously utilized this firm for the recruitment of two Village Managers and the Finance Director position. As such, they are familiar with our community and our organization. One clear advantage of utilizing GovHR is their ability to personally identify potential candidates suitable to specific positions based upon their knowledge of the

municipal government industry. As a top recruiting firm in the industry, GovHR has the ability to market the position in a way that creates greater interest from qualified candidates than we otherwise could do on our own. A proposal for professional services from GovHR USA is attached to this memo.

MOTION/ACTION REQUESTED

This item is for discussion and action

Motion to accept a Recruitment Proposal from GovHR USA, dated September 25, 2020, for the recruitment of a new Assistant Village Manager, in an amount not to exceed \$18,500, and authorize the Village Manager to execute same.

STAFF RECOMMENDATION:

Staff recommends that the Village Board approve the motion.

DOCUMENTATION

- GovHR USA Proposal



Village of La Grange Park, Illinois

Assistant Village Manager

Recruitment Proposal

September 25, 2020



630 Dundee Road

Suite 130

Northbrook, IL 60062

847-380-3240

info@GovHRusa.com

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About Us

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 38 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

Our Team

Recruitment Consultants:

Kathleen Rush

Vice President

224-282-8312

KRush@GovHRusa.com

Rachel Skaggs

Vice President

224-282-8318

RSkaggs@GovHRusa.com

Proposal Inquiry:

Laurie Pederson

Administrative Services Director

847-380-3198

LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees

President

847-380-3243

HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer

847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Barrington, Illinois

Mayor Karen Darch
Village Hall

200 S. Hough Street
Barrington, IL 60010
(847) 544-8031

kdarch@barrington-il.gov

Scott Anderson
Village Manager

847-304-3444

sanderson@barrington-il.gov

Recruitments conducted:

Finance Director, 2020

Fire Chief, 2020

Village Manager, 2018

Lisle, Illinois

Eric Ertmoed, Village Manager

925 Burlington Avenue

Lisle, IL 60532

630-271-4116

eertmoed@villageoflisle.org

Jack Knight, Assistant Village Manager

630-271-4144

jknight@villageoflisle.org

Recruitments conducted:

Chief of Police, 2019

Finance Director, 2019

Mundelein, Illinois

Mayor Steve Lentz

300 Plaza Circle

Mundelein, IL 60060

847-949-3209

Slentz@mundelein.org

HR Director Lynne Monroe

847-949-3228

lmunroe@mundelein.org

Recruitments conducted:

Village Administrator, 2020

Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for client review and approval



Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.



Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



PHASE III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate



All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.



GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.

Scope of Services - Continued

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with interview books that include:
 - Candidates Credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

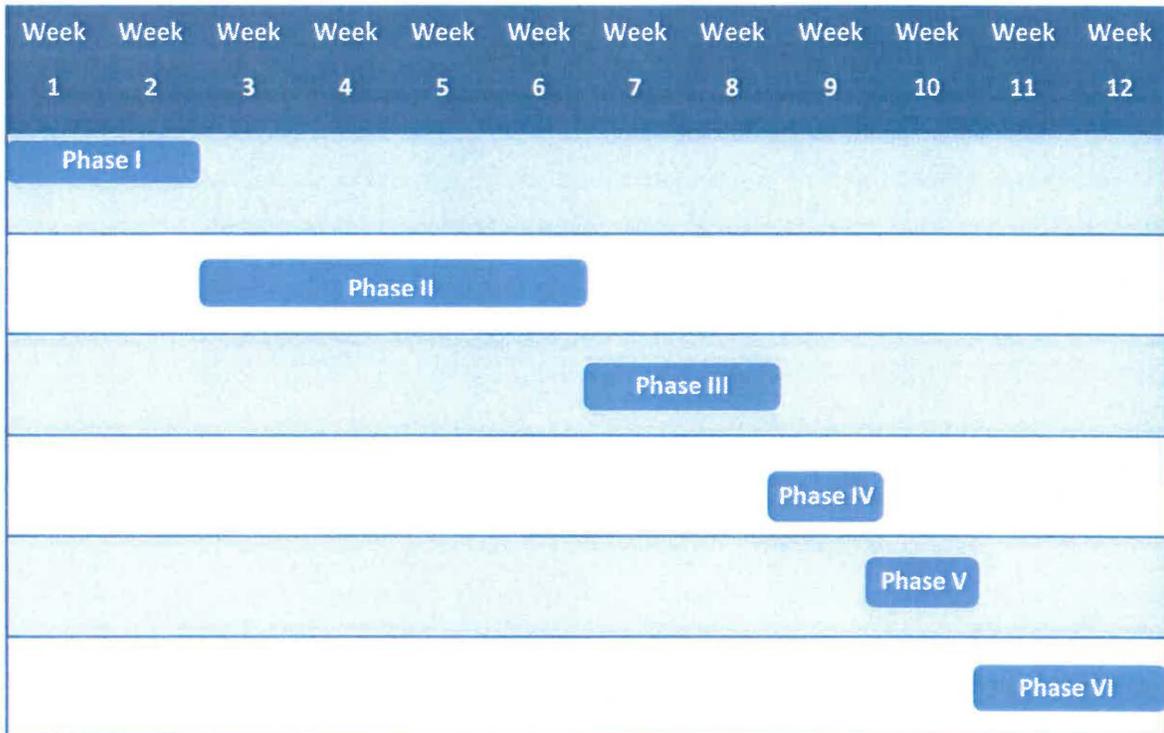
- Tour of client facilities
- Interviews with senior staff

Scope of Services - Continued

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline



- Weeks 1 & 2 Phase 1: On Site Interviews & Brochure Development
- Weeks 3 thru 6 Phase 2: Advertising, Candidate Recruitment & Outreach
- Weeks 7 & 8 Phase 3: Candidate Evaluation & Background Screening
- Week 9 Phase 4: Presentation of Recommended Candidates
- Week 10 Phase 5: Interview Process & Additional Background Screening
- Weeks 11 & 12 Phase 6: Appointment of Candidate

Full Scope Recruitment – Price Proposal

Summary of Costs:

GovHR will not charge consultant travel expenses to the Village of La Grange Park. The following will be conducted in person or virtually depending on COVID restrictions:

1. Recruitment brochure interview process
2. Presentation of recommended candidates.
3. Interview Process

Any additional consultant visits requested by the Client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client. Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt.

| | |
|--|-------------------|
| Recruitment Fee: | \$15,000 |
| <hr/> | |
| Recruitment Expenses: | |
| Expenses include candidate due diligence efforts | \$1,500 |
| <hr/> | |
| Advertising: | |
| *Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost. | \$2,000* |
| <hr/> | |
| Total: | \$18,500** |

**This fee does not include travel and accommodations for candidates interviewed.

Guarantee

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 38 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interview them via video, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Client Name/Organization Village of La Grange Park

Client Contact Name/Position Julia Pedillo, Village Manager

Signature 

Date October 2, 2020

Billing Contact Larry Noller, Finance Director

Billing Contact Email lnoller@lagrangepark.org

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Client's choosing

Optional Assessment Center Fee: \$7,500*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a \$500 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



KATHLEEN F. RUSH



Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network.

From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge award-winning intergovernmental cooperation and regional service, arrangements were initiated. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making. Advancement of internal support systems were championed.

Ms. Rush served as the Village Manager in Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. Significant financial challenges offered an opportunity for innovated financial solutions. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding and partnership with the National Park Service assisted in the financial undertakings. The Village of Riverside provided parks/recreation and fire services in addition to the primary Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

PROFESSIONAL EDUCATION

- Graduate Degree in Public Administration, Northern Illinois University
- Bachelor of Science in Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- ILCMA, panelist at various conferences
- IAMMA, panelist at various conferences
- The Legacy Project, Panelist 2017 Annual Conference and luncheon speaker

MEMBERSHIPS AND AFFILIATIONS

- DuPage Credit Union, Former Board member and Secretary
- DuPage Federation on Human Services Reform, Board of Directors - Vice Chairperson
- Northern Illinois University division of Public Administration, Board of Advisor's - Former President

- Illinois City/County Manager's Association, Former President
- Illinois Municipal Management Assistants Association, Former President
- Intergovernmental Risk Management Agency, Former Chairperson
- DuPage Mayors and Managers Association, Executive Board and Transportation Committee - Former Chairperson

PROFESSIONAL BACKGROUND

Over 30 years' experience as a local government management professional

- Village Administrator, Village of Woodridge, IL 2009 – 2017
- Village Manager, Village of Riverside, IL 1998 – 2009
- Assistant Village Administrator, Woodridge, IL 1985 – 1998





RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master’s Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel’s tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article “Women Leading Government” co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article “Advancing Women in Local Government: The Case in Illinois” co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012



Building & Zoning Committee Divider

Jamie Zaura, Chairwoman

Scott Mesick

Mike Sheehan

Village Board Agenda Memo

Date: October 13, 2020
To: Village President & Board of Trustees
From: Emily Rodman, Assistant Village Manager 
Julia Cedillo, Village Manager 
RE: **Extension of Temporary Outdoor Dining for Restaurants**

GENERAL BACKGROUND

In response to the COVID-19 pandemic and the regulations contained in Phase 4 of the Restore Illinois Plan, in May of this year the Village Board approved an Ordinance for temporary outdoor dining. The ordinance allows existing restaurants to apply for a Temporary Use Permit to engage in outdoor dining through December 31, 2020. The approval for the temporary outdoor dining may be issued administratively, rather than requiring the typical 3-4 month zoning review process.

The State of Illinois currently restricts indoor dining based on a restaurant's ability to provide a minimum of 6' distance between tables. In order to be able to accommodate additional patrons, restaurants may desire to extend their outdoor dining capacity through the winter months by enclosing these areas. Staff has already received one request from a restaurant and anticipates we may receive others.

In order to provide continued support to our restaurant community, staff recommends extending the ordinance allowing for temporary outdoor dining through June 30, 2020. Restaurants interested in allowing for outdoor dining beyond the initial December 31, 2020 deadline will be required to obtain a new Temporary Use Permit and any required building permits before proceeding.

MOTION/ACTION REQUESTED

This item is for discussion and action.

Motion to Approve an Ordinance Allowing for the Extension of Temporary Outdoor Dining

STAFF RECOMMENDATION

Staff recommends approval of the motion.

DOCUMENTATION

- Ordinance Allowing for the Extension of Temporary Outdoor Dining
- Ordinance No. 1130
- Restore Illinois Restaurant and Bar Establishment Safety Guidelines

ORDINANCE NO. 1134

AN ORDINANCE ALLOWING FOR TEMPORARY OUTDOOR DINING

WHEREAS, On March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 (a.k.a., Novel Coronavirus) a severe respiratory illness caused by the SARS-CoV-2 virus, a new strain of coronavirus that is spread from person to person, to be a global pandemic; and

WHEREAS, On May 6, 2020 Governor Pritzker announced the Restore Illinois Plan, a four region, five-phased public health based plan to re-open the Illinois economy; and

WHEREAS, The State of Illinois has transitioned to Phase 3 of the Restore Illinois Plan, pursuant to which restaurants have been encouraged to provide opportunities for outdoor dining subject to Illinois Department of Public Health regulations; and

WHEREAS, On May 26, 2020, the Village Board approved Ordinance 1130 allowing for temporary outdoor dining accessory to permitted restaurants as a Temporary Use, subject to certain conditions; and

WHEREAS, the COVID-19 pandemic has persisted and the State of Illinois is still under the Restore Illinois Plan; and

WHEREAS, Title 15, Section 153 of the La Grange Park Municipal Code sets forth standards and regulations for construction and operation of permanent outdoor dining accessory to permitted restaurants; and

WHEREAS, Title 15, Section 153 of the La Grange Park Municipal Code allows certain enumerated temporary uses, and allows temporary uses not listed in Section 153.195 upon specific approval by the Village Board.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees (together, the “Corporate Authorities”) of the Village of La Grange Park, Cook County, Illinois, as follows:

SECTION 1: That temporary outdoor dining accessory to permitted restaurants is hereby permitted as a Temporary Use, subject to the following conditions:

- a. That any outdoor dining use submit an Application for a Temporary Use; and
- b. That any outdoor dining use adhere to Illinois Department of Public Health regulations; and
- c. That any Application for a Temporary Use is subject to the review and approval of the Zoning Administrator; and
- d. That all outdoor dining permitted as a Temporary Use shall cease operation no later than June 30, 2021 or at such time as the restaurant is permitted by the State of Illinois to resume normal operations at its previously approved occupancy levels, whichever occurs first.

SECTION 2: That all necessary permits may be issued by the Village of La Grange Park, subject to further compliance with this Ordinance and all other applicable Village Ordinances and Codes.

SECTION 3: That this Ordinance shall become effective and shall be in full force and effect from and after its passage in the manner provided by law.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 13th day of October, 2020.

YES: _____

NO: _____

ABSENT: _____

APPROVED this 13th day of October, 2020.

Dr. James L. Discipio, Village President

ATTEST: _____
Meghan Kooi, Village Clerk

Approved by CMK: 10/5/2020

ORDINANCE NO. 1130

AN ORDINANCE ALLOWING FOR TEMPORARY OUTDOOR DINING

WHEREAS, On March 11, 2020, the World Health Organization ("WHO") declared COVID-19 (a.k.a., Novel Coronavirus) a severe respiratory illness caused by the SARS-CoV-2 virus, a new strain of coronavirus that is spread from person to person, to be a global pandemic; and

WHEREAS, On March 20, 2020, Governor Pritzker issued an Executive Order requiring all nonessential persons to stay at home with limited exceptions and non-essential businesses to cease operations with limited exceptions, which order was effective March 21, 2020 through April 7, 2020, and was subsequently extended to April 30, 2020 and again to May 30, 2020 ("Stay at Home Order"); and

WHEREAS, On April 22, 2020, Village President James L. Discipio issued a Declaration of a Local State of Emergency for the Village of La Grange Park to address the impact of COVID-19 on the Village of La Grange Park, its residents and business and property owners, which was extended by Village Ordinance on April 28, 2020 ("Emergency Declaration"); and

WHEREAS, On May 6, 2020 Governor Pritzker announced the Restore Illinois plan, a four region, five-phased public health based plan to re-open the Illinois economy; and

WHEREAS, Governor Pritzker has announced that the State of Illinois will transition to Phase 3 of the Restore Illinois plan on May 29, which has been modified to allow restaurants to engage in outdoor dining subject to Illinois Department of Public Health regulations; and

WHEREAS, the Title 15, Section 153 of the La Grange Park Municipal Code sets forth standards and regulations for construction and operation of permanent outdoor dining accessory to permitted restaurants; and

WHEREAS, Title 15, Section 153 of the La Grange Park Municipal Code allows certain enumerated temporary uses, and allows temporary uses not listed in Section 153.195 upon specific approval by the Village Board.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees (together, the "Corporate Authorities") of the Village of La Grange Park, Cook County, Illinois, as follows:

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- c. That any Application for a Temporary Use is subject to the review and approval of the Zoning Administrator; and
- d. That all outdoor dining permitted as a Temporary Use shall cease operation no later than December 31, 2020 or at such time as the restaurant is permitted by the State of Illinois to resume normal operations at its previously approved occupancy levels, whichever occurs first.

SECTION 2: That all necessary permits may be issued by the Village of La Grange Park, subject to further compliance with this Ordinance and all other applicable Village Ordinances and Codes.

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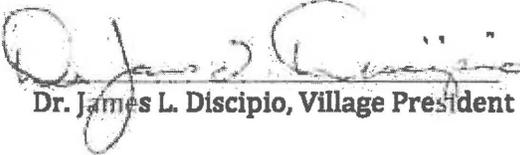
ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 26th day of May, 2020.

YES: 6

NO: 0

ABSENT: 0

APPROVED this 26th day of May, 2020.


Dr. James L. Discipio, Village President

ATTEST: 
Meghan Kool, Village Clerk

Reviewed by CMK: 5/21/2020

RESTAURANT & BAR ESTABLISHMENT SAFETY GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON AUG 25, 2020 | EARLIEST EFFECTIVE AUG 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

Updated 8/25/2020

NEW SAFETY GUIDELINES FOR PATRONS

Minimum Guidelines

1. NEW: Patron should wear face coverings over their nose and mouth when approached and serviced by establishment employees, including but not limited to when employees take patron orders, deliver food and beverages, and service tables, whether dining indoor or outdoor.
2. NEW: Patrons should wear face coverings over their nose and mouth when picking up carry out orders.

Encouraged Best Practices

1. NEW: Patrons should be encouraged to wear face coverings over their nose and mouth when picking up food at a drive-thru window.

Overview

SAR-CoV-2 is a novel coronavirus that has emerged and caused coronavirus disease, abbreviated as COVID-19. Public health experts continue to learn about COVID-19, but based on current data and similar coronaviruses, spread from person-to-person happens most frequently among close contacts¹ via respiratory droplets. Transmission to persons from surfaces contaminated with the virus has not been documented yet, but current evidence suggests that the virus may remain viable for hours to days on surfaces made from a variety of material.

Purpose

The IDPH provides the following safety guidance for retail restaurant and bar establishments. To prevent exposure to and the spread of COVID-19 the Department provides the following guidance. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

At this time, restaurant and bar establishments are allowed to resume indoor dining operations, as included in part of Governor Pritzker's "[Restore Illinois](#)" plan. The Restore Illinois plan breaks the State up into 4 different regions, each of which will be evaluated based on several metrics individually to determine which Phase of recovery that region is in. To determine what phase each region of the State is in, please visit the following link: [Phase of Restore Illinois](#). Once the region in which a retail restaurant and bar establishment is located is promoted to Phase IV of the recovery, operations can resume following this IDPH Restaurant and Bar Establishment Reopening Safety Guidance.

Note: Organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces.

Note: As of release, seated area capacity of restaurants and bars should be determined by arranging seating to provide a minimum of six feet between tables or other designated patron service areas. Standing area capacity of restaurants or bars may operate at maximum of 25% of standing area capacity. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV.

¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact

Safety Guidelines for Restaurant and Bar Establishment Operators

Many of the following guidelines are taken from the FDA and the full checklist can be found here:
[FDA's Checklist: Best Practices for Re-Opening Retail Food Establishments During COVID-19](#)

FACILITY OPERATIONS – BEFORE INITIALLY OPENING INDOOR DINING

i. Minimum guidelines

2. Post [signs](#) on how to stop the spread of COVID-19 and promote everyday protective measures.
3. Conduct a self-inspection to assure the premises is in good order and equipment is working properly.
4. Assure all areas of the food establishment, including restrooms and waiting areas, are properly cleaned, stocked, sanitized, or disinfected, and there are no signs of pest infestation or harborage.
5. Assure the 3-compartment sink is clean and equipped with detergent and sanitizer, and the warewasher is clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165F) or reaches 180F rinse (high temperature). Have sanitizer test strips available and appropriate for the sanitizer being used.
6. Ensure ventilation systems including air ducts and vents in the facility are clean, have new filters and are operating properly. Working with local health department to optimize air flow within establishment is recommended.

WATER, PLUMBING, AND ICE – BEFORE INITIALLY OPENING INDOOR DINING

i. Minimum guidelines

1. Assure hot and cold potable water are available throughout the facility and the water and sewage lines are working.
2. Clean and sanitize all ice machines and ice bins.
3. Flush all water lines, including equipment water lines and connections according to: [IDPH Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use.](#)



FOOD CONTACT AND NON-FOOD CONTACT SURFACES (CLEAN, DISINFECT, SANITIZE)

i. Minimum guidelines

1. Use necessary sanitizers and disinfectants that meet [EPA's criteria](#) against SARS-CoV-2 per label instructions to clean and disinfect the facility during hours of operation and assure staff are trained to use them properly.
2. [Clean and disinfect](#) common areas (e.g., restrooms, cafeterias), high-touch areas and equipment (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks) more frequently; every hour recommended for high-traffic areas.
3. Have sufficient stocks of single-service and single-use articles (e.g. tableware, carryout utensils) available in place of re-usable dishes and utensils. If not, ensure all reusable food service items are handled with gloves and washed properly in 3 compartment sink or in a dishwasher.
 - i. Sanitization of multi-use items (e.g., menus, if reused, special cards, pens, check presenters, etc.) should be completed after each use.
 - ii. Discard any single-use or paper articles (e.g., paper menus) after each use.
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#)).
5. Valet staff should perform cleaning of vehicle in compliance with [GSA protocols](#).
6. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that is responsible for cleaning.
7. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods.
8. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time.



FOOD AND TEMPERATURE CONTROL

i. Minimum guidelines

1. Assure all coolers, freezers, and hot and cold holding units are functioning, clean, sanitized, and protected from contamination
2. Have calibrated thermometers available to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed
3. Examine all food for spoilage, damage, expiration, tampering or pest activity
4. Assure food is properly labeled and rotated, and all food, packaging, and chemicals are properly stored and protected from cross contamination

HANDWASHING STATIONS

i. Minimum guidelines

1. Train and remind employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds every 30 minutes, and:
 - i. Upon arrival to work
 - ii. Prior to and during food preparation
 - iii. When switching between tasks
 - iv. Before donning gloves to work with food or clean equipment and utensils
 - v. After using the restroom
 - vi. After handling soiled dishes and utensils
 - vii. When hands are visibly soiled
 - viii. After coughing, sneezing, using a tissue, touching face
 - ix. After eating or drinking
 - x. After smoking or vaping
 - xi. After handling cell phone
2. Handwashing sinks should be accessible, functional with hot and cold running water and fully stocked with soap, hand drying devices and waste cans.
3. Have paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly.
4. Provide hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both patrons and employees to supplement hand washing



EMPLOYEE HEALTH/SCREENING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#).
 - i. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms.
 - ii. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted).
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results.
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#).
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name.
7. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop.
8. Have an adequate supply of personal protective equipment (PPE) and/or cloth face coverings for staff, as well as a policy and training for staff to wear their masks.
 - i. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).



ii. Encouraged best practices

1. Consider nominating a staff person to become a COVID-19 safety team leader. Their responsibilities can include staff training and monitoring, as well as assisting patrons with their questions or issues.
2. Monitor and have a plan to respond to a higher than normal level of absenteeism.
3. Ensure dishwashers have access to both face and eye protection to protect eyes, nose, and mouth from containment splash.

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact

HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#).
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel.
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic.
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns.



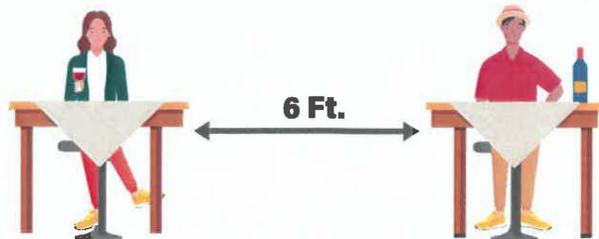
ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure.

OCCUPANCY

i. Minimum guidelines

1. *[Seated areas]* Area capacity should be determined by arranging seating to provide a minimum of six feet between tables or other designated patron service areas.
2. *[Standing areas]* Maximum occupancy of 25% of standing area capacity.
3. 10-person party limit.
4. Configure space to allow for at least 6-ft. of distance between tables or other designated patron service areas; if tables/ booths cannot be moved, employers should only use every other table/ booth to allow for separation between patrons of unrelated parties.
 - i. Bar seating should be spaced 6-ft apart to maintain social distancing between patrons of unrelated parties.
 - ii. *[Booths only]* Employers may use consecutive booths to serve patrons of unrelated parties only if employer installs an impermeable barrier with a height of 6-ft or greater from the floor between booths. Use of barriers should not impede entry/ exit or impose a fire risk. Use of plexiglass is a best practice.
5. To the extent possible, patrons should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Patrons can wait in waiting area, but should adhere to 6-ft distancing guidelines.
6. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged; additional guidelines for performers can be found in the [Theaters and Performing Arts guidelines](#).
7. Before allowing external supplier or non-patron visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms.
 - i. If practical, employer should take external supplier or non-patron visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted).
8. Keep log of all external suppliers who enter premises.
9. Suppliers and other non-patron visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering).



i. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out patron traffic and allow for additional cleaning time.
2. Stagger shift start and end times to minimize congregation of employees during changeovers.
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure.
4. Limit contact between external suppliers and employees.
5. Restrict suppliers from entering premises and if practical, have deliveries dropped at door.
6. Before allowing entrance, employers should ask whether patron is currently exhibiting COVID-19 symptoms.
 - i. If practical, employer should take patron temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted).

SOCIAL DISTANCING/ PHYSICAL WORKSPACE

i. Minimum guidelines

1. Employer should [display signage](#) at entry and throughout workspace with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
2. Employees should social distance from patrons while not performing services.
3. Employees should maintain social distance to the extent possible while performing services.
4. Limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements.
5. Implement a reservation or call ahead model especially for busy periods, if practical.
6. Buffets and self-service food stations (e.g. hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines:
 - i. Patrons may self-serve food if hand sanitizer stations are located at both ends of the buffet or self-service station and signage is posted to require hand sanitizing before each visit to a station.
 - ii. If areas are not configured for self-service, designated staff (e.g., buffet attendant) should serve onto patron's plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing with patrons and other employees.
 - iii. Separate buffet stations should maintain 6-ft distancing and allow for social distancing between patrons throughout establishment.
 - iv. Impermeable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times.
 - v. Queue points should be established 6-ft apart with markers to encourage social distancing.
 - vi. Queue should be limited to patrons in respective party to the extent possible.
 - vii. Utensils used for serving should be changed hourly.
7. Eliminate any table presets (e.g., table tents, menus, ketchup bottles, salt and pepper shakers, lemons, straws, shared condiments, etc.).
8. Eliminate the use of beverage napkins or coasters.
9. Eliminate the service of shared snacks at the bar.
10. Remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing.
 - i. Any surfaces in waiting area (e.g., seats) touched by patrons should be disinfected after use.
11. Use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted).
12. Use disposable silverware, if possible, OR use rolled silverware or silverware placed in sleeves (employers should utilize gloves while rolling/placing in sleeves).
13. Use disposable or touchless menus, if practical, or use menus that can be sanitized between each use.
 - i. If practical, QR Digital menu or app-based ordering should be used.
14. To the extent possible, eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup.
 - i. Employers using disposable cups may refill beverages only if employee wears appropriate face covering and gloves and uses pitcher to refill beverage. Per standard restaurant guidance, pitchers should never touch the rim of the cup.
 - ii. Self-service beverage fountains are permissible with the following precautions:
 - Customers may not reuse cups and should refill beverages with new disposable cups;
 - Customers must not touch the fountain spigot and should minimize contact with dispensing surfaces.
 - Fountain surfaces must be cleaned and sanitized every hour.



15. Standing areas in bars can remain open; employer should designate specific areas with 6-ft distancing for patrons of same party to utilize and should use 6-foot markings on floor to provide guidance on social distancing between unrelated parties.
16. Ensure that the area for take-out patrons allows for at least 6-ft of separation from seated patrons.
17. Employers should follow [Indoor and Outdoor Recreation guidelines](#) for non-gambling gaming/ amusement operations (pool tables, darts, etc.).
18. Employers should follow [Protocols for Resumption of Casino Gambling Operations by the Illinois Gaming Board](#) for casino gambling gaming/ amusement operations.

ii. Encouraged best practices

1. Deliver items to table on service trays to minimize hand contact.
2. Limit food and beverage stations to the extent possible.
 - i. If practical, employees wearing appropriate face coverings and gloves should serve food or beverage in unused containers and set aside for patron pickup. No patron should serve themselves, and new or freshly sanitized containers should be required for refills.
3. Designate specific area or queue for ordering beverages at bar OR require that drink orders be placed through wait staff while patrons are seated at tables.
4. Display visual markers 6-ft. apart at patron queue points (e.g., restrooms and bar lines).
5. Display additional signage at exits of restrooms to promote use of paper towel to open door for exit.
6. Display additional signage to promote distancing within shared restrooms.
7. Eliminate seating at bars within restaurant where possible.
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier). Use of barriers should not impede entry/ exit or impose a fire risk. Use of plexiglass is a best practice.
9. If practical, implement touchless transactions.
10. If practical, allow one-way traffic flow in and out of restaurant to limit any congregation.
11. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls).
12. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical.
13. Where possible, minimize use of coat checks and clean area frequently.



Additional references for food or bar service operators can be found here:

- FDA: [Food Safety and COVID-19](#)
- FDA: [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- FDA: [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- FDA: [Employee Health and Personal Hygiene Handbook](#)
- CDC: [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- CDC: [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- CDC: [COVID-19 Resources for Businesses and Employers](#)
- CDC: [Restaurants and Bars Reopening Decision Tree](#)
- CDC: [COVID-19 Printed Resources](#)
- IDPH: [COVID-19 Resources for Businesses and Organizations](#)
- IDPH: [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- IDPH: [Retail Food Page and Food Codes](#)
- Illinois Department of Human Services: [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- EPA: [List of EPA-registered Disinfectants](#)
- AFDO: [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- OSHA: [Guidance of Preparing Workplaces for COVID-19](#)
- National Restaurant Association: [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)

Safety Guidelines for Restaurant and Bar Establishment Patrons

The following guidance is recommended for patrons of food establishments. In our efforts to slow the spread of COVID-19, it is important to follow the safety guidelines provided below when visiting food establishments:

SAFEY GUIDELINES FOR PATRONS

i. Minimum guidelines

1. Consistent with state and federal guidance to limit the spread of COVID-19 and protect others, patrons should stay as close to home as possible and avoid unnecessary travel.
2. Patrons should practice social distancing by staying at least 6 feet from people from other parties at all times while they are outside of their home, including while at restaurants and bars.
3. Patrons should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).
4. Patrons with symptoms consistent with COVID-19 (including fever, cough, or difficulty breathing) should stay home.
5. Patrons should arrive at the food or bar establishment prepared with hand sanitizers and cloth face covering.
6. Patrons without reservations should check for available capacity before going to the establishment.
7. While standing in line for ordering, pick-up, or checkout, patrons should wear a face covering and follow social distancing recommendations of at least 6 feet. Patrons should not congregate in waiting or bar areas.
8. **NEW:** Patrons should wear face coverings over their nose and mouth when approached and serviced by establishment employees, including but not limited to when employees take patron orders, deliver food and beverages, and service tables, whether dining indoor or outdoor.
9. **NEW:** Patrons should wear face coverings over their nose and mouth when picking up carry out orders.
10. Patrons should be prepared to keep their face covering on while waiting for a table, while ordering, and until their food arrives
11. Patrons should be prepared for longer wait times and be patient, as a limited occupancy may be in place. Patrons may be asked to wait in vehicles car if waiting areas are at maximum capacity. Many restaurants or bars that normally didn't require a reservation may now require one
12. Patrons should respect signs limiting access or the number of patrons that can be present at one time
13. If practical, patrons should avoid contact with shared amenities like public restrooms, indoor/outdoor playground equipment, picnic tables, and benches. Patrons should wash their hands or use hand sanitizer if they do come into contact with shared amenities or equipment
14. Patrons should wash their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, patrons should use a hand sanitizer that contains at least 60% alcohol. Patrons should cover all surfaces of hands and rub them together until they feel dry. Patrons should not touch eyes, nose, and mouth with unwashed hands



15. Patrons should handle their leftover food to be taken to-go, if applicable

ii. Encouraged Best Practices

1. **NEW:** Patrons should be encouraged to wear face coverings over their nose and mouth when picking up food at a drive-thru window.

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to [Illinois.gov/businessguidelines](https://illinois.gov/businessguidelines)**

**For additional information and updated versions of this document,
please see the IDPH website:**

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/business-guidance>

Village Board Agenda Memo

Date: October 13, 2020
To: President and Board of Trustees
From: Emily Rodman, Assistant Village Manager *ER*
Julia Cedillo, Village Manager *JC*
Re: **Posto 31 – Temporary Outdoor Dining Tent**

GENERAL BACKGROUND

In January 2017, the Village Board granted a Special Use Permit to Posto 31 (located at 1015 & 1017 E. 31st Street) for a permanent outdoor dining area located at the rear of the building.

In May of this year, due to the COVID-19 pandemic, the Village Board allowed for the approval of temporary outdoor dining subject to the approval of a Temporary Use Permit by the Zoning Administrator. In June, Posto 31 was granted a Temporary Use Permit to expand their outdoor dining to the front of their building.

TEMPORARY USE PERMIT REQUEST

Cook County remains in Phase 4 of the Restore Illinois plan, which currently restricts the on-site dining capacity of restaurants based upon their ability to maintain a six foot distance between tables. Due to this restriction, Posto 31 is requesting the ability to enclose their existing outdoor dining area with a tent. A distance of six feet will be maintained between the building and the tent structure. The tent will remain in place over the winter and early spring for a period not to exceed six months. The outdoor dining area will be fully enclosed by the tent, with two doors provided for ingress and egress. The interior of the tent will be heated and lit and will incorporate the existing outdoor planters to assist with maintaining social distance between tables.

Please note that due to the size of the tent, the structure needs to be affixed to the ground in a semi-permanent manner (bolted into the concrete), which typically is not permitted for temporary structures. If the Village Board grants approval of the Temporary Use Permit, the approval should expressly allow for the structure to be affixed to the ground in this manner.

Additionally, the Village Code requires that the structure include a fire suppression system. The applicant has requested a variation from this requirement, which is also on the agenda for consideration this evening. If the Village Board approves the temporary use request, it should include a condition that a variation from the requirement to provide a fire suppression system for the tent also be obtained.

RECOMMENDATION

Staff recommends placing three conditions on the approval of the Temporary Use Permit.

- (1) Restricting the total occupancy of the restaurant (indoor and outdoor dining) to 99 persons, or that number of persons which may be accommodated in accordance with current Restore Illinois and IDPH/DCEO guidelines, whichever is less; and
- (2) Allowing the temporary structure to be permanently affixed to the ground for the duration of the Temporary Use Permit; and
- (3) That a variation from the Village Code requiring the installation of a fire suppression system be obtained for the duration of the Temporary Use Permit.

MOTION/ACTION REQUESTED

This item is for both discussion and action. If approved, Posto 31 will be required to obtain a building permit prior to installing the structure.

Motion to approve a Temporary Use Permit for Posto 31, located at 1015 & 1017 E. 31st Street, to allow for the construction of a 900 square foot Temporary Structure for seasonal outdoor dining to be removed no later than April 30, 2020 and subject to the following conditions:

- a. That the maximum total occupancy of the restaurant shall not exceed 99 persons or that number of persons which may be accommodated in accordance with the Restore Illinois Plan, Illinois Department of Public Health and Illinois Department of Commerce and Economic Opportunity Guidelines, whichever is less; and***
- b. That the temporary structure may be permanently affixed to the ground for the duration of the Temporary Use Permit; and***
- c. That a variation from the Village Code requiring the installation of a fire suppression system be obtained for the duration of the Temporary Use Permit.***

DOCUMENTATION

- Temporary Use Permit for Outdoor Dining Application w/Documentation
- Restore Illinois Restaurant and Bar Establishment Safety Guidelines



APPLICATION TEMPORARY USE PERMIT – OUTDOOR DINING

ADDRESS OF SUBJECT PROPERTY: 1017 E 31st Street

NAME OF APPLICANT(S): Jason Korinek

ADDRESS: _____

CITY, STATE, ZIP: Illinois

EMAIL: _____ PHONE: _____

NAME OF PROPERTY OWNER: same as above

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____

DOES THE RESTAURANT CURRENTLY OFFER OUTDOOR DINING?

- Yes No

If yes, please complete:

WHAT IS THE SQUARE FOOTAGE OF THE **EXISTING** OUTDOOR DINING AREA? 945 square feet

WHAT IS THE NORMAL CAPACITY OF THE **EXISTING** OUTDOOR DINING AREA? 30 persons

WHAT IS THE CAPACITY OF THE **EXISTING** OUTDOOR DINING AREA PER CURRENT IDPH RESTRICTIONS?
30 persons

COMPLETE FOR THE NEWLY PROPOSED OUTDOOR DINING AREA

WHAT IS THE PROPOSED SQUARE FOOTAGE? 765 square feet

WHAT IS THE PROPOSED CAPACITY PER CURRENT IDPH RESTRICTIONS? 28 persons

WHAT ARE THE PROPOSED HOURS OF OPERATION FOR ALL OUTDOOR DINING AREAS?

Sun 4-8pm Tues- Thurs 5-9pm Fri-Sat 4-9pm

PLEASE ATTACH THE FOLLOWING INFORMATION:

- A dimensioned site plan depicting the dining area including table placement, queue area, entrance and exits, signage, lighting, and barriers (all barriers to parking lots and roadways should be made of concrete and at least 36" high)
- Worksite-specific COVID-19 prevention plan including the following provisions:
 - How physical distancing will be maintained
 - Requirement for the use of face coverings
 - Requirement for frequent handwashing and regular cleaning and disinfection
 - Procedures for enhanced sanitizing and disinfecting



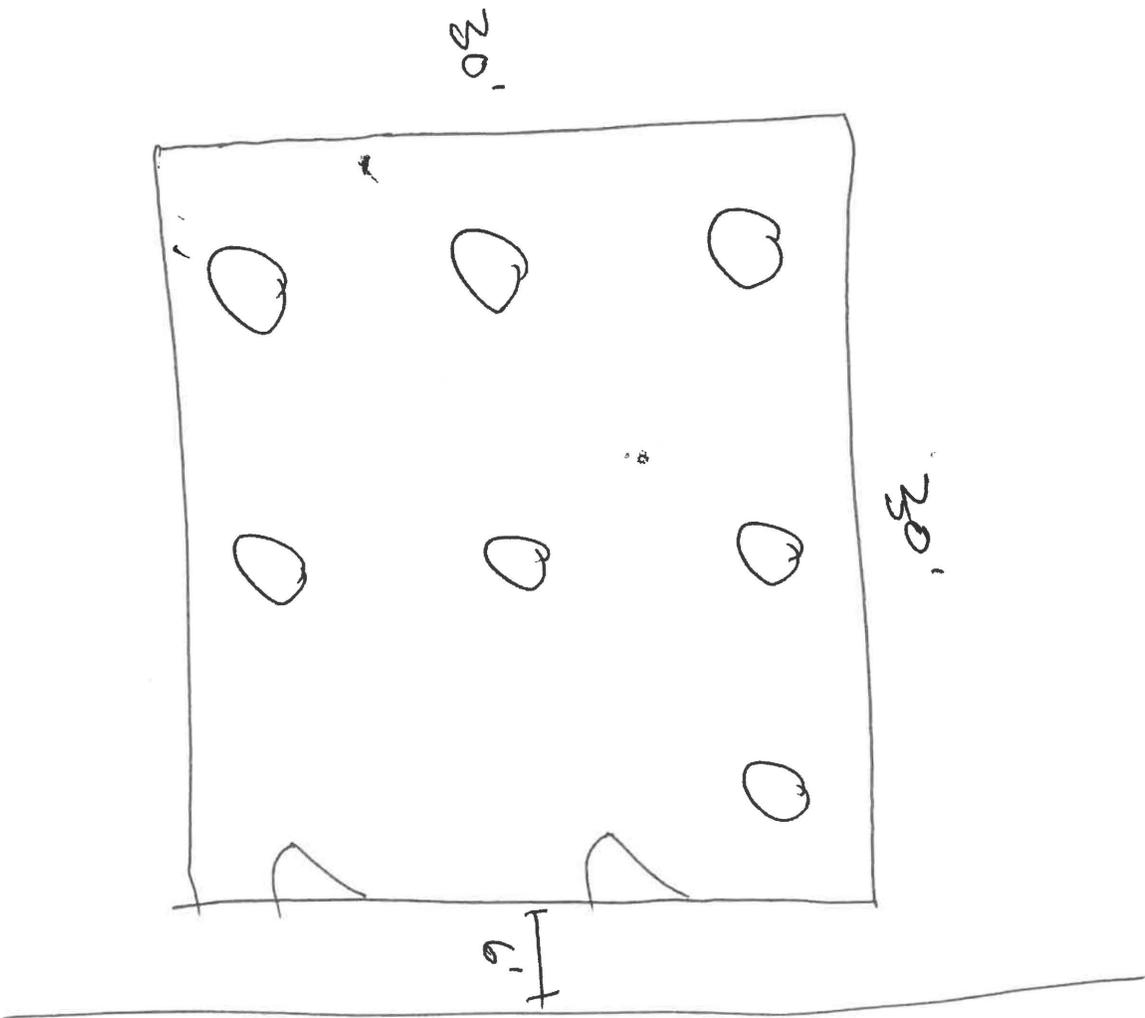
- Training program for employees related to enhanced COVID-19 prevention measures
- Process to identify cases of illness in workplaces and plan to halt the spread of the virus
- Signage and/or other markings at 6-foot intervals in queue areas
- Use of disposable or digital menus
- Name of employee designated to implement and monitor compliance with all procedures
- Written approval from the property owner where temporary outdoor dining area will be located (if applicable)

I (We) hereby acknowledge the following:

- That I (We) will comply with all protocols and guidelines issued by the Illinois Department of Public Health, Centers for Disease Control or other official authority; and
- That I (We) will comply with any and all directions by the Liquor Commissioner to modify or discontinue the use due to safety concerns.

I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge. I (We) hereby acknowledge my (our) obligation to reimburse the Village of La Grange Park for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

Signature of Applicant: *Jason P. Kainich* Date: 9-24-2020
 Signature of Owner: *Jason P. Kainich* Date: 9-24-2020



Posto 31
N (rear)

Question 1

Please see product information given to us by the supplier. The two doors that will be used in this application are standard commercial exterior aluminum doors with safety glass.

The material used for the roof and wall coverings is Duraskin 2.5 x 3m and 3m x 3m. Please see information about Flame resistant and certification letters.

The Shelter Structure will be staked into the ground on the east side of the structure and it will be bolted into the concrete on the west side of the structure.

Question 2

Premier ductable heaters is the product that will heat the structure. The product will use natural gas from the building. The product remains on the outside of the tent and does not need to be vented. Please see product manual.

Question 3

The structure is placed 6 feet from the building. The structure will have two doors on the south side. These two doors will be used for egress. Both doors will have illuminated exit signs above them. Occupants will be able to exit the tent and walk down the aisle to exit into the alley in case of an emergency.

Question 4

The structure will be placed 6 feet from the building. The structure will not be attached to the building. The six feet between the building and the structure will remain open.

Question 5

We are not sure what you are asking in this question? We believe you are asking how many people we plan on seating in the structure. If this is what you are asking we plan on having 18 seats in the structure.

Questions 6

The Fire code variation code is 108.2 and 108.2-1



G-Series

The G-Series clearspan tent structure is Shelter's small size for the U.S. market.

The universal design creates a modular system with interchangeable parts and pieces.

The G-Series has a standard 3m side height and a 3m bay configuration.

Available in 3m, 6m, 9m, 12m and 15m widths as well as customized sizes. The profile size measures 120mm x 48mm x 3mm and is constructed with T6061/T6 hard pressed aluminum extrusion.

Available in both A-frame and Arch designs, the G-Series is the engineered solution for your small clearspan tent needs.



G-Series

Affordable Clearspan Tents

We Know Structure

Dimensions

| Series | Item | Truss | Width | Leg | Ridge Height | Bays | Rafters Standard | Rafters Optional |
|----------|---------|--------------------|-------|-------|--------------|------|------------------|----------------------|
| G-Series | G003003 | 120mm x 48mm x 3mm | 3m | 2.95m | 3.53m | 3m | 1.5m | |
| | G006003 | 120mm x 48mm x 3mm | 6m | 2.95m | 4.10m | 3m | 3m | |
| | G009003 | 120mm x 48mm x 3mm | 9m | 2.95m | 4.63m | 3m | 4.5m | 3m + 1.5m |
| | G012003 | 120mm x 48mm x 3mm | 12m | 2.95m | 5.2m | 3m | 6m | 3m + 3m, 4.5m + 1.5m |
| | G015003 | 120mm x 48mm x 3mm | 15m | 2.95m | 5.72m | 3m | 7.5m | 6m + 1.5m, 4.5m + 3m |

Frame

The G-series is manufactured out of 4 channel hollow anodized aluminum extrusion. Profile is a 120mm x 48mm x 3mm and is constructed out of T6061/T6 hard pressed aluminum.

Purlins are standard across all sizes with the eave and gable purlins having a groove for the sidewall connection.

Baseplates, eave connectors, crowns and leg connectors are manufactured out of galvanized steel.

Fabric Covers

Shelter mids, triangles and walls are made out of 850 g/sqm coated blackout fabric. Colored and clear options are available as well as clear and window walls.

The roof sheets and gables are tensioned with the Shelter spindle system. And the sidewalls are standard 2-piece lace and grommet with a wall bar.

All fabric pieces come in fabric bags - standard.

Accessories/Options

- One piece or spliced beams
- Portal Beams
- Glass walls, hard walls and clear hard walls
- Glass doors
- Cassette flooring system
- White fabric, clear fabric, colored fabric
- White walls, window walls, clear walls
- Weight Plates



Shelter Structures America

405 Via Chico Suite 1
Palos Verdes Estates, CA 90274

(424) 254-9172 / (540) 384-0035
www.shelterstructuresamerica.com

Info@shelterstructuresamerica.com
[@ShelterStructuresAmerica](https://www.instagram.com/ShelterStructuresAmerica)



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

Product:
DURASKIN
2.5m x 3m
3m x 3m

Registration No.
FA-53001

Product Marketed By:

**VERSEIDAG INDUTEX GMBH
INDUSTRIESTR 56
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code and passes NFPA 701-96.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

A handwritten signature in black ink, reading "Randy D. Shestov".

Deputy State Fire Marshal



Premier Ductable Heaters

| | |
|--------------|------------------------|
| TS040 | 40,000 Btuh / 11.7 kW |
| CS/TS080 2.0 | 80,000 Btuh / 23.4 kW |
| CS/TS170 2.0 | 170,000 Btuh / 49.8 kW |

LP Vapor Withdrawal or Dual Fuel

View this manual online at www.lbwhite.com

Attention

This heater has been tested and evaluated by the OMNI Test Laboratories in accordance with the requirements of Standard ANSI Z83.7-2017•CSA 2.14-2017 and is listed and approved as a ductable direct gas-fired forced-air construction heater with application for the temporary heating of buildings under construction, alteration, or repair. Additionally, this heater has been application reviewed and approved by the OMNI Test Laboratories for U.S. and Canadian Tent Heating Applications with temporary human occupancy. CHECK WITH YOUR LOCAL FIRE SAFETY AUTHORITY, YOUR LOCAL FUEL GAS SUPPLIER, OR THE L.B. WHITE COMPANY IF YOU HAVE QUESTIONS REGARDING APPLICATIONS.

www.lbwhite.com

SEE ASSEMBLY
INSTRUCTIONS
INSIDE

**Please refer to important
elevation information on
inside cover.**



Report No: 0545GH004S



Congratulations!

You have purchased the finest circulating heater available. Your new L.B. White heater incorporates the benefits from the most experienced manufacturer of heating products using state-of-the-art technology.

We, at L.B. White, thank you for your confidence in our products and welcome any suggestions or comments you may have... contact us at 1-800-345-7200, or email us at customerservice@lbwhite.com.



SCAN THIS

with your smartphone or visit <http://goo.gl/nvneR> to view maintenance videos for L.B. White heaters.*

* Requires an app like QR Droid for Android or for iPhone

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 **WARNING**

Standard products are manufactured to operate at optimum efficiency at elevations between 0 and 2000 ft. (0-610 m) above sea level.

If operated at higher elevations the product will not function correctly and may function in an unsafe nature. Products providing proper operation for alternate elevations may be available.

If you require a high elevation product, did not specify when ordering, and/or the box this unit came in does not have an alternate altitude designation sticker please contact technical support.

GENERAL HAZARD WARNING

- FAILURE TO COMPLY WITH THE PRECAUTIONS AND INSTRUCTIONS PROVIDED WITH THIS HEATER CAN RESULT IN:
 - DEATH
 - SERIOUS BODILY INJURY OR BURNS
 - PROPERTY DAMAGE OR LOSS FROM FIRE OR EXPLOSION
 - ASPHYXIATION DUE TO LACK OF ADEQUATE AIR SUPPLY OR CARBON MONOXIDE POISONING
 - ELECTRICAL SHOCK
- READ THIS OWNER'S MANUAL BEFORE INSTALLING OR USING THIS PRODUCT.
- ONLY PERSONS WHO CAN READ, UNDERSTAND, AND FOLLOW THE INSTRUCTIONS SHOULD USE OR SERVICE THIS HEATER.
- SAVE THIS OWNER'S MANUAL FOR FUTURE USE AND REFERENCE.
- REPLACEMENT OWNER'S MANUALS ARE AVAILABLE. SEE WEBSITE, OR FOR ASSISTANCE, CONTACT L.B. WHITE AT 1-800-345-7200.

WARNING

- PROPER GAS SUPPLY PRESSURE MUST BE PROVIDED TO THE INLET OF THE HEATER.
- REFER TO DATA PLATE FOR PROPER GAS SUPPLY PRESSURE.
- GAS PRESSURE IN EXCESS OF THE MAXIMUM INLET PRESSURE SPECIFIED AT THE HEATER INLET CAN CAUSE FIRES OR EXPLOSIONS.
- FIRES OR EXPLOSIONS CAN LEAD TO SERIOUS INJURY, DEATH, OR BUILDING DAMAGE.
- GAS PRESSURE BELOW THE MINIMUM INLET PRESSURE SPECIFIED AT THE HEATER INLET MAY CAUSE IMPROPER COMBUSTION.
- IMPROPER COMBUSTION CAN LEAD TO ASPHYXIATION OR CARBON MONOXIDE POISONING AND THEREFORE SERIOUS INJURY OR DEATH.

WARNING

FIRE AND EXPLOSION HAZARD

- NOT FOR HOME OR RECREATIONAL VEHICLE USE.
- INSTALLATION OF THIS HEATER IN A HOME OR RECREATIONAL VEHICLE MAY RESULT IN A FIRE OR EXPLOSION.
- FIRE OR EXPLOSIONS CAN CAUSE PROPERTY DAMAGE OR LOSS OF LIFE.

WARNING

FIRE, BURN, INHALATION, AND EXPLOSION HAZARD

- KEEP SOLID COMBUSTIBLES A SAFE DISTANCE AWAY FROM THE HEATER.
- SOLID COMBUSTIBLES INCLUDE WOOD, PAPER, OR PLASTIC PRODUCTS, BUILDING MATERIALS AND DUST.
- DO NOT USE THE HEATER IN SPACES WHICH CONTAIN OR MAY CONTAIN VOLATILE OR AIRBORNE COMBUSTIBLES.
- VOLATILE OR AIRBORNE COMBUSTIBLES INCLUDE GASOLINE, SOLVENTS, PAINT THINNER, DUST PARTICLES OR UNKNOWN CHEMICALS.
- FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN A FIRE OR EXPLOSION.
- FIRE OR EXPLOSIONS CAN LEAD TO PROPERTY DAMAGE, PERSONAL INJURY OR DEATH.

FOR YOUR SAFETY

Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance.

FOR YOUR SAFETY

If you smell gas:

1. Open windows.
2. Don't touch electrical switches.
3. Extinguish any open flame.
4. Immediately call your gas supplier.

WARNING

Cancer and reproductive harm.
See www.P65Warnings.ca.gov.

Specifications

| | | TS040 | CS080 | TS080 | CS170 | TS170 |
|--|------------------|--|--|-----------|---|-------------|
| Fuel Type | | Propane | Propane Natural Gas | Propane | Propane Natural Gas | Propane |
| Maximum Input (Btuh / kWh) | | 40,000 / 11.7 | 80,000 / 23.4 | | 170,000 / 49.8 | |
| Burner Manifold Pressure (Inches W.C. / kPa) | | 8.0 / 2.0 | | | | |
| Gas supply Pressure Acceptable at the Inlet of the Heater for Purpose of Input Adjustment (Inches W.C. / kPa) | | MAX. 13.5 / 3.36 | | | | |
| | | MIN. 11.0 / 2.7 | | | | |
| Fuel Consumption / Hour: | | | | | | |
| Propane (lbs. / kg) | | 1.86 / 0.84 | 3.71 / 1.68 | 80 / 2.00 | 3.71 / 1.68 | 7.88 / 3.57 |
| Natural Gas (cu. ft / m3) | | | | | | |
| Motor Characteristics | | Ball Bearing | | | | |
| | | 1/12 HP / 60 Watts 1700 RPM | 1/8 HP / 93 Watts 1100 RPM | | 1/3 HP / 248 Watts 1100 RPM | |
| Electrical Supply (Volts/Hz/Phase) | | 120 / 60 / 1 | | | | |
| Amp Draw | Starting | 2.6 | 5.0 | | 7.3 | |
| | Continuous | 1.0 | 1.5 | | 5.0 | |
| | Operating | | | | | |
| Dimensions (Inches / cm) LxWxH | | 24.8 x 14.5 x 16.2 / 63 x 36.8 x 41.1 | 28 x 13.5 x 22.75 / 71.1 x 34.3 x 57.8 | | 30.75 x 18.25 x 28.25 / 78 x 46.3 x 71.7 | |
| Minimum Safe Distance from Nearest Combustible Materials (ft. / m) | Top | 1 / 0.3 | | | | |
| | Sides | 1 / 0.3 | | | | |
| | Back | 1 / 0.3 | | | | |
| | Blower Outlet | 6 / 1.83 | | | | |
| | Gas Supply | Propane Gas - US: 6 / 1.83 Canada: 10 / 3.05 Natural Gas - N/A | | | | |
| Minimum Ambient Temperature in Which Heater May Be Used | | -20°F / -29°C | | | | |

General Information

This Owner's Manual includes accessories commonly used on this heater. These accessories must be ordered separately.

When calling for technical service assistance, or for other specific information, **always** have model number and serial number available. This information is contained on the dataplate.

This manual will instruct you in the operation and care of your unit. Have your installer review this manual with you so that you fully understand the heater and how it functions.

Contact your local L.B. White distributor or the L.B. White Company, LLC for assistance, or if you have any questions about the use of the equipment or its application.

The L.B. White Company, LLC has a policy of continuous product improvement. It reserves the right to change specifications and design without notice.

Safety Precautions



WARNING

Air Quality Hazard

- Do not use this heater for heating human living quarters.
- Use of direct-fired heaters in the construction environment and tent application can result in exposure to levels of CO, CO₂, and NO₂ considered to be hazardous to health and potentially life threatening.
- Do not use in unventilated areas.
- Know the signs of CO and CO₂ poisoning
 - Headaches, stinging eyes.
 - Dizziness, disorientation.
 - Difficulty breathing, feeling of being suffocated.
- Proper ventilation air exchange (OSHA 29 CFR 1926.57) to support combustions and maintain acceptable air quality shall be provided in accordance with OSHA 29 CFR part 1926.154, ANSI A10.10 Safety Requirements for Temporary and Portable Space Heating Devices and Equipment used in the Construction Industry or the Natural Gas and Propane Installation Codes CSA B149.1.
 - Periodically monitor levels of CO, CO₂, and NO₂ existing at the construction site – at the minimum at the start of the shift and after 4 hours.
 - Provide ventilation air exchange, either natural or mechanical, as required to maintain acceptable indoor air quality.

USA 8-Hr. Time weighted average
(OSHA 29 CFR 1926.55 App A)

CO 50 ppm
CO₂ 5,000 ppm
NO₂

USA – Ceiling Limit
(Short Term Exposure Limit = 15 minutes)

CO
CO₂

NO₂ 5 ppm

Canada 8-Hr. Time weighted average
WorkSafe BC OHS Guidelines Part 5.1
and Ontario Workplaces Reg 833

25 ppm
5,000 ppm
3 ppm (Reg 833)

Canada STEL (15 minutes Reg 833/1 hr.
WSBC) WorkSafe BC OHS Guidelines part
5.1 and Ontario Workplaces Reg 833

100 ppm
15,000 ppm (WSBC)
30,000 ppm (Reg 833)
1.0 ppm (WorkSafeBC)
5.0 ppm (Reg 833)

- Ensure that the flow of combustion and ventilation air exchange cannot become obstructed.
- As the building "tightens up" during the construction phases, ventilation may need to be increased.

Fuel Gas Odor

Propane gas and natural gas both contain a man-made odorant added specifically for detection of fuel gas leaks. If a gas leak occurs, you should be able to smell the fuel gas. **THAT'S YOUR SIGNAL TO GO INTO IMMEDIATE ACTION!**

- Do not take any action that could ignite the fuel gas. Do not operate any electrical switches. Do not pull any power supply or extension cords. Do not light matches or any other source of flame. Do not use your telephone.
- Get everyone out of the building and away from the area immediately.
- Close all fuel supply valves.
- Propane gas is heavier than air and may settle in low areas. When you have reason to suspect a propane leak, keep out of all low areas.
- Contact your fuel gas supplier and your fire department. Do not re-enter the building or area.
- Stay out of the building and away from the area until declared safe by the firefighters and your fuel gas supplier.
- **FINALLY**, let the fuel gas service person and the firefighters check for escaped gas. Have them air out the building and area before you return. Properly trained service people must repair the leak, check for further leakages, and then relight the heater for you.

Odor Fading - No Odor Detected

- Some people cannot smell well. Some people cannot smell the odor of the man-made chemical added to propane or natural gas. You must determine if you can smell the odorant in these fuel gases.
- Learn to recognize the odor of propane gas and natural gas. Local propane gas dealers and your local natural gas supplier (utility) will be more than happy to give you a "scratch and sniff" pamphlet. Use it to become familiar with the fuel gas odor.
- Smoking can decrease your ability to smell. Being around an odor for a period of time can affect your sensitivity to that particular odor.
- The odorant in propane gas and natural gas is colorless and the intensity of its odor can fade under some circumstances.
- If there is an underground leak, the movement of gas through the soil can filter the odorant.
- Propane gas odor may differ in intensity at different levels. Since propane gas is heavier than air, there may be more odor at lower levels.
- Always be sensitive to the slightest gas odor. If you continue to detect any gas odor, no matter how small, treat it as a serious leak. Immediately go into action as discussed previously.

Attention - Critical Points to Remember!

- If you have not been properly trained in repair and service of propane gas and natural gas fueled heaters, then do not attempt to light the heater, perform service or repairs, or make any adjustments to the heater on a propane gas or natural gas fuel system.
 - Even if you are not properly trained in the service and repair of radiant heaters, ALWAYS be consciously aware of the odors of propane gas and natural gas.
 - A periodic "sniff test" around the heater or at the heater's joints; i.e. hose, connections, etc., is a good safety practice under any conditions. If you smell even a small amount of gas, CONTACT YOUR FUEL GAS SUPPLIER IMMEDIATELY. DO NOT WAIT!
1. Do not attempt to install, repair, or service this heater or the gas supply line unless you have continuing expert training and knowledge of gas heaters.

QUALIFICATIONS FOR SERVICING AND INSTALLATION:

- a. To be a qualified gas heater service person, you must have been trained in gas-fired heater servicing, repair and also have sufficient experience to allow you to troubleshoot, replace defective parts, and test heaters in order to get them into a continuing safe and normal operation condition. You must completely familiarize yourself with each model heater by reading and complying with the safety instructions, labels, owner's manual, etc. that are provided with each heater.
- b. To be a qualified gas installation person, you must have sufficient training and experience to handle all aspects of installing, repairing, and altering gas lines, including selecting and installing the proper equipment, and selecting proper pipe size to be used. This must be done in accordance with all local, state and national codes as well as the manufacturer's requirements.
- c. In the Commonwealth of Massachusetts, this product must be installed by a gas fitter licensed in the Commonwealth of Massachusetts.

⚠ WARNING ELECTRICAL GROUNDING INSTRUCTIONS

This heater is equipped with a three prong (grounding) inlet for your protection against electrical shock hazard. It must be plugged into a properly grounded three prong receptacle. Failure to use a properly grounded receptacle can result in electrical shock or death.

2. All installations or applications of L. B. White LLC heaters shall meet the requirements of local, state and national L.P. gas and natural gas, electrical and safety codes. Your gas supplier, local licensed electrician, local fire department and government agencies can help you determine these requirements. In the absence of local codes, comply with the following:
 - a. Installations in the U.S.A.:
 - NFPA 102, standard for assembly seating, tents and membrane structures
 - ANSI/NFPA 58, latest edition, Standard for Storage and Handling of Liquefied Petroleum Gas and/or
 - ANSI Z223.1/NFPA 54, National Fuel Gas Code
 - ANSI/NFPA 70, National Electrical Code.
 - b. Installations in Canada:
 - CAN1-B149.1 or CAN1-B149.2 Installation Codes
 - CSA C22.1 Part 1 Standard Canadian Electrical Code.
 - CSA C22.2 No.3, Electrical Features of Fuel Burning Equipment.
3. We cannot anticipate every use which maybe made of our heaters. Other standards govern the use of fuel gases and heat producing products in specific applications. Your local authority can advise you about these. Check with the local fire safety authority if you have questions about applications.
4. Forced air heaters shall not be directed toward any propane gas container within 20 feet/6.10 meters.
5. Do not wash the heater. Use only compressed air, a soft brush or dry cloth to clean the interior of the heater and it's components.
6. For safety, this heater is equipped with a manual reset high limit switch, and an air pressure switch. Never operate the heater with any safety device that has been bypassed. Do not operate this heater unless all of these features are fully functioning.

7. Do not direct the heater toward any propane gas supply container or gas hose within 20 ft. (6m) of the heaters hot air discharge.
8. Do not block air intakes or discharge outlets of the heater. Doing so may cause improper combustion or damage to heater components leading to property damage.
9. The hose assembly shall be visually inspected on a daily basis after heater relocation and when the heater is in use. If it is evident there is excessive abrasion or wear, or if the hose is cut, it must be replaced prior to the heater being put into operation. The hose assembly shall be protected from building materials, and contact with hot surfaces both during use and while in storage. The replacement hose assembly shall be that specified by the manufacturer. See parts list.
10. Check for gas leaks and proper function upon heater installation, when relocating, and after servicing. Refer to leak check instructions within the installation section of this manual.
11. This heater should be inspected for proper operation by a qualified service person before each use and at least annually.
12. Always turn off the gas supply to the heater if the heater is not going to be used in the heating of the work space.
13. If gas flow is interrupted and flame goes out, do not relight the heater until you are sure that all gas that may have accumulated has cleared away. In any event, do not relight the heater for at least 5 minutes.
14. See tables on page 11 for minimum propane gas cylinder size to be used per heaters. Multiple manifold cylinders may be required to ensure continuous supply of gas.
15. When the heater is to be stored indoors, the connection between the propane gas supply cylinder(s) and the heater must be disconnected and the cylinder(s) removed from the heater and stored in accordance with the Standard for the Storage and Handling of Liquefied Petroleum Gases, ANSI/NFPA 58 or Standard CSA B149.1 Natural Gas and Propane Installation Code as appropriate.
16. The heater must be located at least 6 ft. (1.83 m) in the U.S.; or 10 ft. (3 m) in Canada from any propane gas container.
17. Propane gas supply containers have left handed threads. Use the manual hand wheel supplied with the regulator to make a connection of the regulator's P.O.L. fitting into the cylinders' gas supply valve.
18. Use pipe joint compound that is approved for use with propane gas.
19. For either indoor or outdoor installation. Adequate ventilation shall be provided in accordance with OSHA 29 CFR 1926.154, Safety Requirements for Temporary and Portable Space Heating Devices and Equipment, ANSI A10.10, National Fuel Gas Code, ANSI Z223.1/ NFPA54, Liquefied Petroleum Gas Code, NFPA 58 or the Natural Gas and Propane Installation Code, CAN B149.1, as appropriate.

General Installation Instructions



WARNING Burn Hazard

Can cause property damage, severe injury or death.

1. To avoid dangerous accumulation of fuel gas, turn off gas supply at the appliance service valve before starting installation, and perform gas leak test after completion of installation.
2. Do not force the gas control knob. Use only your hand to turn the gas control knob. Never use any tools. If the knob will not operate by hand, the control should be replaced by a qualified service technician. Force or attempted repair may result in fire or explosion.

1. Read all safety precautions and follow the L.B. White Co., LLC recommendations when installing this heater. If during the installation or relocating of heater, you suspect that a part is damaged or defective, call a qualified service agency for repair or replacement.
2. The heating equipment must be properly positioned before use on a flat, stable, and horizontal surface. Ensure the heater is level. (Use a level, check lengthwise & crosswise). Observe and obey all minimum safe distances of the heater to the nearest combustible materials. Safe distances are given on the heater dataplate and on page 4 of this manual.

3. L.P Gas Installation Requirements

- All LP. gas containers must be placed at least 5 feet/1.52 meters from the nearest tent wall structure.
- Ensure all L.P. gas containers are secured and protected from all people, vehicular traffic and contact.
- L.P. gas containers must be located on a flat, level, and stable surface.
- L.P. gas cylinders (a.k.a. 100 lb/45 kg. cylinders/tanks) must be secured from tip-over.

Contact your local authorities, L.P. gas dealers, or fire marshalls for specifics dealing with installation in your area

4. This heater may be installed either indoors or outdoors and is approved for use with or without ductwork. For outdoor installations, additional accessories are needed to properly provide heated air to the inside. These accessories are as follows:

Only the ducting and the air distribution accessories as supplied and specified by the heater's manufacturer shall be used. DO NOT USE ANY OTHER DUCTWORK, DUCTING, FIELD FABRICATED DUCTS, TARPS, STOVE PIPE, or any other means of making the connection between the heater and the inside of the tent.

Unit Diffuser:

Premier 40: 500-132540
Premier 80: 500-132902
Premier 170: 500-26351

This accessory provides the necessary clearance to combustible materials; it is attached to the blower outlet of the heater and distributes the air inside the tent. Local codes may require a 10 ft./3.04 m separation between the tent and the heater. In this case the unit mounted diffuser shall not be used.

Duct Kit:

Premier 40: 8 in. (20.3 cm) x 12 ft. (3.65 m), 500-132544
Premier 80/170: 12 in. (30.5 cm) x 12 ft. (3.65 m)
500-26346, Gray Duct
500-26347, White Duct

This accessory provides for locating the heater up to 10 ft./3.04 meters away from the tent as required by some local codes.

Use only one duct per heater with or without an end diffuser.

End Diffuser:

Premier 40: 500-132541
Premier 80/170: 500-26350

This accessory is used in conjunction with the Premier ducting kit. It is placed under the tent edge and distributes air inside the tent.

5. When using the unit diffuser or end diffuser air distribution accessories, extend the side shields; ensure the tent material is laid within the diffusers U-channel and anchored securely.
6. The heater's gas pressure regulator must be protected from adverse weather conditions (rain, ice, snow) as well as from building materials (tar, concrete, plaster, etc.) which can affect safe operation and could result in property damage or injury.
7. Ensure that all accessories that shipped within the heater have been removed from inside the heater and installed.
8. Check all connections for gas leaks using approved gas leak detectors. Gas leak testing is performed as follows:

! WARNING**Fire and Explosion Hazard**

- Do not use open flame (matches, torches, candles, etc.) in checking for gas leaks.
- Use only approved leak detectors.
- Failure to follow this warning can lead to fires or explosions.
- Fires or explosions can lead to property damage, personal injury or loss of life.

- Check all pipe connections, hose connections, fittings and adapters upstream of the gas control with approved gas leak detectors.
 - In the event a gas leak is detected, check the components involved for cleanliness and proper application of pipe compound before further tightening.
 - Tighten the gas connections as necessary to stop the leak.
 - After all connections are checked and any leaks are stopped, turn on the main burner.
 - Stand clear while the main burner ignites to prevent injury caused from hidden leaks that could cause flashback.
 - With the main burner in operation, check all connections, hose connections, fittings and joints as well as the gas control valve inlet and outlet connections with approved gas leak detectors.
 - If a leak is detected, check the components involved for cleanliness in the thread areas and proper application of pipe compound before further tightening.
 - Tighten the gas connection as necessary to stop the leak.
 - If necessary, replace the parts or components involved if the leak cannot be stopped.
 - Ensure all gas leaks have been identified and repaired before proceeding.
9. A qualified service technician must check for proper operating gas pressure upon installation of the heater.
 10. Light according to instructions on heater or within owner's manual.
 11. The heater must have the proper gas regulator for the application. Use only the L.B. White regulator originally supplied with the heater. This regulator includes a POL fitting incorporating an excess flow valve. The excess flow valve is a safety device which protects against discharge from the propane gas supply container if the regulator is broken off. If the POL fitting is ever replaced, it needs to be replaced with an L.B. White POL fitting. Failure to do so can result in fires, explosions, loss of property, injury or death.
 12. A regulator must be connected to the gas supply so that the pressure to the inlet of the gas control valve is regulated within the range specified on the dataplate at all times. Contact your gas supplier or the L.B. White Co., LLC if you have any questions.
 13. Do not use the heater in an propane gas liquid withdrawal system or application. If you are in doubt, contact your local fuel gas supplier or the L.B. White Co., LLC.
 14. The heater must be installed so as not to interfere with or obstruct normal exits, emergency exits, doors and walkways.
 15. Railing, fencing or suitable substitute materials must be used to keep the heating equipment from any people using and visiting the structure.
 16. The unit shall be located so that rain, ice, or snow drainage from the structure does not affect equipment operation. If the unit is mounted outside, it must be mounted above any pooled or standing water. If the unit is to be located on the ground, a surrounding trench is recommended to drain any rain, ice or snow away from the unit.
 17. The ground and surrounding terrain must be cleared of any combustible vegetation and other combustible materials when the heater is mounted outside.
 18. Thermostat failure may result in an underheating condition. The thermostat should be tested to make sure it turns the heater on and off within a temperature differential of $\pm 3^{\circ}\text{F}$ ($\pm 1.5^{\circ}\text{C}$).
 19. Take time to understand how to operate and maintain the heater by using this Owner's Manual. Make sure you know how to shut off the gas supply to the building and also to the individual heater. Contact your fuel gas supplier if you have any questions.
 20. Any defects found in performing any of the service or maintenance procedures must be corrected and defective parts replaced immediately. The heater must be evaluated by a qualified service technician before placing the heater back into use.

Propane Gas Supply Sizing

The vaporization of propane is affected by several factors: the surface area of the container, the liquid level of propane, temperature surrounding the container, and the relative humidity. All of these factors are specific to a site. Therefore, a degree of experience and judgement is required to select the proper propane supply.

Although experience is the best guide, the following recommendations can be used as a starting point. The table is based on experience in northern climates where cold weather and high humidity are prevalent in the winter. If more or less favorable conditions prevail at a specific site, adjustments can be made on the basis of experience.

| Recommended Propane Gas Supply - Cylinders Required Per Heater | | | | | | | |
|--|----------|-------|--------|---------|---------|----------|---------|
| Average Temp °F / °C | | 50/10 | 40/4.4 | 30/-1.1 | 20/-6.7 | 10/-12.2 | 0/-17.8 |
| 20 lb. / 9 kg | TS040 | 1 | 1 | 1 | 2* | 2* | 2* |
| | CS/TS080 | 2* | 2* | 2* | 2* | 3* | 3* |
| 40 lb. / 18 kg | TS040 | 1 | 1 | 1 | 1 | 1 | 2* |
| | CS/TS080 | 1 | 2* | 2* | 2* | 2* | 2* |
| 100 lb. / 45 kg | TS040 | 1 | 1 | 1 | 1 | 1 | 1 |
| | CS/TS080 | 1 | 1 | 1 | 2* | 2* | 2* |
| | CS/TS170 | 2* | 2* | 3* | 3* | 3* | 3* |

Cylinders requirements per heater is base on full Btu output at 70% fuel usage

* Cylinders must be manifolded together to allow simultaneous vapor withdrawal from all cylinders

| Run Time Hours | | | | | | | |
|----------------------|----------|-------|--------|---------|---------|----------|---------|
| Average Temp °F / °C | | 50/10 | 40/4.4 | 30/-1.1 | 20/-6.7 | 10/-12.2 | 0/-17.8 |
| 20 lb. / 9 kg | TS040 | 8.0 | 6.0 | 4.0 | 13.0** | 10.0** | 8.0** |
| | CS/TS080 | 3.0** | 2.5** | 2.0** | 2.0** | 3.0*** | 2.5*** |
| 40 lb. / 18 kg | TS040 | 18.5 | 16.0 | 16.0 | 12.0 | 10.0 | 6.5 |
| | CS/TS080 | 9.0 | 8.5 | 2.0 | 5.0** | 3.0** | 2.5** |
| 100 lb. / 45 kg | TS040 | 50.0 | 50.0 | 50.0 | 45.0 | 37.0 | 32.0 |
| | CS/TS080 | 21.0 | 19.0 | 18.0 | 16.0 | 13.0 | 8.0 |
| | CS/TS170 | 9.0** | 8.0** | 7.0** | 6.0** | 8.0*** | 7.0*** |

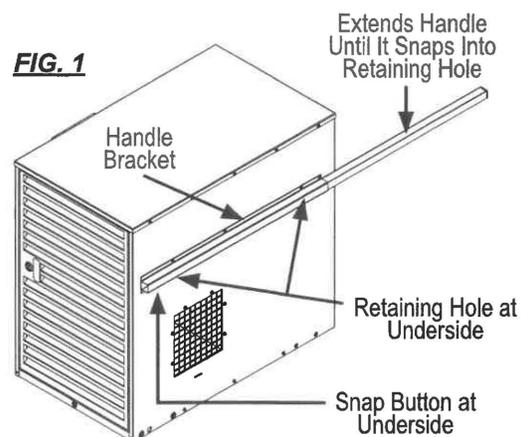
** Two cylinders manifold together

*** Three cylinders manifold together

Sliding Handle

The Premier 170 is equipped with sliding handles for convenient "wheel-barrow" style mobility

- Depress the snap-button on the underside of the sliding handle storage bracket.
- Fully extend both handles until the snap button locks into place.
- For storage, depress the snap button and push the handles to fully retracted position.

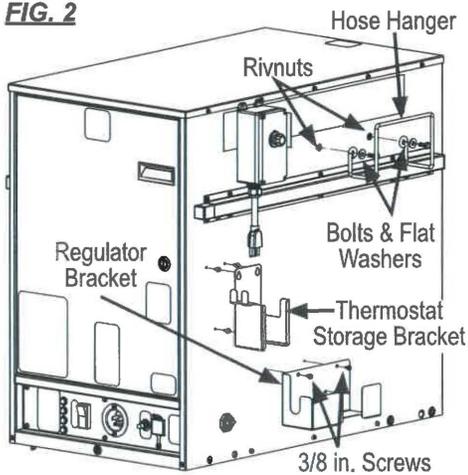


Thermostat Bracket, Hose Hanger, Regulator Bracket

1. Thermostat Storage Bracket

- a. Thread the four 3/8 in. hex head screws to the four holes on the back of the heater case. **DO NOT TIGHTEN** the screws at this time. See Fig. 2, Premier 170 shown.
- b. Slide the four keyholes of the thermostat bracket mounting flanges over the four screws. Push the bracket downward, hold in place. Tighten the screws securely with a 1/4 in. driver through the bracket's access holes. See Fig. 2, Premier 170 shown.

FIG. 2



- c. Store the thermostat within the bracket when not in use.

2. Hose Hanger

- a. Align wire hose hanger to rivnuts on back of heater.
- b. Mount the hanger using the 1/4-20 x 3/4 in. bolts and 1/4 in. flat washers. Tighten securely. See Fig. 2, Premier 170 shown.

3. Regulator Storage Bracket (Premier 170)

- a. Align the regulator storage bracket to the two 1/8 in. diameter holes on the back of the heater case.
- b. Mount the storage bracket to the case using the two 3/8 in. hex screws. Tighten securely.

Thermostat

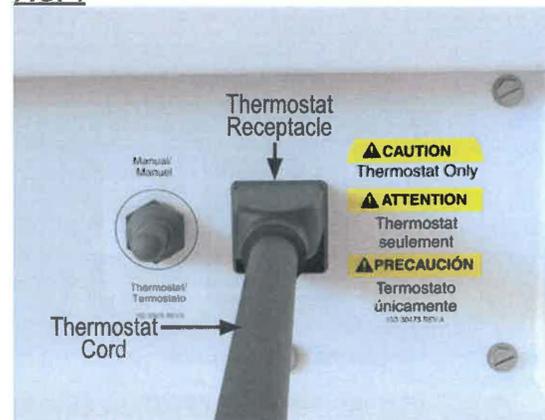
If thermostat is not needed or required, select manual setting on thermostat switch. See Fig. 3.

FIG. 3



If a thermostat is required, remove the thermostat outlet cover and plug the thermostat cord into the thermostat outlet receptacle. Use **ONLY L.B. White** thermostat cord with plug. Do not use an inline thermostat plug when plugging to thermostat outlet receptacle. Select the thermostat setting on the switch. See Fig. 4.

FIG. 4



* **ALWAYS** cover the thermostat outlet when not in use.

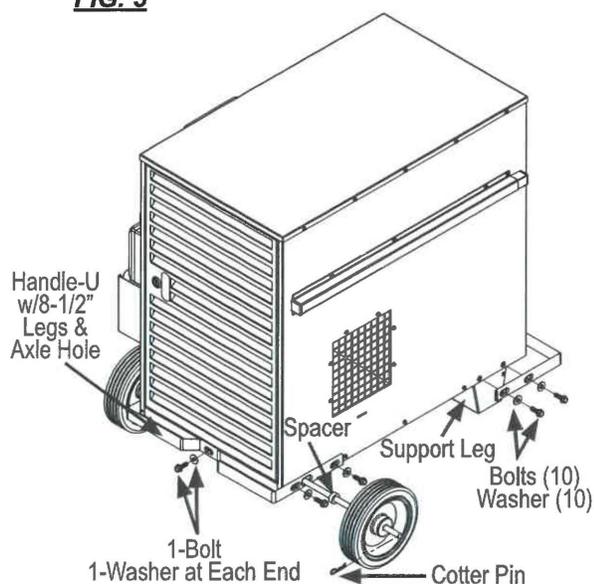
* **DO NOT** plug an appliance into the thermostat outlet.

* **DO NOT** plug the thermostat cord into a power receptacle.

Wheel, Leg & Lifting Handle (Premier 170)

See Fig. 5 for assembly of components. Ensure all hardware is tightened securely.

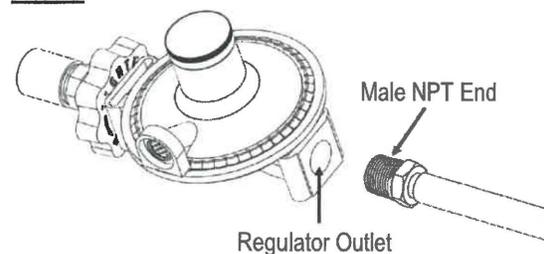
FIG. 5



Standard Premier Propane Gas Heaters (TS040/80/170)

1. Thread the male ridge end of the hose to the regulator outlet, tighten securely. See Fig. 6.

FIG. 6



2. Remove the plastic cap from the POL fitting. (Do not discard the cap).

Dual Fuel Premier Heaters (CS080/170)

- The regulator provided with the dual fuel heaters is suitable for both propane or natural gas.
- Only use the L.B. White regulator supplied with the heater.
- Use pipe joint compound that is resistant to propane and natural gas at all threaded connections.
- Leak check all regulator connections after connecting to the gas supply.

When using propane gas as the fuel:

1. Thread the bushing into the regulator inlet. Tighten securely. See Fig. 7.

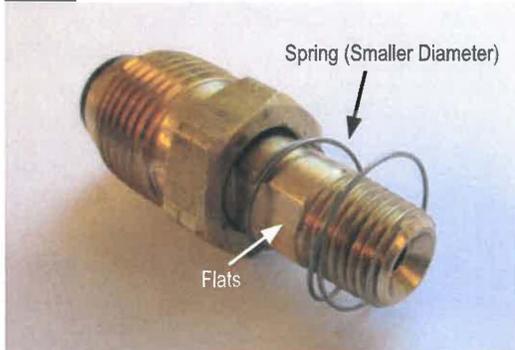
FIG. 7



Connecting the Regulator and the Gas Hose

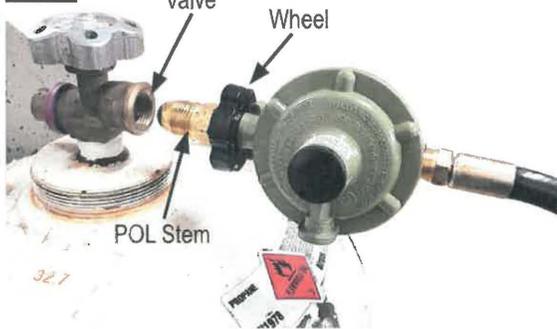
- Only use the L.B. White regulator supplied with the heater.
- Use pipe joint compound that is approved for use with propane gas at all threaded connections
- The heater must be regulated at all times for proper operation.
- Leak check all regulator connections after connecting to the gas supply.

- Remove the plastic cap from the POL fitting. (POL fitting is located in hardware bag. Do not discard the cap).
- Slide the spring over the POL stem. The smaller diameter end of the spring is toward the brass nut of the POL. See Fig. 8. Slide the open side of the hand wheel over the POL stem. Thread the assembly into the 1/4 in. inlet of the bushing installed in the regulator. Tighten securely using a wrench at the flats of the POL stem.

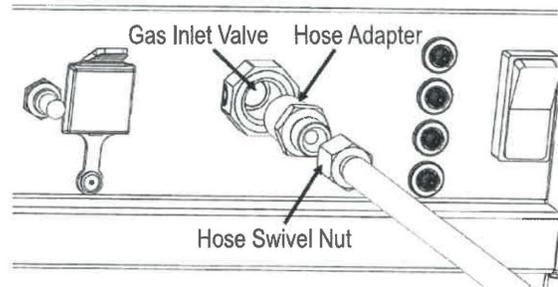
FIG. 8

Connecting the Regulator to the Gas Supply

- Insert the POL stem into the cylinder valve. Push the spring loaded hand wheel up against the threaded nut. Turn the hand wheel counter clockwise to thread the POL nut into the propane cylinder valve. Firmly tighten. See FIG. 9.

FIG. 9

- Install the 1/2" NPT hose adapter from the hose to the gas valve inlet. See Fig. 10, Premier 40 shown.

FIG. 10

- Attach the hose's swivel nut to the hose adapter. See Fig. 10.
- Slowly open the cylinder valve. This will prevent lock-up of the excess flow valve built within POL stem. Check for leaks; correct if needed.
- When storing or transporting the heater, use the protective cap to ensure the POL fitting is protected from damage and water entry.

When using natural gas as the fuel:

- The regulator supplied with the dual fuel heater is required for use with natural gas if the natural gas supply pressure to the heater is above the maximum inlet pressure of 13.5 in. W.C./3.36 kPa, as stated on the heater's dataplate and in this owner's manual.
- The regulator requires a minimum natural gas supply pressure of 2 PSIG/13.8 kPa.
- Remove the POL fitting assembly with hand-wheel from the regulator inlet.
- Connect the regulator to the natural gas supply line using the proper connections.

Start-Up Instructions

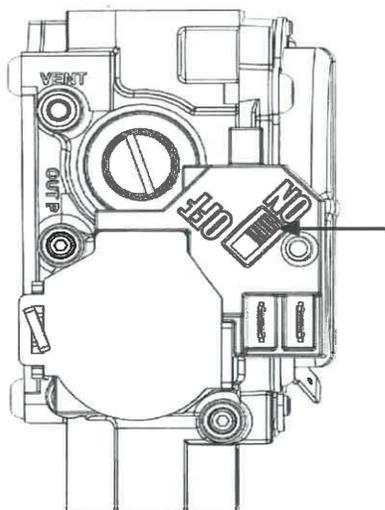
For initial start-up after heater installation, follow steps 1-4.

1. This heater is wired with a ground connection for your protection against an electrical shock hazard. The heater must be connected directly to a properly wired and grounded electrical supply.

A. Heat Mode Operation

- a. Open all manual fuel supply valves. Check for gas leaks using an approved leak detector. The gas control valve in the heater has a manual shut-off feature incorporated into the valve assembly. Ensure the indicator on the valve is positioned to ON. See Fig 11.

FIG. 11



- b. Push the selector switch to heat. See. Fig. 12. 

FIG. 12



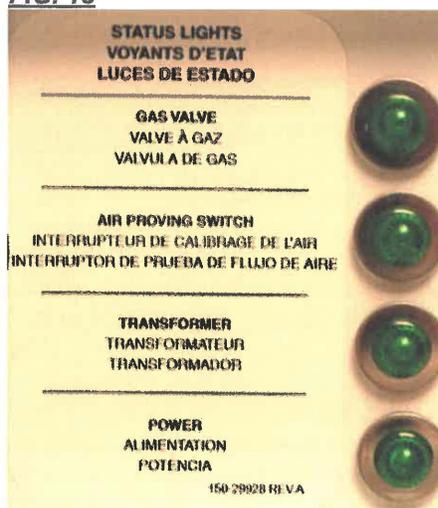
- c. Set the thermostat above room temperature
 - The fan motor will start
 - Igniter will spark
 - Ignition occurs

- d. The thermostat cycles the heater on and off based on the temperature set point.

(It is normal for air to be trapped in the gas hose on new installations. The heater may attempt more than one trial for ignition before the air is purged from the line and ignition takes place.)

When the switch is set to heat, four status lights (see Fig.13) will be activated in sequence as specific circuits are checked by the ignition control. If the heater does not light, and a status light is off, refer to the troubleshooting label on the heater's case or the troubleshooting guide in the owner's manual.

FIG. 13



B. Vent Mode Operation

- Push the selector switch to off, **O**, then to vent 
- Only the fan motor will operate. The igniter will not spark, nor will ignition occur.

The ventilation feature is used when air circulation is required. The heater will not cycle on its thermostat setting.

C. Off **O**

1. Position the switch to midpoint **O**.
2. **Do not exceed input rating stamped on nameplate or manufacturer's recommended burner orifice pressure for size orifice(s) used. Make certain that the primary air supply to main burner is open and free of dust, dirt and debris for complete, proper combustion.**

Shut-Down Instructions

For normal shut-down, set the thermostat below room temperature. When servicing or performing maintenance, follow steps 1 - 5.

1. Close the fuel supply valve.
2. Allow the heater to burn off any fuel gas remaining in the gas supply line.
3. Set the thermostat to "Off" or "No Heat".
4. Position selector switch to O (off).
5. Disconnect the heater from its gas and electrical supplies.

Gas Selector Valve Dual Fuel (DF) Models

This heater is shipped from the factory with the fuel selector valve in the propane gas (LP) position. Ensure the fuel selector valve's handle is properly positioned for the fuel being used.

1. This feature allows the heater to operated on either propane or natural gas without changing out the burner orifice. The gas selector valve is located between the gas control valve and the burner. **THIS IS NOT A MANUAL GAS SHUT OFF VALVE.**
2. Refer to Figs. 14 and 15 for valve handle proper positioning for the specific gas being used (Premier 170 DF shown. Same handle positions for Premier 80 DF).
3. The handle must be fully set at 90 degree to gas flow (propane gas) or parallel to gas flow (natural gas) for proper operation. Also refer to the decal located on the heater's base, adjacent to the selector valve.

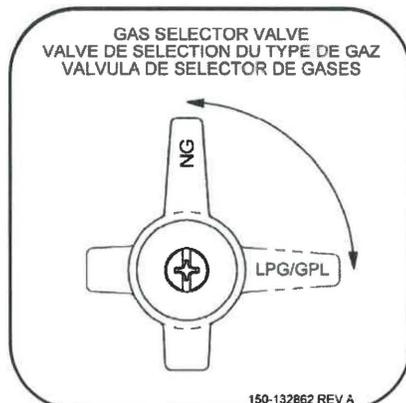


FIG. 14
Propane Gas position, Premier 170 shown

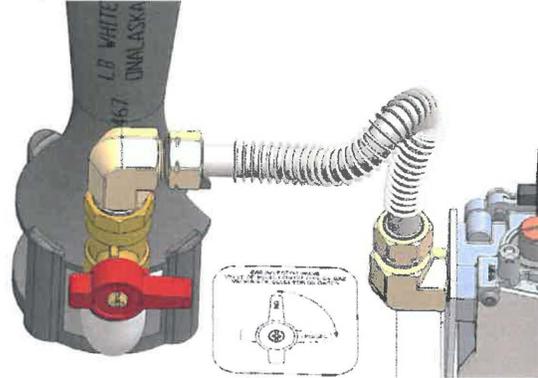
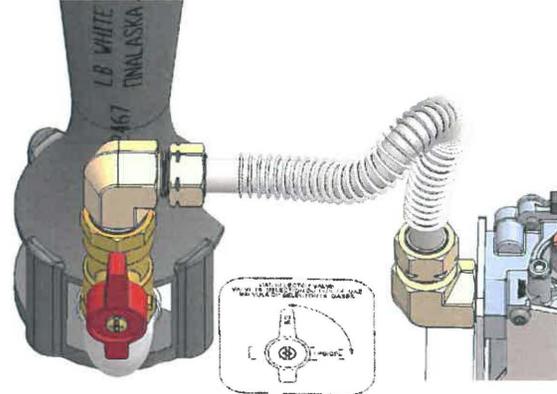


FIG. 15
Natural Gas position, Premier 170 shown



DO NOT operate the heater with selector valve handle set between either position, otherwise improper operation will occur.

Cleaning Instructions

WARNING

Fire, Burn, and Explosion Hazard

- This heater contains electrical and mechanical components in the gas management, safety and airflow systems.
- Such components may become inoperative or fail due to dust, dirt, wear, corrosive environment, and aging.
- Periodic cleaning and inspection as well as proper maintenance are essential to avoid serious injury or property damage.

1. Before cleaning, shut off all gas supply valves and disconnect the electrical supply.
2. The heater should have dirt or dust removed periodically:
 - a. Before each use give the heater a general cleaning using compressed air or a soft brush or dry rag on its case and internal components. At this time, dust off the motor case to prevent the motor from over-heating.
 - b. At least once a year, give the heater a thorough cleaning. At this time, remove the fan and motor assembly and brush or blow off the fan blade assembly. Additionally, make sure the burner air inlet venturi ports and the casting are free of dust accumulation.

WARNING

Do not use a pressure washer, water, or liquid cleaning solution on any gas controls. Use of a pressure washer, water, or liquid cleaning solution on the control components can cause severe personal injury or property damage due to water and/or liquids:

- In electrical components, and wires causing electrical shock or equipment failure.
- On gas control valves causing corrosion which can result in gas leaks and fire or explosion from the leak.

Clean all components of the heater with pressurized air, a dry brush, or a dry cloth.

Maintenance Instructions

BEFORE EACH USE:

- Check the area surrounding the heater to ensure it is clear and free of combustible materials, gasoline, and other flammable vapors and liquids.
- At the installation ensure there is adequate combustion air and the ventilation air flow is not obstructed.
- Have your gas supplier check all gas connections for leaks or restrictions in gas lines.
- Inspect the regulator vent to make sure the regulator vent is not blocked. Debris, insects, insect nests, snow, or ice on a regulator can block vents and cause excess pressure at the heater.
- Check all wiring, associated terminals, and electrical components within the heater for corrosion, frayed or cut insulation, tight connections, etc. Repair or replace as necessary.
- Check the hose assembly after heater installation, relocation, and when the heater is in use. If it is evident there is excessive abrasion or wear, or if the hose is cut, it must be replaced prior to the heater being put back into operation.
- Review all heater markings (i.e. wiring diagram, warnings, start-up, shut-down, troubleshooting, etc.) at the time of maintenance for legibility. Make sure none are cut, torn, or otherwise damaged. Any damaged markings must be replaced immediately by contacting the L.B. White Co., LLC. The data plate, startup and shutdown instructions, and warning stickers are available as a replacement part.

ANNUALLY:

- Clean and check the igniter for cracks. Replace if necessary.
- Regulators can wear out and function improperly. Have your gas supplier check the regulators outlet pressure to make sure it is adjusted correctly.
- Test both high limit switches, if applicable, to ensure proper operation. See Service Instructions in this owner's manual.

Service Instructions

WARNING Burn Hazard

- Heater surfaces are hot for a period of time after the heater has been shut down.
- Allow the heater to cool before performing service, maintenance, or cleaning.
- Failure to follow this warning will result in burns causing injury.

WARNING Fire and Explosion Hazard

- Do not disassemble or attempt to repair any heater components or gas train components such as gas valves, or gas hoses.
- All component parts must be replaced if defects are found.
- Failure to follow this warning will result in fire or explosions, causing property damage, injury, or death.

1. Close the fuel supply valve to the heater and disconnect the electrical supply before servicing unless necessary for your service procedure.
2. Clean the heater's orifice with compressed air or a soft, dry rag. Do not use files, drills, broaches, etc. to clean the orifice hole. Doing so will enlarge the hole, causing combustion or ignition problems. Replace the orifice if it cannot be cleaned properly.
3. The high limit switch can be tested by:
 - Disconnecting the leads at the component, and jumpering the leads together.:
 - Reconnect the electrical supply and open fuel supply valves.
 - If the heater lights, the component is defective and must be replaced.
 - Do not leave the jumper on or operate the heater if the part is defective. Replace the part immediately.
 - An alternate method for checking components is to perform a continuity check.
4. The air pressure switch must not be jumpered. If jumpered, the ignition control will not allow the heater to operate. Test the air pressure switch for continuity. If defective, replace the switch.

5. Open the front case panel for access to the heaters interior components.
6. Disconnect the appropriate electrical leads when replacing components.
7. For reassembly, reverse the respective service procedure. Ensure gas connections are tightened securely and leak checked.
8. After servicing, start the heater to ensure proper operation.

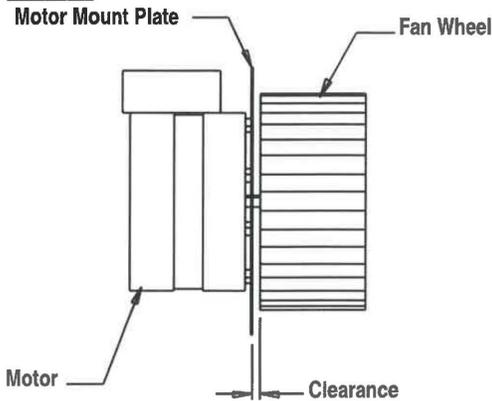
Motor & Fan Assembly

Premier 40

- Remove the 8 screws located on the underside of the base; 4 each on both long sides of the heater. Spread the bottom sides outward and lift up to clear the internal components.

Premier 80/170

- Open the louvered access panel opposite the burner end of heater.
1. Disconnect the motor leads.
 2. Remove the screws securing the motor mounting plate to the housing.
 3. Pull the motor and fan assembly from the housing.
 4. Loosen set screws on the fan wheel and pull the fan wheel from the motor shaft.
 5. Remove the four nuts securing the motor to the mounting plate.
 6. See Fig. 16 for fan wheel spacing.

FIG. 16

Premier 40/80 - 3/16 IN / 4.7 mm
 Premier 170 - 1/8 IN / 3.2 mm

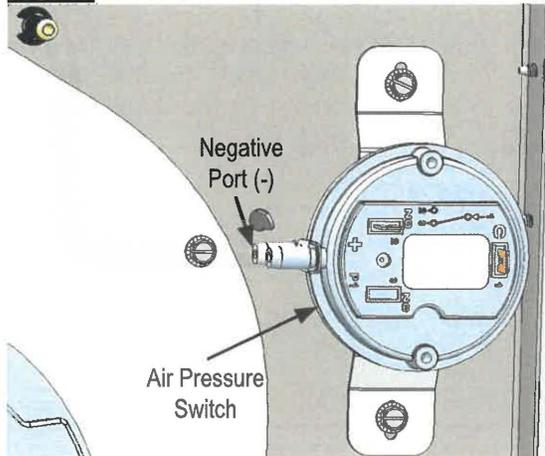
Air Pressure Switch

The air pressure switch is located on the cold air housing internal to the heater. It must work properly to allow an ignition cycle. If the air pressure switch contacts are closed before the ignition control starts the fan motor, or do not close on a call for heat after the fan motor starts, ignition will not occur. See Fig. 17.

To service:

- Disconnect the 2 wires attached to the switch.
- Unhook the air pressure line attached to the - (NEG) port. Remove the 2 screws holding the switch to the cold air housing.

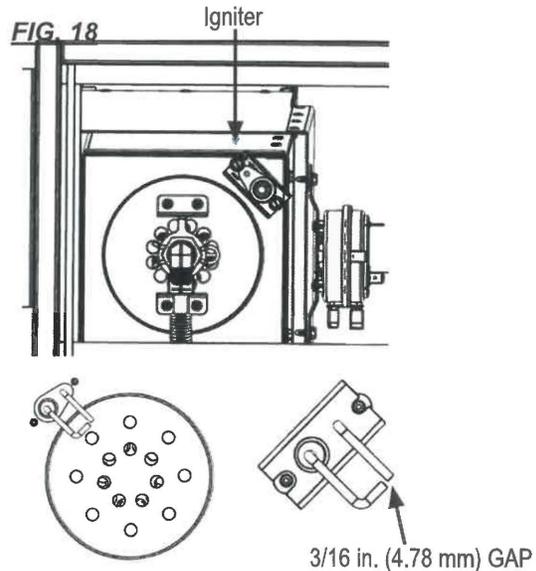
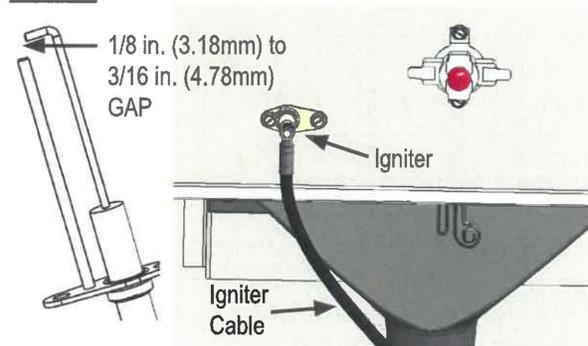
-- Reassemble by reversing above steps.

FIG. 17

Igniter and Flame Sensor Assembly

The igniter is of local sense design, meaning it also serves to sense burner flame. For igniter/flame sensor location see FIG.18 for Premier 40 and FIG. 19 for Premier 80/170.

1. Disconnect the high voltage cable from the igniter assembly.
2. Remove the 2 screws securing the igniter assembly to either the burner or the heat chamber
 - The igniter and ground rod should be cleaned to maintain proper ignition.
 - Use steel wool or emery cloth.
 - Rub briskly to remove buildup of dust, dirt, and oxide.
 - Check the igniter's ceramic base for cracks. -- Replace the igniter if cracks are found.

FIG. 18**FIG. 19**

Manual Reset High Limit Switch

! WARNING Fire Hazard

- Do not operate the heater with the high limit switch bypassed.
- Operating the heater with the high limit switch bypassed or jumper-ed may lead to overheating, possibly resulting in a fire, with subsequent damage to the heater or property damage.

Premier 40 has one high limit switch; located directly below the burner on the underside of the heat chamber.

Premier 80/170 has two limit switches, one inside the solid door end on the heater chamber, the other inside the lowered door end mounted on the fan housing side panel.

The high limit switches can be easily identified by a red reset button in the center of the switch. See FIG. 20 & 21, Premier 170 shown.

FIG. 20

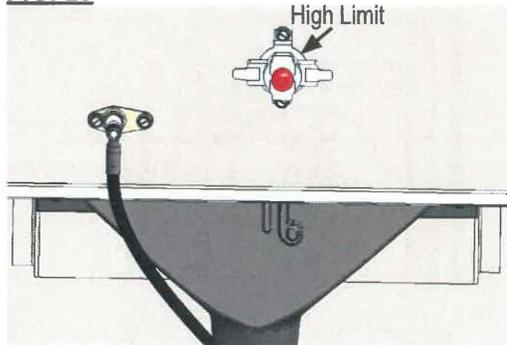
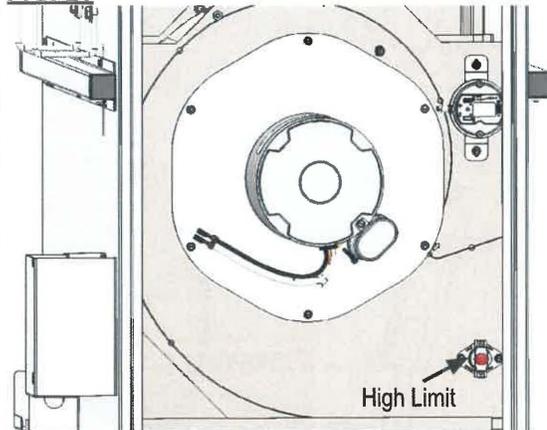


FIG. 21



Function

If the heater overheats, the high limit switch can trip, opening the electrical circuit to the gas control valve. Overheating is generally caused by duct restrictions, low voltage, blocking the heater's air inlet, or excessive gas pressure.

Resetting

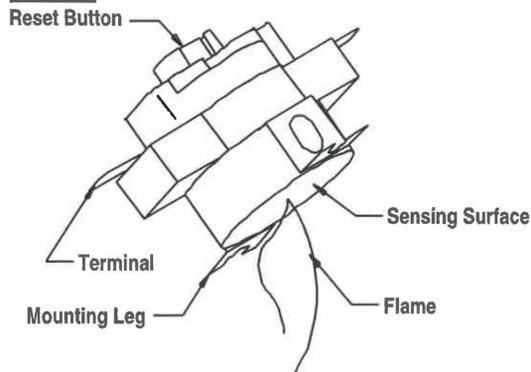
If the high limit switch trips; remove the red cap and firmly press the reset button in the middle of the switch. Then, shut the heater off and turn it back on. Determine the cause of the limit tripping.

Testing

To ensure proper function of this critical safety component, test the switch annually, typically when the heater is given a thorough cleaning.

1. Remove the high limit switch from the heater.
2. With a pliers hold the switch by one of its mounting legs, apply a small, soft flame only to the sensing portion on the back of the switch. See Fig. 22. Be careful not to melt the plastic housing of the switch when conducting this test.
3. Within a minute, you should hear a click coming from the switch, indicating the contacts of the switch have opened.
4. Allow the switch cool down for about a minute. Remove the red cap and firmly press the reset button on the switch.
5. Check for electrical continuity across the switch terminals to make sure the contacts have closed. Install the red cap; reinstall back into the heater and connect the wires to the terminals.

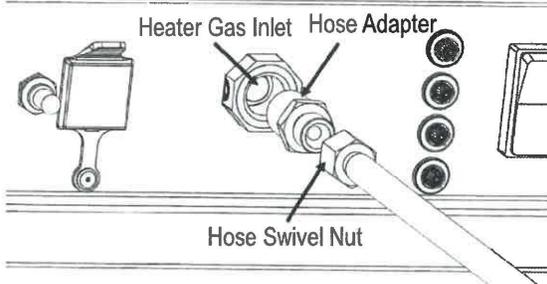
FIG. 22



Gas Control Valve

1. Disconnect the heater from its power source.
2. Remove the gas supply hose and hose adapter from the heater's gas inlet. See Fig. 23, Premier 40 shown.

FIG. 23



3. Open the door to gain access to the components.
4. Remove the brown and green wires attached at the top of the gas valve.
5. Remove the brass compression nut securing the stainless steel flexible gas line to the outlet of the gas valve.

Premier 40

- Remove the 4 screws securing the gas valve bracket to the heater's base.

Premier 80/170

- Remove the 2 screws securing the left gas valve bracket.

6. Remove the gas valve from the heater.

Burner Orifice

Premier 40

1. Remove the brass compression nut from the elbow of the orifice holder.
2. Remove the hairpin clip securing the orifice holder to the burner bracket. See Fig. 24.
3. Pull the orifice assembly out.

FIG. 24

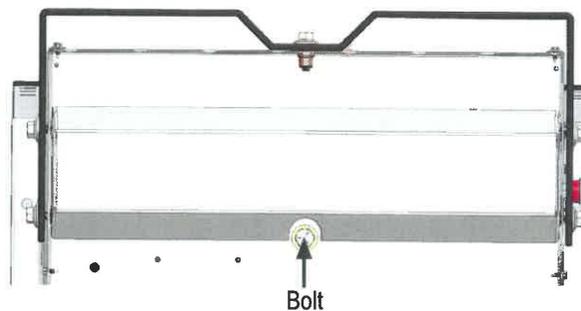


Premier 80/170

1. Remove the brass compression nut securing the stainless steel flexible gas line to the elbow of the orifice holder.
2. Remove the bolt under the base securing the orifice holder and burner casting to the base. See Fig. 26, Premier 170 DF shown.

FIG. 25

Heater Bottom View



3. Pull the orifice assembly out.

Ignition control

The control sends and receives voltages to operate or verify operation of components. Refer to the following and Fig. 26 to understand the ignition control's terminal designators if doing voltage checks on the control.

- L1:** Main power supply voltage to control.
- IND:** Main power supply voltage from control to motor.
- LED:** Not used
- MV:** 24 VAC from ignition control through high limit switch to gas control valve.
- PS2:** 24 VAC return from air proving switch back to ignition control.
- PS1:** 24 VAC from ignition control to air proving switch.
- W:** 24 VAC from transformer to ignition control. (without this voltage from the transformer, the ignition control will not function).
- FS:** No terminal.
- R:** No terminal.
- X:** No terminal
- C/COM:** Earth ground for transformer and ignition control.

Also refer to "Operation Sequence" within this manual as needed to understand operation of the ignition control during a call for heat.

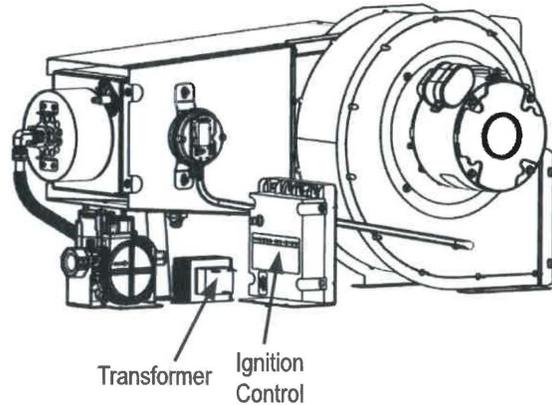
FIG. 26



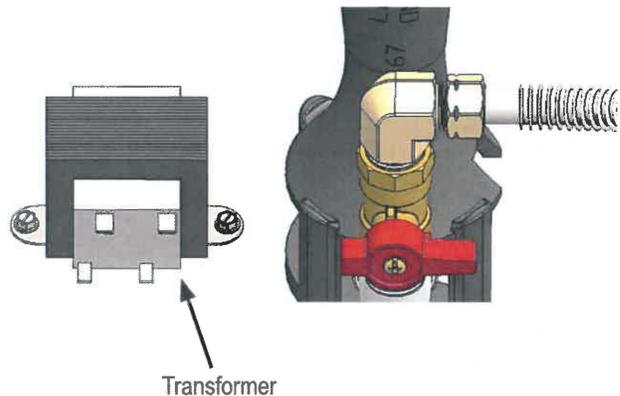
Transformer

The transformer reduces main power supply voltage to 24 VAC for operation of the the ignition control. Without 24 VAC from the transformer, the ignition control will not function, nor will the heater operate.

Premier 40



Premier 80/170, Premier 170 shown



Gas Pressure Checks

⚠ WARNING

- Do not disassemble the gas control valve.
- Do not attempt to replace any components of the gas control valve.
- The gas control valve must be replaced if any physical damage occurs to the control valve assembly.
- Failure to follow this warning will result in fire or explosions, leading to injury or death to humans, and property damage.

- The following explains a typical procedure to be followed in checking gas pressures.
- The gas pressures will vary depending upon fuel type.
- Consult the dataplate on the heater or page 4 in this manual for specific pressures to be used in conjunction with this procedure.
- Gas pressure measured at the inlet to the gas valve is Inlet Pressure and gas pressure measured at the outlet of the gas valve is Burner Manifold Pressure.

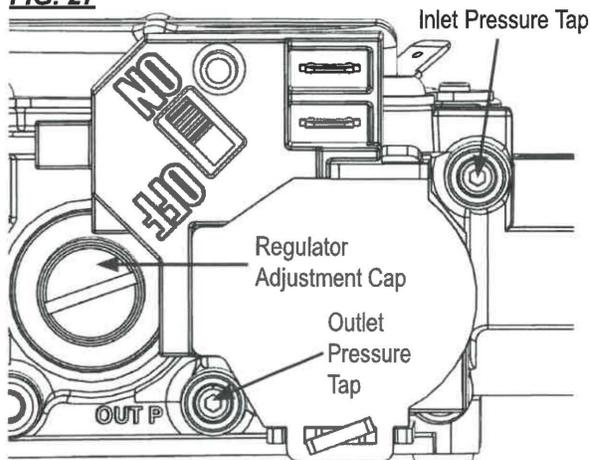
A. Preparation

1. Obtain two pressure gauges capable of reading up to 35 in. W.C.
2. Disconnect the heater from the electrical supply and close the fuel supply valve to the heater inlet.
3. Open the burner access panel.
4. Brush or blow off any dust and dirt on or in the vicinity of the gas control valve.

B. Gauge Installation

1. Locate the inlet and outlet pressure taps, see Fig. 27. Loosen the pressure tap screw using a 3/32 Allen key.

FIG. 27



2. Securely connect a pressure gauge to each pressure tap.
3. Open the fuel supply valves to the heater and reconnect the heater electrical supply.
4. Start the heater

C. Reading Pressures

1. With the heater operating, the pressure gauges should read the pressures specified on the dataplate .
2. Do the readings at the inlet and outlet pressure gauges agree with that specified on the dataplate? If so, then no further checking or adjustment is required. Proceed to section D.
3. If the inlet pressures is not agree with that specified on the dataplate, then the regulator controlling gas pressure to the heater requires adjustment.
4. If the inlet pressures is correct and the burner manifold pressure does not agree with that specified on the dataplate, then the gas control valve's internal pressure regulator requires adjustment. See Fig. 27 for regulator location.
5. Remove the regulator pressure tap cap screw and adjust the internal screw to increase (clockwise) or decrease (counter clockwise) the pressure to the desired pressure.
6. Install the regulator cap back onto the gas valve when completed. Tighten securely.

D. Completion

1. Once the proper inlet and burner manifold pressures have been confirmed and/or properly set, close the fuel supply valve to the heater and allow the heater to burn off any gas remaining in the gas supply line.
2. Disconnect the heater from its electrical supply.
3. Remove the gauges and connecting hoses.
4. Securely tighten the pressure tap screw.
Check for gas leaks.

Troubleshooting Guide

READ THIS ENTIRE SECTION BEFORE BEGINNING TO TROUBLESHOOT PROBLEMS.

WARNING

- This heater can start at any time.
- Troubleshooting this system may require operating the unit with line voltage present and gas on. Use extreme caution when working on the heater.
- Failure to follow this warning may result in property damage, personal injury or death.

The following troubleshooting guide provides systematic procedures for isolating equipment problems. This guide is intended for use by a QUALIFIED GAS HEATER SERVICE PERSON. **DO NOT ATTEMPT TO SERVICE THESE HEATERS UNLESS YOU HAVE BEEN PROPERLY TRAINED.**

TEST EQUIPMENT REQUIRED

The following pieces of test equipment will be required to troubleshoot this system with minimal time and effort.

- Digital Multimeter - for measuring AC and DC voltage and resistance.
- Low Pressure Gauge - for checking inlet and outlet pressures at the gas control valve against dataplate rating.
- Visually inspect equipment for apparent damage.
- Check all wiring for loose connections and worn insulation.

Refer to the system operation sequence in this section to gain an understanding as to how the heater operates during a call for heat. Understanding the sequence of operation is important as it relates to problem solving.

Four green lights are located next to the selector switch. Each light will be activated in sequence as that circuit within the heater is verified by the ignition control. If the circuit is not verified, that respective light will not be activated. The most common heating mode problems are identified

by a green light being OFF if a specific fault occurs. However, two other problems may also occur. See the following.

Identify the specific problem and then refer to the appropriate troubleshooting flow chart.

| Heating Mode Problems | Page |
|---|-------------|
| Power status light not on | 27 |
| Transformer status light not on | 27 |
| Air proving status light not on | 28 |
| Gas control status light not on | 29 |
| All lights are on, fan motor runs, burner does not light..... | 30 |
| All lights are on, EXCEPT gas valve light. Fan motor does not run, burner does not light .. | 31 |
| Heater lights but does not stay lit | 31 |

| Ventilation Mode Problem | Page |
|---------------------------------|-------------|
| Motor Does Not Run..... | 31 |

Components should be replaced only after each step has been completed and replacement is suggested in the flow chart. Refer to the Servicing sections as necessary to obtain information on disassembly and replacement procedures of the component once the problem is identified by the flow chart.

DIRECT IGNITION OPERATION SEQUENCE:

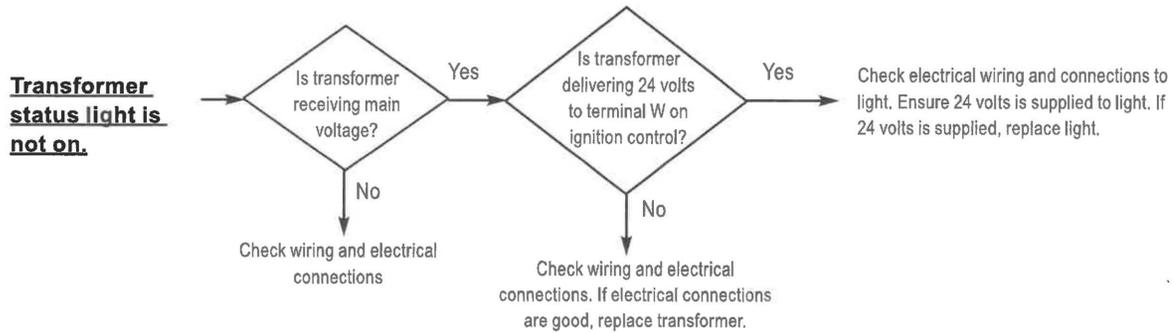
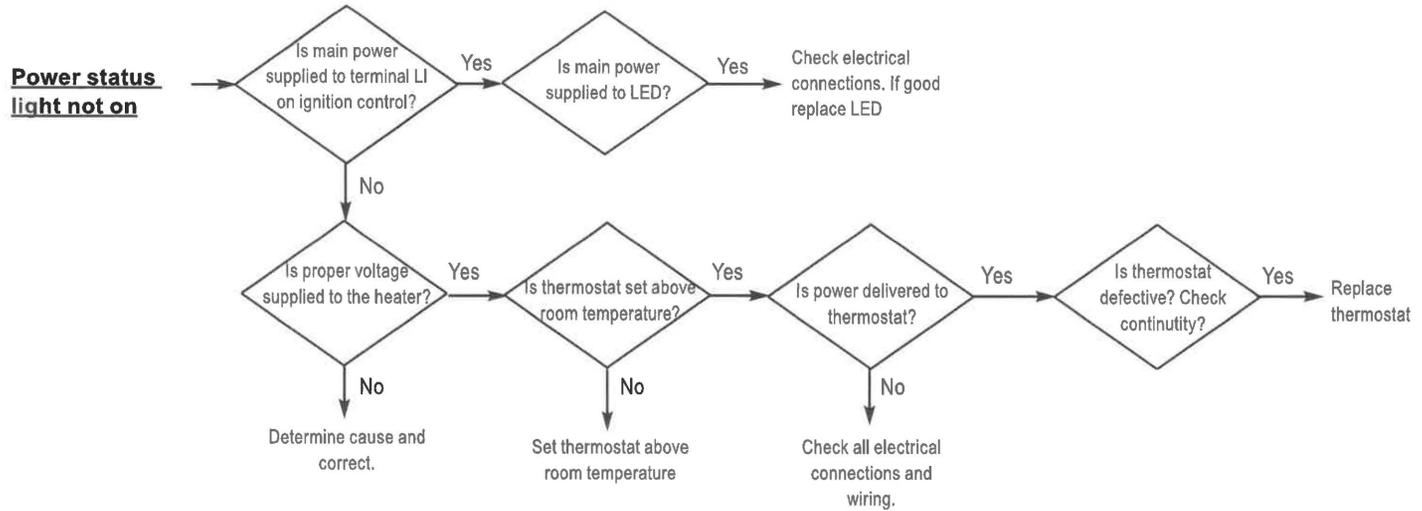
- The thermostat calls for heat.
 - Power light activated indicating heater is receiving its main power supply.
- Line voltage is sent to selector switch.
- Selector switch sends line voltage to the transformer and to ignition control.
- Transformer reduces line voltage to 24 volts which is sent to ignition control.
 - Transformer light is activated indicating that ignition control is receiving 24 volts from transformer.
- Ignition control module performs self safety check.
- Fan motor starts.
- Ignition control module sends 24 volts to air proving switch.
 - Internal components are tested.
 - Air proving circuit is checked and proven.
- Ignition control module begins ignition trial sequence.

- Air proving switch closes and 24 volts are returned to the ignition control module.
 - Air proving switch light is activated indicating that the air proving circuit is operating properly.
- Ignition control module sends high voltage to the igniter electrode.
 - Igniter sparks.
- Ignition control module sends 24 volts to the gas control valve through the high limit switch(es).
 - Gas valve light is activated indicating that gas control valve is receiving 24 volts.
 - Gas control valve opens.
 - Ignition occurs.
- Igniter continues to spark until flame proving occurs.
 - Ignition spark is cut off.
 - Gas valve stays open.
- Room warms to desired temperature.
 - Thermostat is satisfied.
 - Heater shuts down.
- Process starts again on a call for heat.

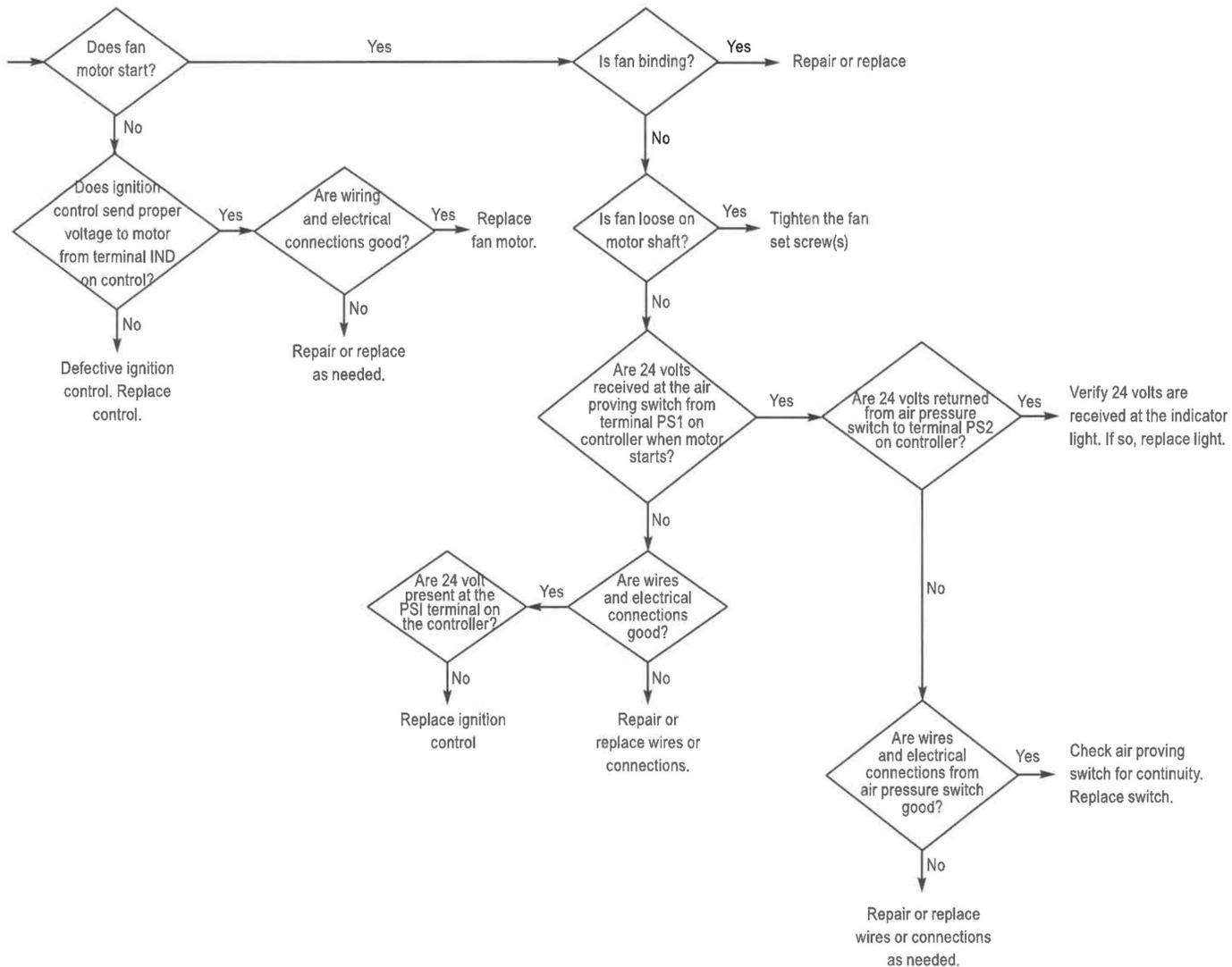
IGNITION FAILURE SEQUENCE:

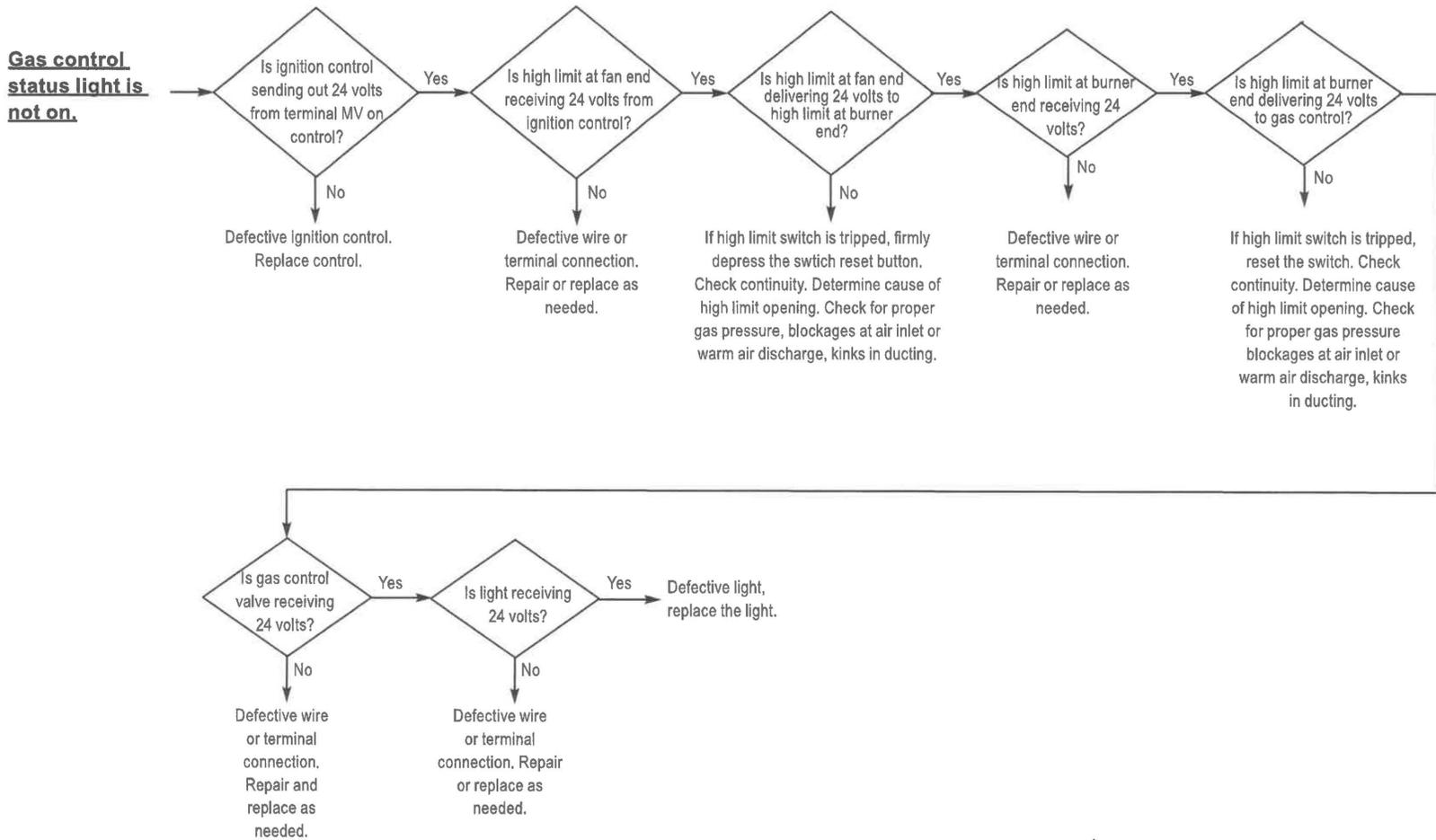
- There are three ignition trials. Each trial takes 10 seconds.
- If burner flame is not maintained at the end of the third trial, the module goes into safety lockout
 - Gas valve closes.
 - Ignition spark shuts off.
 - Fan motor stops.
- **To retry for ignition, the systems must be reset:**
 - Turn the thermostat down and then up to call for heat or unplug heater and plug it back in or
 - Position selector switch to off and then back to on.

HEATING MODE: All lights are ON → **Normal operation**

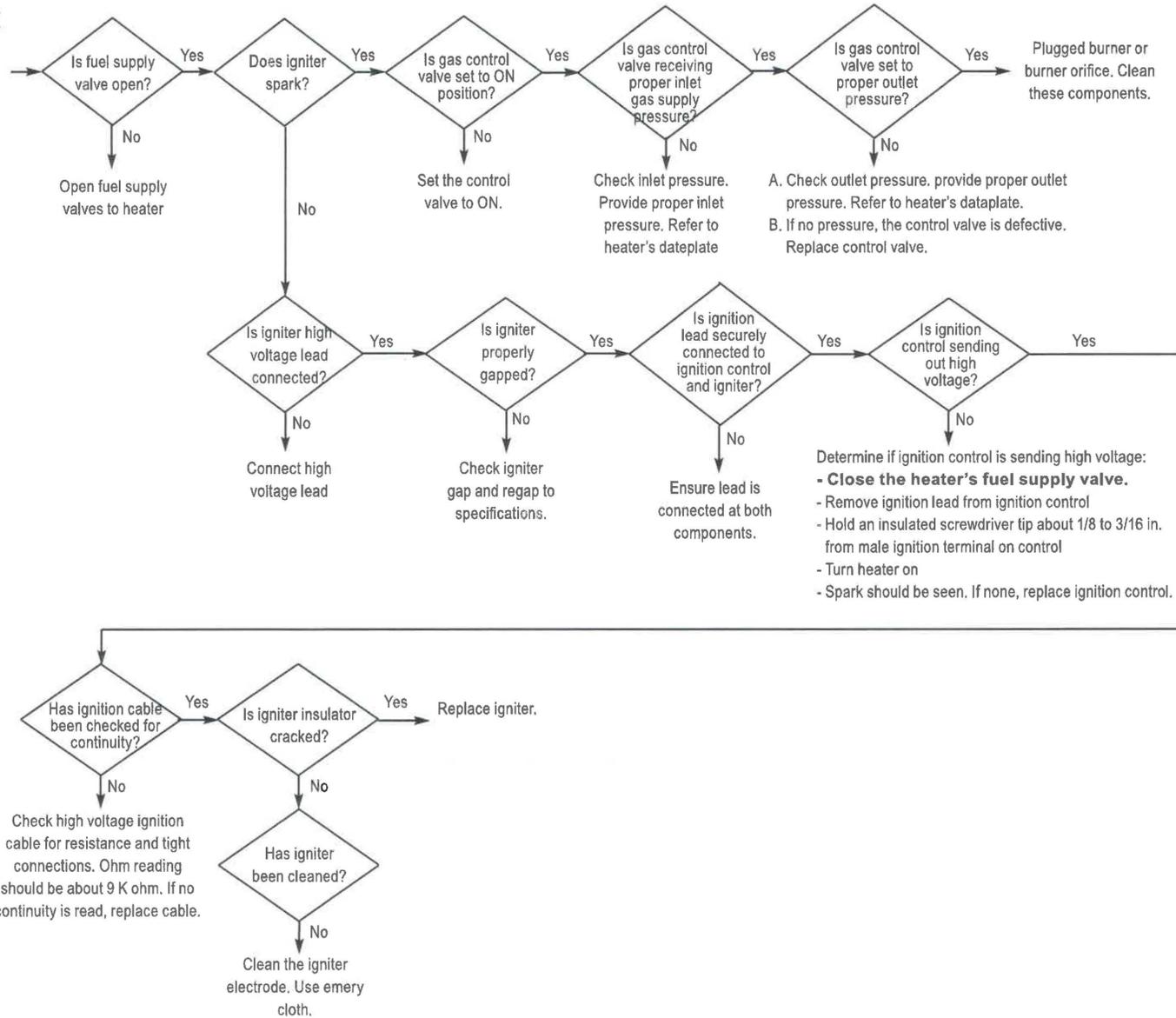


Air proving status light is not on.





**All lights are on.
Fan motor runs
but burner does
not light.**



All lights are on, EXCEPT gas valve light. Fan motor does not run, burner does not light.



Air proving switch has failed in the closed position. Check for air flow obstruction and continuity; if not found replace the switch.

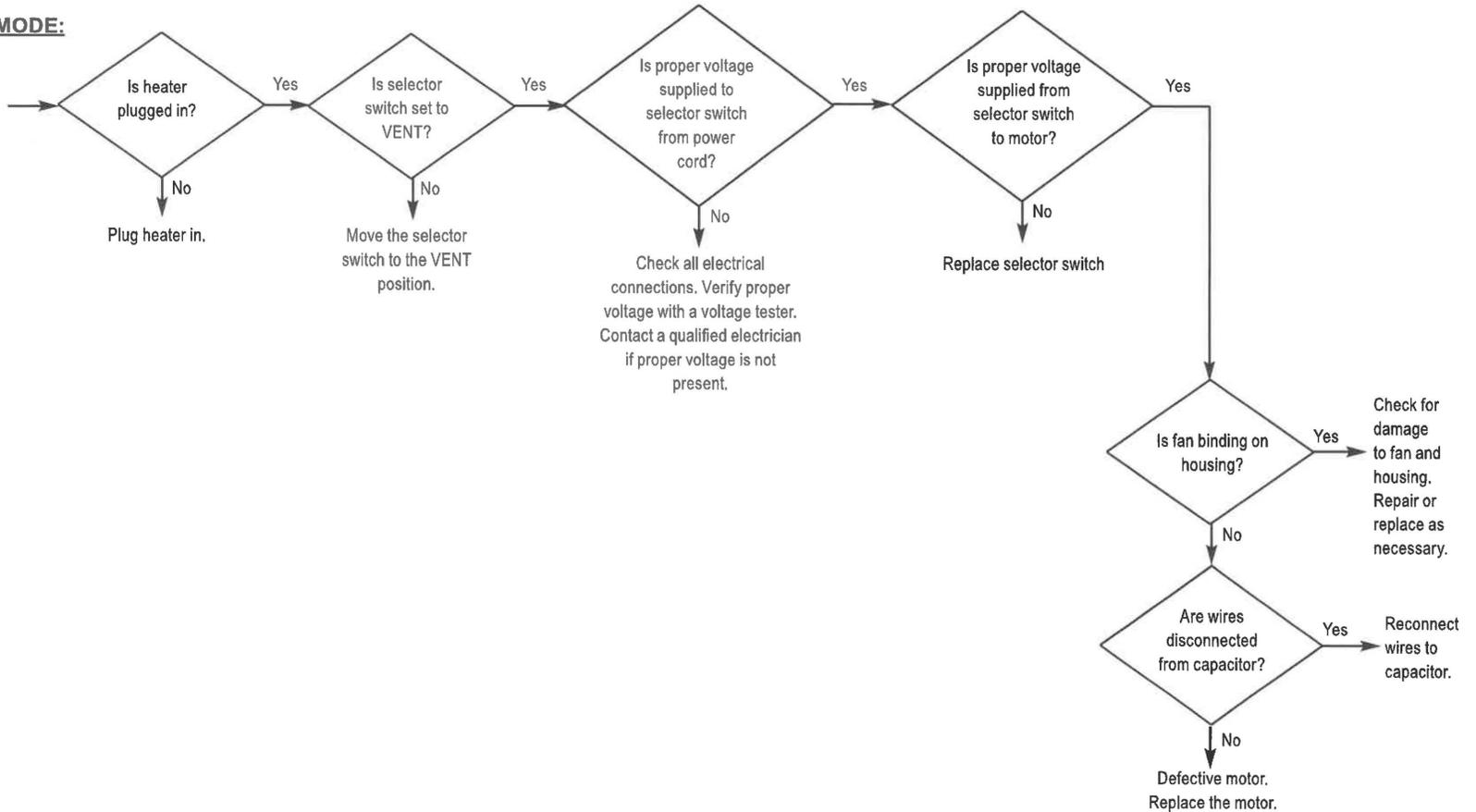
All lights are on. Burner lights but does not stay lit.

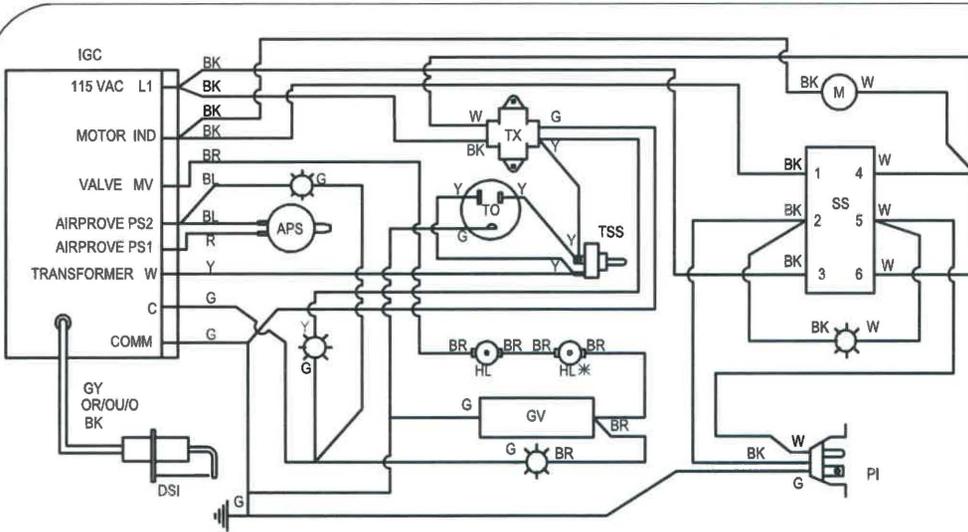


Caused by poor flame sense or flame sense related problems. Check for cracked or dirty flame sensor, improperly positioned sensor, or poor power supply grounds. (The heater requires a grounded electrical supply for continued operation.)

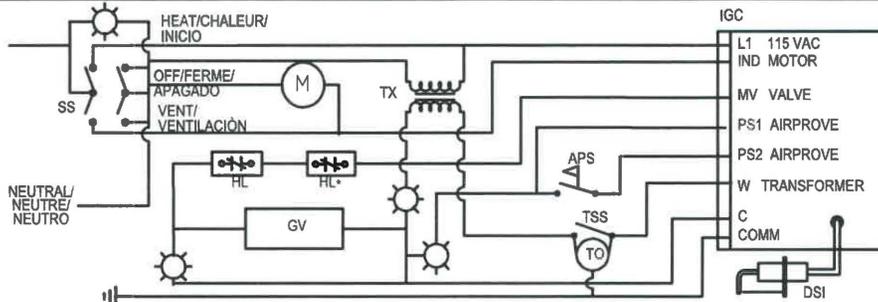
VENTILATION MODE:

Problem
Motor does
not run.





ELECTRICAL CONNECTION DIAGRAM / CONNEXIONS ELECTRIQUES / DIAGRAMA DE CONEXIONES ELÉCTRICAS



ELECTRICAL LADDER DIAGRAM / DIAGRAMME EN ESCALIER / DIAGRAMA ELÉCTRICO DE ESCALERA

BK: Black/Noir/Negro G: Green/Vert/Verde
 BL: Blue/Bleu/Azul BR: Brown/Bruin/Marròn
 R: Red/Rouge/Rojo W: White/Blanc/Blanco
 GY: Gray/Gris Y: Yellow/Jaune/Amarillo

APS: Air Proving Switch/Interrupteur de Vérification de Débit d'Air/Interruptor de Comprobación de Aire

DSI: Direct Sense Igniter/Allumeur Direct/Encendedor

GV: Gas Control Valve/Valve de Commande de Gaz/Valvula de Control de Gas

HL: High Limit Heat Switch/Interrupteur de Limite Élevée/Interruptor de Limite Superior

IGC: Ignition Control/Control de Allumage/Control de Encendido de Chispa

M: Motor/Moteur

PI: Power Inlet/Entrée d'Alimentation/Entrada de Energía

SS: Selector Switch/Sélecteur/Interruptor de Selección

TO: Thermostat outlet/Sortie thermostat/salida del termostato

TSS: Thermostat selector switch/Interrupteur de sélection du thermostat/Interruptor selector del termostato

TX: Transformer/Transformateur/Transformador

☀: LED/Voyant DEL/Luz

⏚: Earth Ground/Mise a la Terre/Conexiona Tierra

* Only 1 High Limit Heat Switch on TS040/Un seul Interrupteur de Limite Élevée sur le TS040/Solo 1 Interruptor de Limite Superior en TS040

150-132561 REV.B

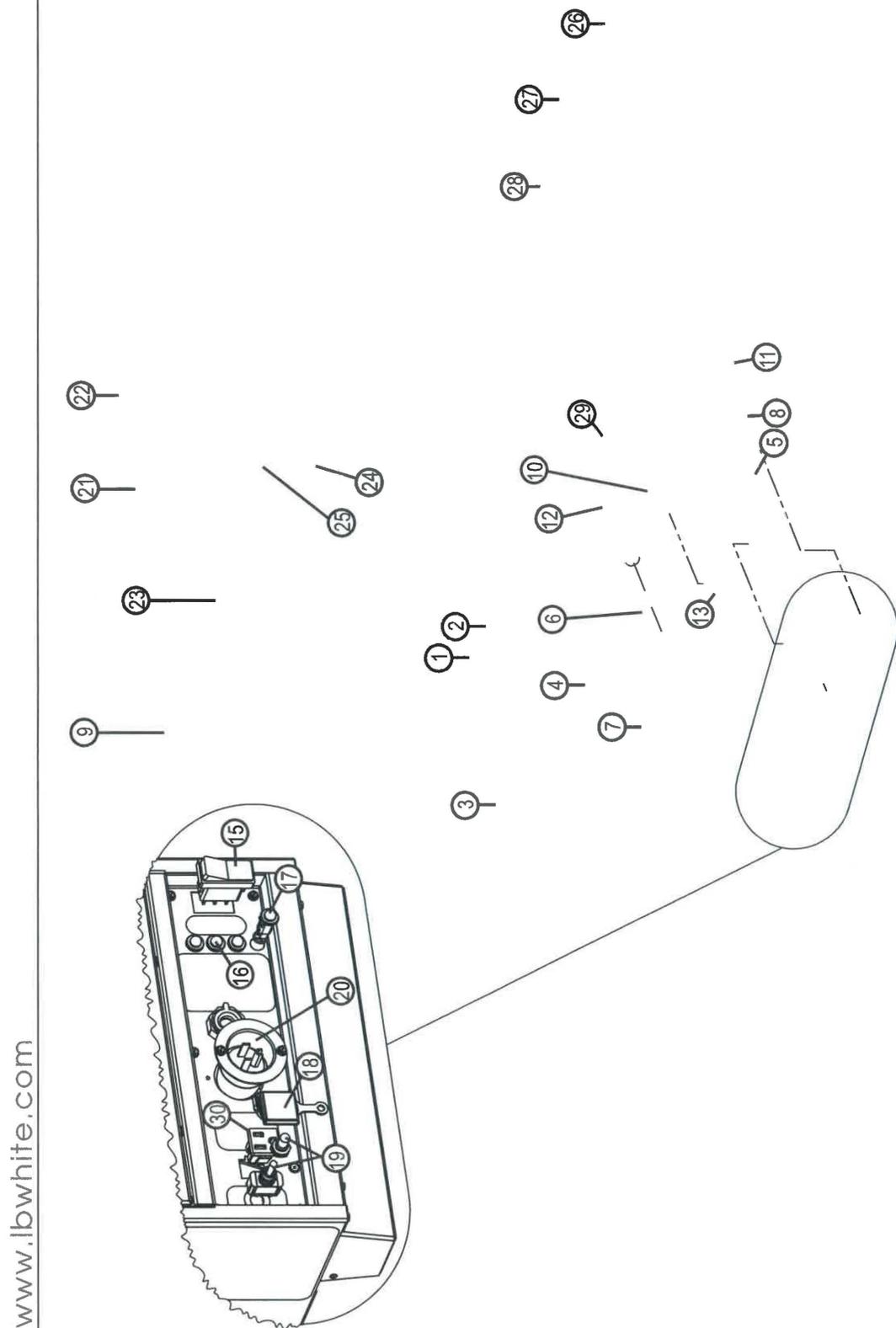
IF ANY OF THE ORIGINAL WIRING AS SUPPLIED WITH THE HEATER MUST BE REPLACED, IT MUST BE REPLACED WITH WIRING MATERIAL HAVING A TEMPERATURE RATING OF AT LEAST 302°F (150°C).
 S'IL FAUT REMPLACER UN DES FILS D'ORIGINE DE L'APPAREIL, IL FAUT LE REMPLACER PAR UN FIL AYANT UNE TEMPERATURE NOMINALE D'AU MOINS 302°F (150°C).
 SI SE DEBE CAMBIAR CUALQUIER CABLE ORIGINAL PROPORCIONADO CON EL APARATO, SE DEBE CAMBIAR POR UN CABLE CON UNA CLASIFICACIÓN DE TEMPERATURA DE AL MENOS 302°F (150°C).

CAUTION

Always refer to the heater's electrical connection diagram when servicing to avoid wiring errors and heater malfunction. Check for proper operation after servicing.

Notes

Service Parts Identification Schematic Premier 40 - Serial number L000464975 or newer



Service Parts Identification Schematic

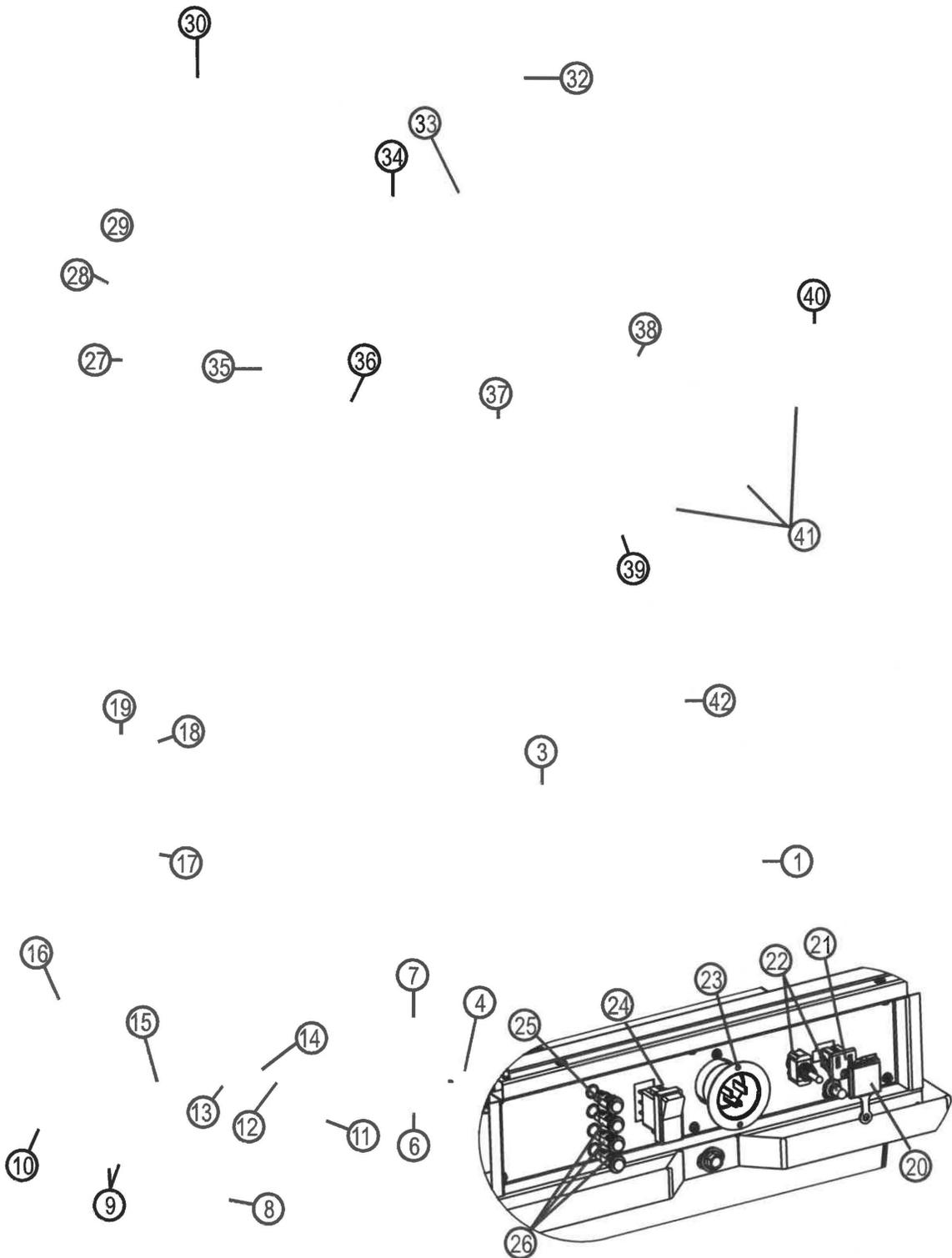
Premier 40

| Item | Description | Part Number |
|------|---|-------------|
| 1 | Regulator, Propane Gas w/ POL & Hand wheel | 500-26377 |
| 2 | Handwheel W/Spring | 500-26395 |
| 3 | Hose 3/8"x15' 3/8"NPT x 5/8-18 Swivel W/adaptor | 550-22277 |
| 4 | Hose Adapter 5/8-18 x 1/2"NPT | 573804 |
| 5 | *Gas Valve, set to 8 IN. W.C. | 574154 |
| | *Gas Valve, set to 10 IN. W.C. | 574240 |
| 6 | *Burner, Orifice, 8 IN. W.C. | 574235 |
| | *Burner, Orifice, 10 IN. W.C. | 574156 |
| 7 | Fuel Line, 11.75", Stainless Steel W/Nuts and Sleeves | 574155 |
| 8 | Transformer | 500-26412 |
| 9 | Thermostat, w/ 1.4 ft. cord | 500-132976 |
| | Thermostat, w/ 25 ft. cord | 500-30125 |
| 10 | Igniter Wire | 572847 |
| 11 | Control, Ignition | 500-25865 |
| 12 | Igniter | 574157 |
| 13 | Switch, High Limit | 573099 |
| 14 | Harness, Wire (Not pictured) | 574158 |
| 15 | Selector Switch, On/Off/Vent | 500-26385 |
| 16 | Status Light, Green 24 Volt | 574159 |
| 17 | Status Light, Green 120 Volt | 573770 |
| 18 | Thermostat Outlet Cover | 574138 |
| 19 | Thermostat Selector Switch W/Boot | 570456 |
| 20 | Power Plug, Recessed | 574126 |
| 21 | Case Assembly | 574160 |
| 22 | Top Handle W/Screws | 572522 |
| 23 | Door Assembly | 574161 |
| 24 | Door Latch | 574162 |
| 25 | Door Handle, Recessed | 574124 |
| 26 | Motor | 520290 |
| 27 | Motor Mount | 574163 |
| 28 | Fan Wheel | 570230 |
| 29 | Air Pressure Switch | 573682 |
| 30 | Receptacle Snap In | 573570 |

* See heater dataplate for manifold pressure

Service Parts Identification Schematic Premier 80/170 (Premier 170 shown)

www.lbwhite.com



Service Parts Identification Schematic

Premier 80/170

| Item | Description | CS080 | TS080 | CS170 | TS170 |
|------|---|-----------|-----------|-----------|-----------|
| 1 | Regulator | 573610 | 500-26377 | 500-26423 | 500-26419 |
| 2 | Hand Wheel with Spring (Not Shown) | 500-26395 | | | |
| 3 | Universal Hose Kit, 15 ft./4.57m Hose w/ adapters | 500-24600 | | | |
| 4 | Cotter Pin | N/A | | 500-26417 | |
| 5 | Axle Kit (Not Shown) | N/A | | 500-26415 | |
| 6 | Wheel Kit | N/A | | 500-26418 | |
| 7 | Handle, Bracket, Motor End | N/A | | 500-26427 | |
| 8 | Leg Bracket Kit | 500-26378 | | 500-26413 | |
| 9 | Bolt and Washer | 574210 | | | |
| 10 | Handle, Bracket, Burner End | N/A | | 500-26426 | |
| 11 | Valve, Gas Control | 574199 | | | |
| 12 | Tube, CSST, 8" w/ Unions | 574012 | | | |
| 13 | Valve, Gas Selector (DF Only) | 574205 | N/A | 574198 | N/A |
| 14 | Orifice, Burner | 574213 | 574214 | 574211 | 574212 |
| 15 | Transformer | 573724 | | | |
| 16 | Control, Ignition | 573946 | | | |
| 17 | Lead, Ignition, 17"X5MM | 571263 | | | |
| 18 | Switch, High Limit, Burner End | 503933 | | | |
| 19 | Igniter | 574196 | | | |
| 20 | Cover, Thermostat Outlet | 574138 | | | |
| 21 | Receptacle, Snap In | 573570 | | | |
| 22 | Switch, Selector Thermostat w/ Boot | 570456 | | | |
| 23 | Inlet, Flanged, Power Receptical | 574126 | | | |
| 24 | Switch, Rocker, ON/OFF/ON | 574122 | | | |
| 25 | Light, Status, Green, 24 Volt | 574159 | | | |
| 26 | Light, Status, Green, 120 Volt | 573770 | | | |
| 27 | Latch, Door | 574162 | | | |
| 28 | Handle, Door, Recessed | 574124 | | | |
| 29 | Door, Burner End | 574208 | 574216 | 574202 | 574215 |
| 30 | Case, Wrapper Assembly | 574207 | 574206 | 574201 | 574200 |
| 31 | Handle, Case Top (Not Shown) | 571628 | | N/A | |
| 32 | Door, Motor End | 574209 | | 574203 | |
| 33 | Handle, Sliding | N/A | | 571760 | |

Service Parts Identification Schematic

Premier 80/170

| Item | Description | CS080 | TS080 | CS170 | TS170 |
|------|--|------------|-----------|-------|--------|
| 34 | Hanger, Hose | 571619 | | | |
| 35 | Bracket, Thermostat Storage | 574217 | | | |
| 36 | Bracket, Regulator Storage | N/A | 500-26442 | | |
| 37 | Switch, Air Pressure | 574239 | | | |
| 38 | Switch, High Limit, Motor End | 571671 | | | 571400 |
| 39 | Wheel, Fan | 570304 | | | 570481 |
| 40 | Motor | 520290 | | | 520169 |
| 41 | Motor, Motor Mount Plate, Fan Wheel Assembly | 574204 | | | 574197 |
| 42 | Thermostat, w/ 1.4 ft. cord | 500-132976 | | | |
| | Thermostat, w/ 25 ft. cord | 500-30125 | | | |

Warranty Policy

HEATER

L.B. White Company, LLC warrants that the component parts of its heater are free from defects in material and workmanship, when properly installed, operated, and maintained in accordance with the Installation and Maintenance Instructions, safety guides and labels contained with each unit. If, within 24 months from the date of purchase by the end user, any component is found to be defective, L.B. White Company, LLC will at its option, repair or replace the defective part or heater, with a new part or heater, F.O.B., Onalaska, Wisconsin. Registering your product online with L.B.White will automatically qualify a unit and its component parts for warranty consideration. If a product has not been registered with L.B.White, a copy of the bill of sale will be required to establish warranty qualification. If neither is available, the warranty period will be 24 months from date of shipment from L B. White.

PARTS

L.B. White Company, LLC warrants that replacement parts purchased from the company and used on the appropriate L. B. White equipment are free from defects both in material and workmanship for 12 months from the date of purchase by the end user. Warranty is automatic if a component is found defective within 12 months of the date code marked on the part. If the defect occurs more than 12 months later than the date code but within 12 months from the date of purchase by the end user, a copy of a bill of sale will be required to establish warranty qualification.

The warranty set forth above is the exclusive warranty provided by L.B. White, and all other warranties, including any implied warranties or merchantability or fitness for a particular purpose, are expressly disclaimed. In the event any implied warranty is not hereby effectively disclaimed due to operation of law,

such implied warranty is limited in duration to the duration of the applicable warranty stated above. The remedies set forth above are the sole and exclusive remedies available hereunder. L.B. White will not be liable for any incidental or consequential damages directly or indirectly related to the sale, handling or use of the equipment, and in any event L.B. White's liability in connection with the equipment, including for claims based on negligence or strict liability, is limited to the purchase price.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

To register your product and ensure full warranty, go to http://www.lbwhite.com/customer_care_center/product-registration/. Please have the serial number(s) and model(s) handy for the products you are registering.

Service

Contact your local L.B. White dealer for replacement parts and service. You may also call the L.B. White Company, LLC at 1-800-345-7200, for assistance, or email us at customerservice@lbwhite.com.

Be sure that you have your heater model number and configuration number when calling.



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TS040 40 000 Btuh / 11,7 kW
CS/TS080 2.0 80 000 Btuh / 23,4 kW
CS/TS170 2.0 170 000 Btuh / 49,8 kW

Retiro de vapor LP o combustible dual

Para ver este manual en línea, visite www.lbwhite.com

Atención

Este calefactor ha sido probado y evaluado por OMNI Test Laboratories según los requisitos de la norma ANSI Z83.7-2017•CSA 2.14-2017, y está clasificado y aprobado como calefactor para construcciones canalizadas de gas directo y aire forzado, con aplicación para calefacción transitoria de edificios en construcción, bajo modificaciones o reparaciones. A su vez, este calefactor ha sido revisado y aprobado por OMNI Test Laboratories para aplicaciones de calefacción de carpas con ocupación humana temporaria en Estados Unidos y Canadá. SI TIENE PREGUNTAS SOBRE LAS APLICACIONES, CONSULTE A SU AUTORIDAD LOCAL DE SEGURIDAD EN MATERIA DE INCENDIOS, SU PROVEEDOR DE GAS COMBUSTIBLE O L.B. WHITE COMPANY.

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VEA LAS
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DE MONTAJE
EN EL INTERIOR

Consulte la información importante sobre elevación en la portada interna.



Reporte No: 0545GH004S



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ESCANEE ESTE CÓDIGO

con su teléfono inteligente o visite <http://goo.gl/nvneR> para ver videos sobre el mantenimiento de los calefactores L.B.White.*

* Requiere una aplicación como QR Droid para Android o para iPhone

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RESTAURANT & BAR ESTABLISHMENT SAFETY GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON AUG 25, 2020 | EARLIEST EFFECTIVE AUG 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

Updated 8/25/2020

NEW SAFETY GUIDELINES FOR PATRONS

Minimum Guidelines

1. NEW: Patron should wear face coverings over their nose and mouth when approached and serviced by establishment employees, including but not limited to when employees take patron orders, deliver food and beverages, and service tables, whether dining indoor or outdoor.
2. NEW: Patrons should wear face coverings over their nose and mouth when picking up carry out orders.

Encouraged Best Practices

1. NEW: Patrons should be encouraged to wear face coverings over their nose and mouth when picking up food at a drive-thru window.

Overview

SAR-CoV-2 is a novel coronavirus that has emerged and caused coronavirus disease, abbreviated as COVID-19. Public health experts continue to learn about COVID-19, but based on current data and similar coronaviruses, spread from person-to-person happens most frequently among close contacts¹ via respiratory droplets. Transmission to persons from surfaces contaminated with the virus has not been documented yet, but current evidence suggests that the virus may remain viable for hours to days on surfaces made from a variety of material.

Purpose

The IDPH provides the following safety guidance for retail restaurant and bar establishments. To prevent exposure to and the spread of COVID-19 the Department provides the following guidance. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

At this time, restaurant and bar establishments are allowed to resume indoor dining operations, as included in part of Governor Pritzker's "[Restore Illinois](#)" plan. The Restore Illinois plan breaks the State up into 4 different regions, each of which will be evaluated based on several metrics individually to determine which Phase of recovery that region is in. To determine what phase each region of the State is in, please visit the following link: [Phase of Restore Illinois](#). Once the region in which a retail restaurant and bar establishment is located is promoted to Phase IV of the recovery, operations can resume following this IDPH Restaurant and Bar Establishment Reopening Safety Guidance.

Note: Organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces.

Note: As of release, seated area capacity of restaurants and bars should be determined by arranging seating to provide a minimum of six feet between tables or other designated patron service areas. Standing area capacity of restaurants or bars may operate at maximum of 25% of standing area capacity. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV.

¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact

Safety Guidelines for Restaurant and Bar Establishment Operators

Many of the following guidelines are taken from the FDA and the full checklist can be found here:

[FDA's Checklist: Best Practices for Re-Opening Retail Food Establishments During COVID-19](#)

FACILITY OPERATIONS – BEFORE INITIALLY OPENING INDOOR DINING

i. Minimum guidelines

2. Post [signs](#) on how to stop the spread of COVID-19 and promote everyday protective measures.
3. Conduct a self-inspection to assure the premises is in good order and equipment is working properly.
4. Assure all areas of the food establishment, including restrooms and waiting areas, are properly cleaned, stocked, sanitized, or disinfected, and there are no signs of pest infestation or harborage.
5. Assure the 3-compartment sink is clean and equipped with detergent and sanitizer, and the warewasher is clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165F) or reaches 180F rinse (high temperature). Have sanitizer test strips available and appropriate for the sanitizer being used.
6. Ensure ventilation systems including air ducts and vents in the facility are clean, have new filters and are operating properly. Working with local health department to optimize air flow within establishment is recommended.

WATER, PLUMBING, AND ICE – BEFORE INITIALLY OPENING INDOOR DINING

i. Minimum guidelines

1. Assure hot and cold potable water are available throughout the facility and the water and sewage lines are working.
2. Clean and sanitize all ice machines and ice bins.
3. Flush all water lines, including equipment water lines and connections according to: [IDPH Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use.](#)



FOOD CONTACT AND NON-FOOD CONTACT SURFACES (CLEAN, DISINFECT, SANITIZE)

i. Minimum guidelines

1. Use necessary sanitizers and disinfectants that meet [EPA's criteria](#) against SARS-CoV-2 per label instructions to clean and disinfect the facility during hours of operation and assure staff are trained to use them properly.
2. [Clean and disinfect](#) common areas (e.g., restrooms, cafeterias), high-touch areas and equipment (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks) more frequently; every hour recommended for high-traffic areas.
3. Have sufficient stocks of single-service and single-use articles (e.g. tableware, carryout utensils) available in place of re-usable dishes and utensils. If not, ensure all reusable food service items are handled with gloves and washed properly in 3 compartment sink or in a dishwasher.
 - i. Sanitization of multi-use items (e.g., menus, if reused, special cards, pens, check presenters, etc.) should be completed after each use.
 - ii. Discard any single-use or paper articles (e.g., paper menus) after each use.
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#)).
5. Valet staff should perform cleaning of vehicle in compliance with [GSA protocols](#).
6. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that is responsible for cleaning.
7. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods.
8. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time.



FOOD AND TEMPERATURE CONTROL

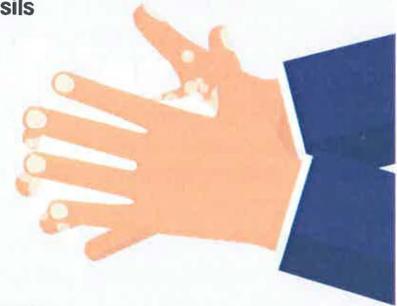
i. Minimum guidelines

1. Assure all coolers, freezers, and hot and cold holding units are functioning, clean, sanitized, and protected from contamination
2. Have calibrated thermometers available to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed
3. Examine all food for spoilage, damage, expiration, tampering or pest activity
4. Assure food is properly labeled and rotated, and all food, packaging, and chemicals are properly stored and protected from cross contamination

HANDWASHING STATIONS

i. Minimum guidelines

1. Train and remind employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds every 30 minutes, and:
 - i. Upon arrival to work
 - ii. Prior to and during food preparation
 - iii. When switching between tasks
 - iv. Before donning gloves to work with food or clean equipment and utensils
 - v. After using the restroom
 - vi. After handling soiled dishes and utensils
 - vii. When hands are visibly soiled
 - viii. After coughing, sneezing, using a tissue, touching face
 - ix. After eating or drinking
 - x. After smoking or vaping
 - xi. After handling cell phone
2. Handwashing sinks should be accessible, functional with hot and cold running water and fully stocked with soap, hand drying devices and waste cans.
3. Have paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly.
4. Provide hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both patrons and employees to supplement hand washing



EMPLOYEE HEALTH/SCREENING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#).
 - i. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms.
 - ii. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted).
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results.
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#).
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name.
7. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop.
8. Have an adequate supply of personal protective equipment (PPE) and/or cloth face coverings for staff, as well as a policy and training for staff to wear their masks.
 - i. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).



ii. Encouraged best practices

1. Consider nominating a staff person to become a COVID-19 safety team leader. Their responsibilities can include staff training and monitoring, as well as assisting patrons with their questions or issues.
2. Monitor and have a plan to respond to a higher than normal level of absenteeism.
3. Ensure dishwashers have access to both face and eye protection to protect eyes, nose, and mouth from containment splash.

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact

HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#).
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel.
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic.
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns.



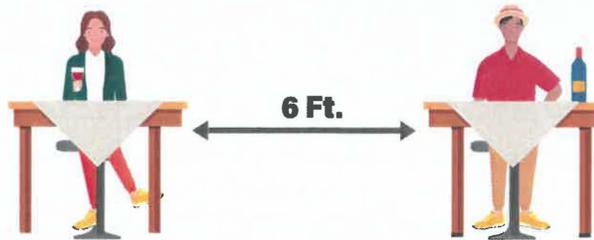
ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure.

OCCUPANCY

i. Minimum guidelines

1. *[Seated areas]* Area capacity should be determined by arranging seating to provide a minimum of six feet between tables or other designated patron service areas.
2. *[Standing areas]* Maximum occupancy of 25% of standing area capacity.
3. 10-person party limit.
4. Configure space to allow for at least 6-ft. of distance between tables or other designated patron service areas; if tables/ booths cannot be moved, employers should only use every other table/ booth to allow for separation between patrons of unrelated parties.
 - i. Bar seating should be spaced 6-ft apart to maintain social distancing between patrons of unrelated parties.
 - ii. *[Booths only]* Employers may use consecutive booths to serve patrons of unrelated parties only if employer installs an impermeable barrier with a height of 6-ft or greater from the floor between booths. Use of barriers should not impede entry/ exit or impose a fire risk. Use of plexiglass is a best practice.
5. To the extent possible, patrons should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Patrons can wait in waiting area, but should adhere to 6-ft distancing guidelines.
6. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged; additional guidelines for performers can be found in the [Theaters and Performing Arts guidelines](#).
7. Before allowing external supplier or non-patron visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms.
 - i. If practical, employer should take external supplier or non-patron visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted).
8. Keep log of all external suppliers who enter premises.
9. Suppliers and other non-patron visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering).



i. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out patron traffic and allow for additional cleaning time.
2. Stagger shift start and end times to minimize congregation of employees during changeovers.
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure.
4. Limit contact between external suppliers and employees.
5. Restrict suppliers from entering premises and if practical, have deliveries dropped at door.
6. Before allowing entrance, employers should ask whether patron is currently exhibiting COVID-19 symptoms.
 - i. If practical, employer should take patron temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted).

SOCIAL DISTANCING/ PHYSICAL WORKSPACE

i. Minimum guidelines

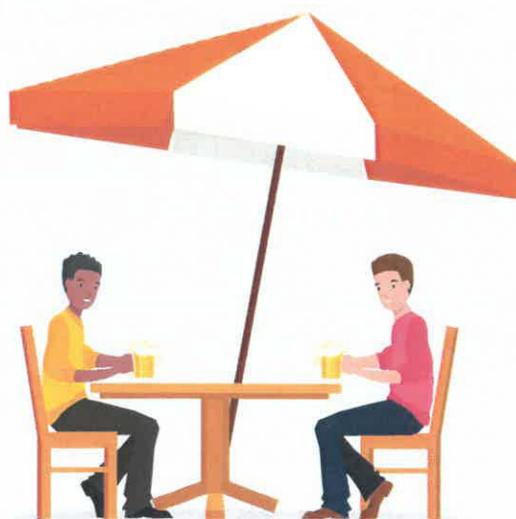
1. Employer should [display signage](#) at entry and throughout workspace with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
2. Employees should social distance from patrons while not performing services.
3. Employees should maintain social distance to the extent possible while performing services.
4. Limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements.
5. Implement a reservation or call ahead model especially for busy periods, if practical.
6. Buffets and self-service food stations (e.g. hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines:
 - i. Patrons may self-serve food if hand sanitizer stations are located at both ends of the buffet or self-service station and signage is posted to require hand sanitizing before each visit to a station.
 - ii. If areas are not configured for self-service, designated staff (e.g., buffet attendant) should serve onto patron's plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing with patrons and other employees.
 - iii. Separate buffet stations should maintain 6-ft distancing and allow for social distancing between patrons throughout establishment.
 - iv. Impermeable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times.
 - v. Queue points should be established 6-ft apart with markers to encourage social distancing.
 - vi. Queue should be limited to patrons in respective party to the extent possible.
 - vii. Utensils used for serving should be changed hourly.
7. Eliminate any table presets (e.g., table tents, menus, ketchup bottles, salt and pepper shakers, lemons, straws, shared condiments, etc.).
8. Eliminate the use of beverage napkins or coasters.
9. Eliminate the service of shared snacks at the bar.
10. Remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing.
 - i. Any surfaces in waiting area (e.g., seats) touched by patrons should be disinfected after use.
11. Use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted).
12. Use disposable silverware, if possible, OR use rolled silverware or silverware placed in sleeves (employers should utilize gloves while rolling/placing in sleeves).
13. Use disposable or touchless menus, if practical, or use menus that can be sanitized between each use.
 - i. If practical, QR Digital menu or app-based ordering should be used.
14. To the extent possible, eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup.
 - i. Employers using disposable cups may refill beverages only if employee wears appropriate face covering and gloves and uses pitcher to refill beverage. Per standard restaurant guidance, pitchers should never touch the rim of the cup.
 - ii. Self-service beverage fountains are permissible with the following precautions:
 - Customers may not reuse cups and should refill beverages with new disposable cups;
 - Customers must not touch the fountain spigot and should minimize contact with dispensing surfaces.
 - Fountain surfaces must be cleaned and sanitized every hour.



15. Standing areas in bars can remain open; employer should designate specific areas with 6-ft distancing for patrons of same party to utilize and should use 6-foot markings on floor to provide guidance on social distancing between unrelated parties.
16. Ensure that the area for take-out patrons allows for at least 6-ft of separation from seated patrons.
17. Employers should follow [Indoor and Outdoor Recreation guidelines](#) for non-gambling gaming/ amusement operations (pool tables, darts, etc.).
18. Employers should follow [Protocols for Resumption of Casino Gambling Operations by the Illinois Gaming Board](#) for casino gambling gaming/ amusement operations.

ii. Encouraged best practices

1. Deliver items to table on service trays to minimize hand contact.
2. Limit food and beverage stations to the extent possible.
 - i. If practical, employees wearing appropriate face coverings and gloves should serve food or beverage in unused containers and set aside for patron pickup. No patron should serve themselves, and new or freshly sanitized containers should be required for refills.
3. Designate specific area or queue for ordering beverages at bar OR require that drink orders be placed through wait staff while patrons are seated at tables.
4. Display visual markers 6-ft. apart at patron queue points (e.g., restrooms and bar lines).
5. Display additional signage at exits of restrooms to promote use of paper towel to open door for exit.
6. Display additional signage to promote distancing within shared restrooms.
7. Eliminate seating at bars within restaurant where possible.
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier). Use of barriers should not impede entry/ exit or impose a fire risk. Use of plexiglass is a best practice.
9. If practical, implement touchless transactions.
10. If practical, allow one-way traffic flow in and out of restaurant to limit any congregation.
11. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls).
12. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical.
13. Where possible, minimize use of coat checks and clean area frequently.



Additional references for food or bar service operators can be found here:

- FDA: [Food Safety and COVID-19](#)
- FDA: [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- FDA: [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- FDA: [Employee Health and Personal Hygiene Handbook](#)
- CDC: [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- CDC: [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- CDC: [COVID-19 Resources for Businesses and Employers](#)
- CDC: [Restaurants and Bars Reopening Decision Tree](#)
- CDC: [COVID-19 Printed Resources](#)
- IDPH: [COVID-19 Resources for Businesses and Organizations](#)
- IDPH: [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- IDPH: [Retail Food Page and Food Codes](#)
- Illinois Department of Human Services: [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- EPA: [List of EPA-registered Disinfectants](#)
- AFDO: [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- OSHA: [Guidance of Preparing Workplaces for COVID-19](#)
- National Restaurant Association: [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)

Safety Guidelines for Restaurant and Bar Establishment Patrons

The following guidance is recommended for patrons of food establishments. In our efforts to slow the spread of COVID-19, it is important to follow the safety guidelines provided below when visiting food establishments:

SAFEY GUIDELINES FOR PATRONS

i. Minimum guidelines

1. Consistent with state and federal guidance to limit the spread of COVID-19 and protect others, patrons should stay as close to home as possible and avoid unnecessary travel.
2. Patrons should practice social distancing by staying at least 6 feet from people from other parties at all times while they are outside of their home, including while at restaurants and bars.
3. Patrons should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).
4. Patrons with symptoms consistent with COVID-19 (including fever, cough, or difficulty breathing) should stay home.
5. Patrons should arrive at the food or bar establishment prepared with hand sanitizers and cloth face covering.
6. Patrons without reservations should check for available capacity before going to the establishment.
7. While standing in line for ordering, pick-up, or checkout, patrons should wear a face covering and follow social distancing recommendations of at least 6 feet. Patrons should not congregate in waiting or bar areas.
8. **NEW:** Patrons should wear face coverings over their nose and mouth when approached and serviced by establishment employees, including but not limited to when employees take patron orders, deliver food and beverages, and service tables, whether dining indoor or outdoor.
9. **NEW:** Patrons should wear face coverings over their nose and mouth when picking up carry out orders.
10. Patrons should be prepared to keep their face covering on while waiting for a table, while ordering, and until their food arrives
11. Patrons should be prepared for longer wait times and be patient, as a limited occupancy may be in place. Patrons may be asked to wait in vehicles car if waiting areas are at maximum capacity. Many restaurants or bars that normally didn't require a reservation may now require one
12. Patrons should respect signs limiting access or the number of patrons that can be present at one time
13. If practical, patrons should avoid contact with shared amenities like public restrooms, indoor/outdoor playground equipment, picnic tables, and benches. Patrons should wash their hands or use hand sanitizer if they do come into contact with shared amenities or equipment
14. Patrons should wash their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, patrons should use a hand sanitizer that contains at least 60% alcohol. Patrons should cover all surfaces of hands and rub them together until they feel dry. Patrons should not touch eyes, nose, and mouth with unwashed hands



15. Patrons should handle their leftover food to be taken to-go, if applicable

ii. Encouraged Best Practices

1. **NEW:** Patrons should be encouraged to wear face coverings over their nose and mouth when picking up food at a drive-thru window.

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

For additional information and updated versions of this document,
please see the IDPH website:

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/business-guidance>

Village Board Agenda Memo

Date: October 7, 2020

To: Village President and Board of Trustees

From: Dean J. Maggos, Director of Fire, Building and Emergency Management
Julia Cedillo, Village Manager



Re: Fire Sprinkler Variation Request – 1017 E. 31st St.

GENERAL BACKGROUND

The owner of the business located at 1017 E. 31st St. is planning to construct a tent structure at the rear of business, over the existing outdoor dining patio. The installation of this new temporary structure also requires Temporary Use Permit approval.

The proposed temporary structure is considered a clearspan tent structure by the manufacturer, and is proposed to be 30 feet long by 30 feet wide, or 900 square feet in size. The structure will be enclosed by a fabric roof, fabric walls on all sides, and also have two doors along the south wall, facing the existing main restaurant building. Plans for the installation indicate there will be six feet between this new structure and the existing building, and in follow-up correspondence with the business owner, it is indicated there will not be a roof or other covering between the two.

In reviewing the proposal to erect this new temporary structure, it became apparent that fire sprinklers might be required. An Application for Zoning Special Use Permit and the Application for the Fire Code Variation were submitted. Based upon the information provided with the applications, additional questions were posed of the business owner, who subsequently provided additional information in response. Upon review of those application materials, and a review of Village fire prevention and protection codes, it was confirmed that fire sprinklers are required. As such, Village staff is moving the Application for Fire Code Variation forward here within.

It should be noted that on the actual application form, the applicant has indicated that Section 108.2 of the Fire Prevention Code is the specific section from which a variation is sought. This is technically incorrect, although this section in the code is what allows the applicant to seek a variation, and what criteria must be met for such. The specific section that the applicant needs to seek relief from is Section 91.06, "Amendments to International Fire Code", Amendment No. (11) Subsection 903.2, "Where required in New Buildings and Structures." This is found in Chapter 91: Fire Prevention and Protection, of the Village of La Grange Park Municipal Code.

The applicable portion of the text reads as follows.

“1. All new buildings and structures of all use groups, other than one and two family dwellings, shall be protected with an approved automatic fire sprinkler system installed and maintained in accordance with NFPA 13.”

In addition to the overall fire code variation request, the applicant has also requested a waiver of the \$500 variation application fee. Due to the temporary nature of the variation, staff is supportive of this request.

ACTION REQUESTED

Discussion & Action. There are two motions for consideration.

Motion: To Grant a Variation from the Village of La Grange Park Municipal Code, Chapter 91: Fire Prevention and Protection, Section 91.06, “Amendments to International Fire Code”, Amendment No. (11) Subsection 903.2, “Where required in New Buildings and Structures,” subject to the following conditions:

- (1) No candles or other open flames shall be allowed inside the tent structure; and***
- (2) Occupancy is limited to 19 or less persons, with the Maximum Occupant Load posted; and***
- (3) A minimum of one 10lb ABC type fire extinguisher is located with the tent structure.***

Motion: To Waive the Requirement Under Section 91.03(G) of the Municipal Code to submit an Application Fee in the Amount of \$500 for a Variation from the Fire Prevention and Protection Code.

As noted, this request for fire code variation can be made in accordance with the La Grange Park Municipal Code. It is being brought to the Village Board for consideration pursuant to Chapter 91, Section 91.06, Subsection 108.1.2, as the board of appeals to consider this fire code variation “shall consist of the Village Board of the Village of La Grange Park.

RECOMMENDATION

As you will note in the variation request, Mr. Korinek provides brief, but valid, comments in support of complying with each of the required variation standards. Most of his request revolves around the impact to his business by COVID-19. Obviously, the pandemic itself and the restrictions imposed upon businesses such as his has had substantial if not devastating negative effects.

Staff though, in considering this variation request, must evaluate impacts to public safety, which take precedence over all else. There is little to no discussion regarding such impacts in the initial application materials. As such, staff offers the following

considerations to provide better understanding for the Board in their evaluation to either support or deny the variation.

1. Being enclosed, should a fire occur in the tent structure, there is nowhere for heat and smoke to easily escape compared to the current patio configuration. Information has though been provided that at least the roof and wall coverings will be constructed with a product that is flame resistant. This does not mean it is "fire proof" and will not burn if continually exposed to a flame from another fire, but that it will resist fire, giving less opportunity for the product to initially ignite, and quickly spread. This should give patrons time to escape should a fire occur, but again it may not prevent a significant fire from occurring should something inside the temporary structure catch fire, or a fire occur involving the wood patio walls. This flame resistance rating will need to be verified during the building permit and inspection process.
2. The exit doors for the new tent structure do provide more than adequate exit width from this new structure for the anticipated occupant load, and the actual egress out of the general area to get away from the patio and building in emergencies is not changing. It has also been indicated that exit lights would be installed over the doors. The exiting is though somewhat more restrictive than what currently exists, as occupants in the patio need to exit from the tent first to get to the six-foot wide egress path leading to the west. In addition, both exit doors for the tent are on the south wall of the tent, facing the existing main building. In an emergency, those leaving each structure will still converge on one another in the six-foot wide space, which may also be affected somewhat as doors open into the egress path.
3. Due to the existing wood fenced patio wall, the design of the overall structure is also probably somewhat unique compared to many other installations using the same manufactured design of the tent structure. Occupants will truly need to rely on the actual available exits, as they are not only enclosed by the tent structure, but also the walls of the patio. There will though be a limited occupant load allowed inside. In the original application materials, they noted up to 28 occupants. This has been revised though to reflect no more than 19, based upon their original approval for outdoor dining, and additional restrictions imposed by IDPH.
4. The type of fire sprinkler design and installation for the proposed temporary structure would be challenging, especially in regards to the distance between the main building and the temporary structure, and with the freezing weather we experience in this area during winter months. There are designs and applications that could work, but again challenging in both design and cost for a temporary structure.

Overall, staff strongly believes that installing fire sprinklers throughout this structure would provide occupants with the best protection available, and are extremely valuable

in protecting patrons of eating and drinking establishments. Staff does though understand the unprecedented times we are in with regards to the pandemic. Based upon this, the overall safety evaluation of the proposed structure and occupant load, and critically important, that this will only be temporary, staff would recommend approval of the variation. This recommendation would though come with the following restrictions: (1) No candles or other open flames shall be allowed inside the tent structure; (2) Occupancy is limited to 19 or less persons, with the Maximum Occupant Load posted, and; (3) A minimum of one 10lb ABC type fire extinguisher is located with the tent structure.

DOCUMENTATION

- Municipal Code sections pertaining to this Fire Code Variation request
- Fire Code Variation application
- Additional correspondence to and from business owner regarding request

§ 91.06 AMENDMENTS TO INTERNATIONAL FIRE CODE.

(A) The International Fire Code adopted in § 91.02(A)(1) of this chapter is hereby amended as follows:

(1) **Section 101.1** is amended to delete the section entirely and the following inserted in its place:

Title. These regulations shall be known as the "Fire Code of the Village of La Grange Park," hereafter referred to as "this code."

(2) **Subsection 1054.2.1** is amended to delete the Subsection entirely and the following inserted in its place:

Fire Protection System Shop Drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate compliance with this code and the construction documents, and shall be approved prior to the start of installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9. For each hydraulically calculated automatic fire sprinkler system area identified on submitted shop drawings, a copy of the hydraulic nameplate shall be provided.

(3) **Section 108** is amended to delete the section entirely and the following inserted in its place:

Subsection 108.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determination made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The Fire Code Official shall be an ex officio, non-voting member of said board. The board shall adopt rules and procedures for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Fire Code Official.

Subsection 108.1.1 Appeals; Limitation on authority. Any person, firm, corporation or agent shall have the right to appeal a decision of the Fire Code Official. An application for an appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally equivalent or better method of fire prevention or protection is proposed. Equivalency must be demonstrated and proven by technical documentation which shows that the system, method, or device proposed is approved for the intended purpose, and equals or exceeds the level of fire prevention or protection afforded by this code.

Subsection 108.1.2 Qualifications. The board of appeals shall consist of the Village Board of the Village of La Grange Park.

Subsection 108.1.3 Administration. Any person appealing a decision of the fire code official shall file a written notice of appeal in the Office of the Director of Fire and Building, 447 North Catherine Avenue, La Grange Park, Illinois 60526, within thirty (30) days from the date of the decision being appealed. The Director of Fire and Building shall request that the Appeals Board call a hearing on said appeal within thirty (30) days of the filing of the notice of appeal. The Appeals Board shall render a decision within ten (10) days after completing such hearing. Nothing shall prevent the Village from seeking immediate enforcement of the regulations of this Chapter in court where the hazard involved requires such action.

Subsection 108.2 Variations; Limitation of authority. If any person, firm, corporation or agent feels the provisions of this code constitute a unique or particular hardship relating to the use, construction or alteration of structures, a petition for a variation may be submitted. The documentation and evidence presented by the petitioner shall indicate the following:

1. The plight of the petitioner is due to unique circumstances.
2. The granting of the variation will not be detrimental to the public welfare or injurious to other adjoining properties.
3. Any person presently having an interest in the property has not created the alleged difficulty or hardship.
4. The purpose of the variation is not based exclusively upon cost.
5. The particular physical characteristics of the structure involved would result in an additional actual hardship upon the owner if the strict letter of the codes were carried out.

Subsection 108.2.1 Qualifications. The granting of a variation may be made by the Village Board of the Village of La Grange Park.

Subsection 108.2.2 Administration. Any person may request a variation by written application filed in the Office of the Director of Fire and Building, 447 North Catherine Avenue, La Grange Park, Illinois 60526. The Director of Fire and Building shall request that the Appeals Board (consisting of the Village President and Trustees) convene a hearing on said variation within thirty (30) days of the date on which a request for variation is filed. The Appeals Board shall render a decision within ten (10) days after completing said hearing.

(4) **Subsection 109.4** is amended to delete the Subsection entirely and the following inserted in its place:

Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements hereof or who shall erect, install, alter, repair, or do work in violation of the approved construction documents or directive of the fire code official, shall be punished by a fine of not less than \$100.00 nor more than \$750.00. Each day that a violation continues after written notice of the violation is given shall be deemed a separate violation.

(5) **Subsection 111.4** is amended to delete that Subsection entirely and the following inserted in its place:

Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$100.00 nor more than \$750.00.

(6) **Section 202** the first sentence of definition of Fire Area, is deleted and the following inserted in its place:

Fire Area. The aggregate floor area bounded by the exterior walls of a building, regardless of fire walls, fire barriers, or fire resistance-rated horizontal assemblies.

(7) **Subsection 507.5.1** is amended to delete the Subsection entirely and the following inserted in its place:

Where Required. Where a portion of the facility or building hereafter constructed or moved into or within the village is more than 300 feet from a hydrant on a fire apparatus access road, as measured by

an approved route around the exterior of the facility or building, on site fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For group R-3 and group U occupancies, the distance shall be 600 feet.
2. For buildings equipped throughout with an approved automatic fire sprinkler system installed in accordance with Subsection 903.3.1.1 or 903.3.1.2, the distance shall be 600 feet.

(8) **Subsection 507.5.1.1** is amended to delete the Subsection entirely and the following inserted in its place:

Hydrant for Sprinkler or Standpipe Systems. Buildings equipped with a sprinkler or standpipe system installed in accordance with Subsection 905 shall have a fire hydrant within 100 feet of the fire department connection. This requirement may be waived by the Fire Code Official for existing buildings that are being retrofitted with fire sprinklers, after an evaluation of existing fire hydrant locations, building design, and fire department operations in relation to the specific building.

(9) **Subsection 901.4.1.1** is created to read as follows:

Fire Sprinklers and Fire Detectors - Ceilings. In buildings protected by automatic fire sprinklers or automatic fire detectors, suspended or removable ceiling tiles shall be maintained in place to prevent the delay in fire sprinkler or fire detector activation.

Exception: When additional fire sprinklers or fire detectors are installed in the space above the suspended ceiling.

(10) **Subsection 901.7** is amended to add the following sentence at the end of the paragraph:

Any fire alarm systems that transmit false signals may be taken out of service by the La Grange Park Fire Department until the system is repaired.

(11) **Subsection 903.2** is amended to delete the subsection entirely and the following inserted in its place:

Where required in New Buildings and Structures.

1. All new buildings and structures of all use groups, other than one and two family dwellings, shall be protected with an approved automatic fire sprinkler system installed and maintained in accordance with NFPA 13. All spec warehouse buildings (use groups S and F) with a ceiling height 25 feet or greater shall be protected with an ESFR fire sprinkler system or hydraulically-calculated system for class IV commodities with rack storage calculated to the greatest storage height. All automatic fire sprinkler systems, with the exception of one and two family dwellings, shall be electronically supervised by an approved fire alarm system.
2. All new one and two-family dwellings shall be protected with an approved automatic fire sprinkler system installed and maintained in accordance with NFPA13D.

VILLAGE OF LA GRANGE PARK, IL
APPLICATION FOR FIRE CODE VARIATION

I. REQUIRED INFORMATION FOR ALL APPLICATIONS

Owner. Name, address and telephone number of the owner / titleholder of property. Jasen Kerinck _____
_____ IL. _____

Trustee Disclosure. If a land trust or other trust is the Owner, the name, address, and telephone number of all trustees and beneficiaries of the trust:

Applicant. Name, address, and telephone number of applicant, and applicant's interest in the subject property: Same as owner above

Subject Property. (attach legal description and PIN):

Address of the subject property 1017 E 31st Street, La Grange Park
Zoning District of subject property: _____

Consultants. Name and address of each professional consultant advising applicant with respect to this application (if applicable):

- a. Attorney: Phil Fornaro _____
- b. Engineer: _____
- c. Architect: _____

Village Personnel. Name and address of any officer or employee of the Village with an interest in the Owner, Applicant, Consultant or the Subject Property, and the nature and extent of that interest: none

II. DETAILED REQUEST INFORMATION

Specifics of Proposed Variation (attach on additional pages if necessary):

Due to COVID-19 mandates statewide we have
lost 75% of our possible indoor guest capacity.
Only through preserving our outdoor dining space
can we remain a viable business.

Ordinance Provision. The specific provisions of the Fire Prevention Code from which a variation is sought: Section 108.2

Approval Standards for Variation. The granting of a variation from the Fire Prevention Code may only be made when documentation and evidence presented by the petitioner indicates the following. Please provide the specific facts you believe support each of the required variation standards (you may attach or include upon additional pages if necessary).

(1) *The plight of the petitioner is due to unique circumstances.*

Statewide mandates have limited our indoor dining abilities.

(2) *The granting of the variation will not be detrimental to the public welfare or injurious to other adjoining properties.*

The variation is contained on our property.

(3) *Any person presently having an interest in the property has not created the alleged difficulty or hardship.*

COVID-19 is the cause

(4) *The purpose of the variation is not based exclusively upon cost.*

Without augmenting viable dining space for the winter we cannot survive as a business

(5) *The particular physical characteristics of the structure involved would result in an additional hardship upon the owner if the strict letter of the codes were carried out.*

It is a temporary structure

III. OWNER REPRESENTATION/ APPLICANT CERTIFICATION

The Owner of the property states that he/she consents to the filing of this application and that all information contained herein is true and correct to the best of his/her knowledge.

Jason Korinek
Name of Owner

Jason Korinek
Signature of Owner

The applicant certifies that all of the information contained in this application is correct to the best of applicant's knowledge. The applicant understands that an incomplete or nonconforming application will not be considered. In addition, the applicant understands that the Village may require additional information prior to the consideration of this application.

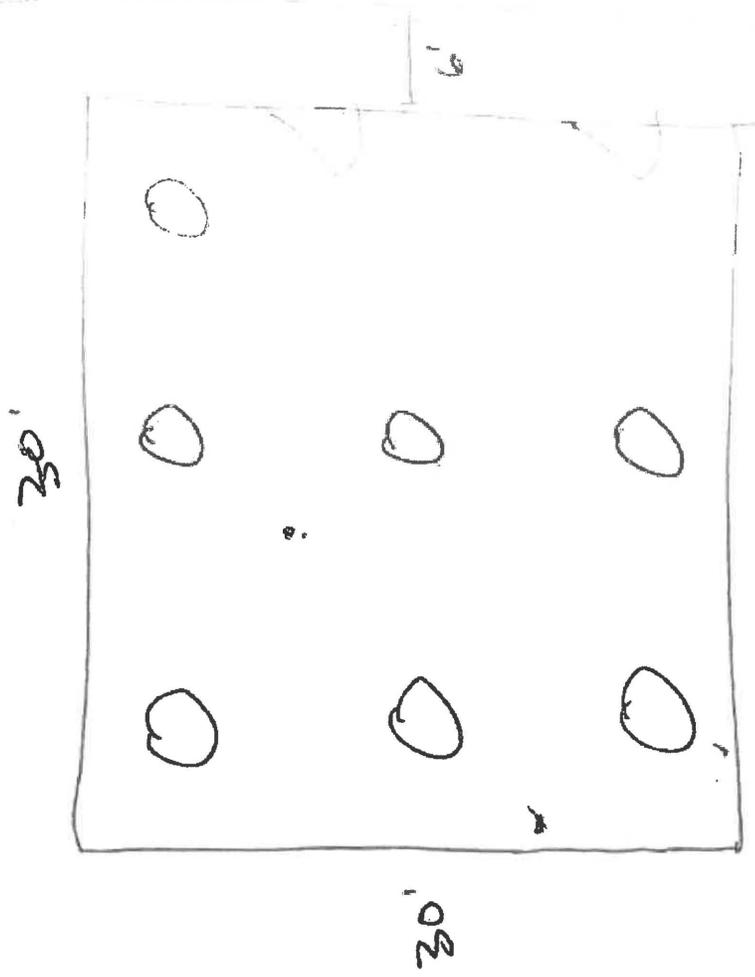
Jason Korinek
Name of Applicant

Jason Korinek
Signature of Applicant

CONDITIONS AND RESTRICTIONS ON VARIATIONS

The Village Board may recommend and impose, such conditions and restrictions upon the location, construction, design and use of the Property benefitted by a variation as may be necessary or appropriate to protect the public interest, adjacent properties and property values. Failure to maintain such conditions and restrictions as may be imposed shall constitute grounds for revocation of the variation. The variation granted, as well as any conditions or restrictions on that variation, shall be set forth in an ordinance approving the variation.

Posto 31
N (rear)



From: Dean Maggos

Sent: Wednesday, September 30, 2020 1:15 PM

To: Emily Rodman <erodman@lagrangepark.org>

Cc: Julia Cedillo <JCedillo@lagrangepark.org>; Patrick Boyle <pboyle@lagrangepark.org>

Subject: RE: Posto 31 Tent Paperwork

Importance: High

Emily –

I have taken an initial look at the various applications and paperwork submitted in relation to the request to install a tent type structure for outdoor dining.

The following are a few initial comments, and a few requests for additional information, before I believe such a request can be considered, especially related to the request for a variation to the Fire Prevention and Protection Codes and Regulations.

1. Specific details need to be provided regarding the structure being proposed, such as product specification sheets from the manufacturer or supply. The following information should be included, but not limited to, the following.
 - Information on materials used for structural framing, doors, etc.
 - Information on the type of materials being used for the roof covering and walls. This shall include information on Flame Propagation Performance.
 - Information on how the tent type structure will be secured to the ground, fencing and/or building.
2. Information shall be provided as to how heat will be supplied to the outdoor tent structure, with specifications provided regarding any heaters being proposed, including information on how fuel and/or electric will be supplied to such. If fuel burning equipment is being used for such, information shall be provided on ventilation to prevent carbon monoxide concerns.
3. Additional measurements/details, including drawings, shall be provided as to how the tent will line up with doors on the existing restaurant structure, and how/where occupants will exit from the tent structure in an emergency. For instance, will they be able to get out of the tent and patio area without going back into the restaurant?
4. There is a note which appears to indicate that the tent structure will be six feet (6') from the actual building. Can this be confirmed, and in relation to such, will the tent structure be connected to the building in any manner? Also, is this structure will not be attached to the building, will there be any covering between the tent structure and the main building?
5. There is a notation in the TUP-Outdoor Dining application that the outdoor dining's capacity is normally 30 persons, and with current IDPH regulations it is also 30 persons. I'm not sure this is accurate or correct. Furthermore, it indicates that with the new structure the occupant capacity will only be reduced to 28. This needs to be researched and verified.
6. Lastly, the Fire Code Variation Application provides no information on the specific variations being requested in related to the codes. Although initially discussed that this may need a variation to fire sprinkler requirements, there is no notation in regards to such, or any other specific variation to the fire code. Depending what the answers are to the questions posed above, and in reviewing any additional information provided, a variation may or may not be required, and it may or may not be related to fire sprinklers.

Obviously it may make sense to have a meeting or phone call with the applicant to keep this moving, but it would probably be more prudent to do so after we get the additional information requested and answers to some of the questions above.

-Dean

Fire Chief Dean J. Maggos, MS, EFO
Director of Fire, Building and Emergency Management

Dean Maggos

From: Emily Rodman
Sent: Thursday, October 1, 2020 8:25 AM
To: Bill Anderson; Jason Korinek
Cc: Dean Maggos; Patrick Boyle; Julia Cedillo
Subject: FW: Posto 31 Tent Paperwork

Importance: High

Bill and Jason,

Staff has had an opportunity to review the paperwork you submitted for the Temporary Use Permit and Fire Variation related to tenting your outdoor structure. In order for us to fully evaluate the request, we need additional information (along with the \$550 in application fees). We are hoping to keep your request moving forward, so in order to make the October 13th Village Board meeting, **please provide the information no later than Monday, October 5th.**

1. Specific details need to be provided regarding the structure being proposed, such as product specification sheets from the manufacturer or supply. The following information should be included, but not limited to, the following.
 - Information on materials used for structural framing, doors, etc.
 - Information on the type of materials being used for the roof covering and walls. This shall include information on Flame Propagation Performance.
 - Information on how the tent type structure will be secured to the ground, fencing and/or building.
2. Information shall be provided as to how heat will be supplied to the outdoor tent structure, with specifications provided regarding any heaters being proposed, including information on how fuel and/or electric will be supplied to such. If fuel burning equipment is being used for such, information shall be provided on ventilation to prevent carbon monoxide concerns.
3. Additional measurements/details, including drawings, shall be provided as to how the tent will line up with doors on the existing restaurant structure, and how/where occupants will exit from the tent structure in an emergency. For instance, will they be able to get out of the tent and patio area without going back into the restaurant?
4. There is a note which appears to indicate that the tent structure will be six feet (6') from the actual building. Can this be confirmed, and in relation to such, will the tent structure be connected to the building in any manner? Also, if this structure will not be attached to the building, will there be any covering between the tent structure and the main building?
5. There is a notation in the TUP-Outdoor Dining application that the outdoor dining's capacity is normally 30 persons, and with current IDPH regulations it is also 30 persons. The approved capacity of the outdoor dining area is 19 people. This amount is reduced due to IDPH guidelines. Please confirm how many people you can accommodate while complying with IDPH regulations.
6. Lastly, the Fire Code Variation Application provides no information on the specific variations being requested in relation to the codes. Although initially discussed that this may need a variation to fire sprinkler requirements, there is no notation in regards to such, or any other specific variation to the fire code. Depending what the answers are to the questions posed above, and in reviewing any additional information provided, a variation may or may not be required, and it may or may not be related to fire sprinklers.



Emily Rodman, AICP
Assistant Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526
(708) 354-0225 ext. 108
www.lagrangepark.org

From: Bill Anderson [<mailto:bill.anderson@posto31.com>]
Sent: Thursday, September 24, 2020 9:55 PM
To: Emily Rodman <erodman@lagrangepark.org>
Subject: Posto 31 Tent Paperwork

Good evening Emily,

Attached you will find all of the forms that were given to Jason this afternoon. Much of the supporting documents you folks already have, feel free to reach out if you require anything further. Thank you for your time and attention.

Best Regards,
Bill Anderson
General Manager
Posto 31

Question 1

Please see product information given to us by the supplier. The two doors that will be used in this application are standard commercial exterior aluminum doors with safety glass.

The material used for the roof and wall coverings is Duraskin 2.5 x 3m and 3m x 3m. Please see information about Flame resistant and certification letters.

The Shelter Structure will be staked into the ground on the east side of the structure and it will be bolted into the concrete on the west side of the structure.

Question 2

Premier ductable heaters is the product that will heat the structure. The product will use natural gas from the building. The product remains on the outside of the tent and does not need to be vented. Please see product manual.

Question 3

The structure is placed 6 feet from the building. The structure will have two doors on the south side. These two doors will be used for egress. Both doors will have illuminated exit signs above them. Occupants will be able to exit the tent and walk down the aisle to exit into the alley in case of an emergency.

Question 4

The structure will be placed 6 feet from the building. The structure will not be attached to the building. The six feet between the building and the structure will remain open.

Question 5

We are not sure what you are asking in this question? We believe you are asking how many people we plan on seating in the structure. If this is what you are asking we plan on having 18 seats in the structure.

Questions 6

The Fire code variation code is 108.2 and 108.2-1



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

**Product:
DURASKIN
2.5m x 3m
3m x 3m**

**Registration No.
FA-53001**

Product Marketed By:

**VERSEIDAG INDUTEX GMBH
INDUSTRIESTR 56
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code and passes NFPA 701-96.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

Deputy State Fire Marshal

Owner's Manual and Instructions



Premier Ductable Heaters

TS040 40,000 Btuh / 11.7 kW
CS/TS080 2.0 80,000 Btuh / 23.4 kW
CS/TS170 2.0 170,000 Btuh / 49.8 kW

LP Vapor Withdrawal or Dual Fuel

View this manual online at www.lbwhite.com

Attention

This heater has been tested and evaluated by the OMNI Test Laboratories in accordance with the requirements of Standard ANSI Z83.7-2017-CSA 2.14-2017 and is listed and approved as a ductable direct gas-fired forced-air construction heater with application for the temporary heating of buildings under construction, alteration, or repair. Additionally, this heater has been application reviewed and approved by the OMNI Test Laboratories for U.S. and Canadian Tent Heating Applications with temporary human occupancy. CHECK WITH YOUR LOCAL FIRE SAFETY AUTHORITY, YOUR LOCAL FUEL GAS SUPPLIER, OR THE L B WHITE COMPANY IF YOU HAVE QUESTIONS REGARDING APPLICATIONS.

www.lbwhite.com



Report No: 0546GH004S



Congratulations!

You have purchased the finest circulating heater available. Your new L.B. White heater incorporates the benefits from the most experienced manufacturer of heating products using state-of-the-art technology.

We, at L.B. White, thank you for your confidence in our products and welcome any suggestions or comments you may have... contact us at 1-800-345-7200, or email us at customerservice@lbwhite.com.

SEE ASSEMBLY
INSTRUCTIONS
INSIDE

Please refer to important
elevation information on
inside cover.



SCAN THIS

with your smartphone or
visit <http://goo.gl/mvneR>
to view maintenance
videos for L.B. White heaters.*

* Requires an app like QR Droid
for Android or for iPhone

WORLD PROVIDER - INNOVATIVE HEATING SOLUTIONS

411 Mason Street, Onalaska, WI 54650 • 800-345-7200 • 608-783-5691 • 608-783-6115 (fax) • www.lbwhite.com

General Information

This Owner's Manual includes accessories commonly used on this heater. These accessories must be ordered separately.

When calling for technical service assistance, or for other specific information, always have model number and serial number available. This information is contained on the dataplate.

This manual will instruct you in the operation and care of your unit. Have your installer review this manual with you so that you fully understand the heater and how it functions.

Contact your local L.B. White distributor or the L.B. White Company, LLC for assistance, or if you have any questions about the use of the equipment or its application.

The L.B. White Company, LLC has a policy of continuous product improvement. It reserves the right to change specifications and design without notice.

Safety Precautions

WARNING

Air Quality Hazard

- Do not use this heater for heating human living quarters.
- Use of direct-fired heaters in the construction environment and tent application can result in exposure to levels of CO, CO₂, and NO₂ considered to be hazardous to health and potentially life threatening.
- Do not use in unventilated areas.
- Know the signs of CO and CO₂ poisoning
 - Headaches, stinging eyes.
 - Dizziness, disorientation.
 - Difficulty breathing, feeling of being suffocated.
- Proper ventilation air exchange (OSHA 29 CFR 1926.57) to support combustions and maintain acceptable air quality shall be provided in accordance with OSHA 29 CFR part 1926.154, ANSI A10.10 Safety Requirements for Temporary and Portable Space Heating Devices and Equipment used in the Construction Industry or the Natural Gas and Propane Installation Codes CSA B149.1.
 - Periodically monitor levels of CO, CO₂, and NO₂ existing at the construction site – at the minimum at the start of the shift and after 4 hours.
 - Provide ventilation air exchange, either natural or mechanical, as required to maintain acceptable indoor air quality.

USA 8-Hr. Time weighted average
(OSHA 29 CFR 1926.55 App A)

CO 50 ppm
CO₂ 5,000 ppm
NO₂

USA – Ceiling Limit
(Short Term Exposure Limit = 15 minutes)

CO
CO₂
NO₂ 5 ppm

Canada 8-Hr. Time weighted average
WorkSafe BC OHS Guidelines Part 5.1
and Ontario Workplaces Reg 833

25 ppm
5,000 ppm
3 ppm (Reg 833)

Canada STEL (15 minutes Reg 833/1 hr.
WSBC) WorkSafe BC OHS Guidelines part
5.1 and Ontario Workplaces Reg 833

100 ppm
15,000 ppm (WSBC)
30,000 ppm (Reg 833)
1.0 ppm (WorkSafeBC)
5.0 ppm (Reg 833)

- Ensure that the flow of combustion and ventilation air exchange cannot become obstructed.
- As the building "tightens up" during the construction phases, ventilation may need to be increased.

Fuel Gas Odor

Propane gas and natural gas both contain a man-made odorant added specifically for detection of fuel gas leaks. If a gas leak occurs, you should be able to smell the fuel gas. **THAT'S YOUR SIGNAL TO GO INTO IMMEDIATE ACTION!**

- Do not take any action that could ignite the fuel gas. Do not operate any electrical switches. Do not pull any power supply or extension cords. Do not light matches or any other source of flame. Do not use your telephone.
- Get everyone out of the building and away from the area immediately.
- Close all fuel supply valves.
- Propane gas is heavier than air and may settle in low areas. When you have reason to suspect a propane leak, keep out of all low areas.
- Contact your fuel gas supplier and your fire department. Do not re-enter the building or area.
- Stay out of the building and away from the area until declared safe by the firefighters and your fuel gas supplier.
- **FINALLY**, let the fuel gas service person and the firefighters check for escaped gas. Have them air out the building and area before you return. Properly trained service people must repair the leak, check for further leakages, and then relight the heater for you.

Odor Fading - No Odor Detected

- Some people cannot smell well. Some people cannot smell the odor of the man-made chemical added to propane or natural gas. You must determine if you can smell the odorant in these fuel gases.
- Learn to recognize the odor of propane gas and natural gas. Local propane gas dealers and your local natural gas supplier (utility) will be more than happy to give you a "scratch and sniff" pamphlet. Use it to become familiar with the fuel gas odor.
- Smoking can decrease your ability to smell. Being around an odor for a period of time can affect your sensitivity to that particular odor.
- The odorant in propane gas and natural gas is colorless and the intensity of its odor can fade under some circumstances.
- If there is an underground leak, the movement of gas through the soil can filter the odorant.
- Propane gas odor may differ in intensity at different levels. Since propane gas is heavier than air, there may be more odor at lower levels.
- Always be sensitive to the slightest gas odor. If you continue to detect any gas odor, no matter how small, treat it as a serious leak. Immediately go into action as discussed previously.

Attention - Critical Points to Remember!

- If you have not been properly trained in repair and service of propane gas and natural gas ducted heaters, then do not attempt to light the heater, perform service or repairs, or make any adjustments to the heater on a propane gas or natural gas fuel system.
 - Even if you are not properly trained in the service and repair of radiant heaters, ALWAYS be consciously aware of the odors of propane gas and natural gas.
 - A periodic "sniff test" around the heater or at the heater's joints; i.e. hose, connections, etc., is a good safety practice under any conditions. If you smell even a small amount of gas, CONTACT YOUR FUEL GAS SUPPLIER IMMEDIATELY. DO NOT WAIT!
1. Do not attempt to install, repair, or service this heater or the gas supply line unless you have continuing expert training and knowledge of gas heaters.

QUALIFICATIONS FOR SERVICING AND INSTALLATION:

- a. To be a qualified gas heater service person, you must have been trained in gas-fired heater servicing, repair and also have sufficient experience to allow you to troubleshoot, replace defective parts, and test heaters in order to get them into a continuing safe and normal operation condition. You must completely familiarize yourself with each model heater by reading and complying with the safety instructions, labels, owner's manual, etc. that are provided with each heater.
- b. To be a qualified gas installation person, you must have sufficient training and experience to handle all aspects of installing, repairing, and altering gas lines, including selecting and installing the proper equipment, and selecting proper pipe size to be used. This must be done in accordance with all local, state and national codes as well as the manufacturer's requirements.
- c. In the Commonwealth of Massachusetts, this product must be installed by a gas fitter licensed in the Commonwealth of Massachusetts.

⚠ WARNING ELECTRICAL GROUNDING INSTRUCTIONS

This heater is equipped with a three prong (grounding) inlet for your protection against electrical shock hazards. It must be plugged into a properly grounded three prong receptacle. Failure to use a properly grounded receptacle can result in electrical shock or death.

2. All installations or applications of L. B. White LLC heaters shall meet the requirements of local, state and national L.P. gas and natural gas, electrical and safety codes. Your gas supplier, local licensed electrician, local fire department and government agencies can help you determine these requirements. In the absence of local codes, comply with the following:
 - a. Installations in the U.S.A.:
 - NFPA 102, standard for assembly seating, tents and membrane structures
 - ANSI/NFPA 58, latest edition, Standard for Storage and Handling of Liquefied Petroleum Gas and/or
 - ANSI Z223.1/NFPA 54, National Fuel Gas Code
 - ANSI/NFPA 70, National Electrical Code.
 - b. Installations in Canada:
 - CAN1-B149.1 or CAN1-B149.2 Installation Codes
 - CSA C22.1 Part 1 Standard Canadian Electrical Code.
 - CSA C22.2 No.3, Electrical Features of Fuel Burning Equipment.
3. We cannot anticipate every use which maybe made of our heaters. Other standards govern the use of fuel gases and heat producing products in specific applications. Your local authority can advise you about these. Check with the local fire safety authority if you have questions about applications.
4. Forced air heaters shall not be directed toward any propane gas container within 20 feet/6.10 meters.
5. Do not wash the heater. Use only compressed air, a soft brush or dry cloth to clean the interior of the heater and it's components.
6. For safety, this heater is equipped with a manual reset high limit switch, and an air pressure switch. Never operate the heater with any safety device that has been bypassed. Do not operate this heater unless all of these features are fully functioning.

7. Do not direct the heater toward any propane gas supply container or gas hose within 20 ft. (6m) of the heaters hot air discharge.
8. Do not block air inlets or discharge outlets of the heater. Doing so may result in proper combustion or damage to heater components leading to property damage.
9. The hose assembly shall be visually inspected on a daily basis after heater relocation and when the heater is in use. If it is evident there is excessive abrasion or wear, or if the hose is cut, it must be replaced prior to the heater being put into operation. The hose assembly shall be protected from building materials, and contact with hot surfaces both during use and while in storage. The replacement hose assembly shall be that specified by the manufacturer. See parts list.
10. Check for gas leaks and proper function upon heater installation, when relocating, and after servicing. Refer to leak check instructions within the installation section of this manual.
11. This heater should be inspected for proper operation by a qualified service person before each use and at least annually.
12. Always turn off the gas supply to the heater if the heater is not going to be used in the heating of the work space.
13. If gas flow is interrupted and flame goes out, do not relight the heater until you are sure that all gas that may have accumulated has cleared away. In any event, do not relight the heater for at least 5 minutes.
14. See tables on page 11 for minimum propane gas cylinder size to be used per heaters. Multiple manifold cylinders may be required to ensure continuous supply of gas.
15. When the heater is to be stored indoors, the connection between the propane gas supply cylinder(s) and the heater must be disconnected and the cylinder(s) removed from the heater and stored in accordance with the Standard for the Storage and Handling of Liquefied Petroleum Gases, ANSI/NFPA 58 or Standard GSA B149.1 Natural Gas and Propane Installation Code as appropriate.
16. The heater must be located at least 6 ft. (1.83 m) in the U.S.; or 10 ft. (3 m) in Canada from any propane gas container.
17. Propane gas supply containers have left handed threads. Use the manual hand wheel supplied with the regulator to make a connection of the regulator's P.O.L. fitting into the cylinders' gas supply valve.
18. Use pipe joint compound that is approved for use with propane gas.
19. For either indoor or outdoor installation. Adequate ventilation shall be provided in accordance with OSHA 29 CFR 1926.154, Safety Requirements for Temporary and Portable Space Heating Devices and Equipment, ANSI A10.10, National Fuel Gas Code, ANSI Z223.1/ NFPA54, Liquefied Petroleum Gas Code, NFPA 58 or the Natural Gas and Propane Installation Code, CAN B149.1, as appropriate.

General Installation Instructions

WARNING Burn Hazard

Can cause property damage, severe injury or death.

1. To avoid dangerous accumulation of just gas, turn off gas supply at the appliance service valve before starting installation, and perform gas leak test after completion of installation.
2. Do not force the gas control knob. Use only your hand to turn the gas control knob. Never use any tools. If the knob will not operate by hand, the control should be replaced by a qualified service technician. Force or attempted repair may result in fire or explosion.

1. Read all safety precautions and follow the L.B. White Co., LLC recommendations when installing this heater. If during the installation or relocating of heater, you suspect that a part is damaged or defective, call a qualified service agency for repair or replacement.
2. The heating equipment must be properly positioned before use on a flat, stable, and horizontal surface. Ensure the heater is level. (Use a level, check lengthwise & crosswise). Observe and obey all minimum safe distances of the heater to the nearest combustible materials. Safe distances are given on the heater dataplate and on page 4 of this manual.
3. L.P Gas Installation Requirements
 - All L.P. gas containers must be placed at least 5 feet/1.52 meters from the nearest tent wall structure.
 - Ensure all L.P. gas containers are secured and protected from all people, vehicular traffic and contact.
 - L.P. gas containers must be located on a flat, level, and stable surface.
 - L.P. gas cylinders (a.k.a. 100 lb/45 kg. cylinders/ tanks) must be secured from tip-over.

Contact your local authorities, L.P. gas dealers, or fire marshalls for specifics dealing with installation in your area

4. This heater may be installed either indoors or outdoors and is approved for use with or without ductwork. For outdoor installations, additional accessories are needed to properly provide heated air to the inside. These accessories are as follows:

Only the ducting and the air distribution accessories as supplied and specified by the heater's manufacturer shall be used. **DO NOT USE ANY OTHER DUCTWORK, DUCTING, FIELD FABRICATED DUCTS, TAPES, STOVE PIPE, OR EQUIPMENT** in making the connection between the heater and the inside of the tent.

Unit Diffuser:

Premier 40: 500-132540

Premier 80: 500-132902

Premier 170: 500-26351

This accessory provides the necessary clearance to combustible materials; it is attached to the blower outlet of the heater and distributes the air inside the tent. Local codes may require a 10 ft./3.04 m separation between the tent and the heater. In this case the unit mounted diffuser shall not be used.

Duct Kit:

Premier 40: 8 in. (20.3 cm) x 12 ft. (3.65 m), 500-132544

Premier 80/170: 12 in. (30.5 cm) x 12 ft. (3.65 m)

500-26346, Gray Duct

500-26347, White Duct

This accessory provides for locating the heater up to 10 ft./3.04 meters away from the tent as required by some local codes.

Use only one duct per heater with or without an end diffuser.

End Diffuser:

Premier 40: 500-132541

Premier 80/170: 500-26350

This accessory is used in conjunction with the Premier ducting kit. It is placed under the tent edge and distributes air inside the tent.

5. When using the unit diffuser or end diffuser air distribution accessories, extend the side shields; ensure the tent material is laid within the diffusers U-channel and anchored securely.
6. The heater's gas pressure regulator must be protected from adverse weather conditions (rain, ice, snow) as well as from building materials (tar, concrete, plaster, etc.) which can affect safe operation and could result in property damage or injury.
7. Ensure that all accessories that shipped within the heater have been removed from inside the heater and installed.
8. Check all connections for gas leaks using approved gas leak detectors. Gas leak testing is performed as follows:

⚠ WARNING**Fire and Explosion Hazard**

- Do not use open flame (matches, torches, candles, etc.) in checking for gas leaks.
- Use only approved leak detectors.
- Failure to follow this warning can lead to fires or explosions.
- Fires or explosions can lead to property damage, personal injury or loss of life.

- Check all pipe connections, hose connections, fittings and adapters upstream of the gas control with approved gas leak detectors.
 - In the event a gas leak is detected, check the components involved for cleanliness and proper application of pipe compound before further tightening.
 - Tighten the gas connections as necessary to stop the leak.
 - After all connections are checked and any leaks are stopped, turn on the main burner.
 - Stand clear while the main burner ignites to prevent injury caused from hidden leaks that could cause flashback.
 - With the main burner in operation, check all connections, hose connections, fittings and joints as well as the gas control valve inlet and outlet connections with approved gas leak detectors.
 - If a leak is detected, check the components involved for cleanliness in the thread areas and proper application of pipe compound before further tightening.
 - Tighten the gas connection as necessary to stop the leak.
 - If necessary, replace the parts or components involved if the leak cannot be stopped.
 - Ensure all gas leaks have been identified and repaired before proceeding.
9. A qualified service technician must check for proper operating gas pressure upon installation of the heater.
 10. Light according to instructions on heater or within owner's manual.
 11. The heater must have the proper gas regulator for the application. Use only the L.B. White regulator originally supplied with the heater. This regulator includes a POL fitting incorporating an excess flow valve. The excess flow valve is a safety device which protects against discharge from the propane gas supply container if the regulator is broken off. If the POL fitting is ever replaced, it needs to be replaced with an L.B. White POL fitting. Failure to do so can result in fires, explosions, loss of property, injury or death.
 12. A regulator must be connected to the gas supply so that the pressure to the inlet of the gas control valve is regulated within the range specified on the dataplate at all times. Contact your gas supplier or the L.B. White Co., LLC if you have any questions.
 13. Do not use the heater in an propane gas liquid withdrawal system or application. If you are in doubt, contact your local fuel gas supplier or the L.B. White Co., LLC.
 14. The heater must be installed so as not to interfere with or obstruct normal exits, emergency exits, doors and walkways.
 15. Railing, fencing or suitable substitute materials must be used to keep the heating equipment from any people using and visiting the structure.
 16. The unit shall be located so that rain, ice, or snow drainage from the structure does not affect equipment operation. If the unit is mounted outside, it must be mounted above any pooled or standing water. If the unit is to be located on the ground, a surrounding trench is recommended to drain any rain, ice or snow away from the unit.
 17. The ground and surrounding terrain must be cleared of any combustible vegetation and other combustible materials when the heater is mounted outside.
 18. Thermostat failure may result in an underheating condition. The thermostat should be tested to make sure it turns the heater on and off within a temperature differential of $\pm 3^{\circ}\text{F}$ ($\pm 1.5^{\circ}\text{C}$).
 19. Take time to understand how to operate and maintain the heater by using this Owner's Manual. Make sure you know how to shut off the gas supply to the building and also to the individual heater. Contact your fuel gas supplier if you have any questions.
 20. Any defects found in performing any of the service or maintenance procedures must be corrected and defective parts replaced immediately. The heater must be evaluated by a qualified service technician before placing the heater back into use.

Product information: G-Series

Shelter Structures America



G-Series

The G-Series clearspan tent structure is Shelter's small size for the U.S. market.

The universal design creates a modular system with interchangeable parts and pieces.

The G-Series has a standard 3m side height and a 3m bay configuration.

Available in 3m, 6m, 9m, 12m and 15m widths as well as customized sizes. The profile size measures 120mm x 48mm x 3mm and is constructed with T6061/T6 hard pressed aluminum extrusion.

Available in both A-frame and Arch designs, the G-Series is the engineered solution for your small clearspan tent needs.



G-Series

Affordable Clearspan Tents

We Know Structure

Dimensions

| Series | Item | Truss | Width | Leg | Ridge Height | Bays | Rafters Standard | Rafters Optional |
|----------|---------|--------------------|-------|-------|--------------|------|------------------|----------------------|
| G-Series | G003003 | 120mm x 48mm x 3mm | 3m | 2.95m | 3.53m | 3m | 1.5m | |
| | G006003 | 120mm x 48mm x 3mm | 6m | 2.95m | 4.10m | 3m | 3m | |
| | G009003 | 120mm x 48mm x 3mm | 9m | 2.95m | 4.63m | 3m | 4.5m | 3m + 1.5m |
| | G012003 | 120mm x 48mm x 3mm | 12m | 2.95m | 5.2m | 3m | 6m | 3m + 3m, 4.5m + 1.5m |
| | G015003 | 120mm x 48mm x 3mm | 15m | 2.95m | 5.72m | 3m | 7.5m | 6m + 1.5m, 4.5m + 3m |

Frame

The G-series is manufactured out of 4 channel hollow anodized aluminum extrusion. Profile is a 120mm x 48mm x 3mm and is constructed out of T6061/T6 hard pressed aluminum.

Purlins are standard across all sizes with the eave and gable purlins having a groove for the sidewall connection.

Baseplates, eave connectors, crowns and leg connectors are manufactured out of galvanized steel.

Fabric Covers

Shelter ends, triangles and walls are made out of 850 g/sqm coated blackout fabric. Colored and clear options are available as well as clear and window walls.

The roof sheets and gables are tensioned with the Shelter spindle system. And the sidewalls are standard 2-piece lace and grommet with a wall bar.

All fabric pieces come in fabric bags - standard.

Accessories/Options

- One piece or spliced beams
- Portal Beams
- Glass walls, hard walls and clear hard walls
- Glass doors
- Cassette flooring system
- White fabric, clear fabric, colored fabric
- White walls, window walls, clear walls
- Weight Plates



Shelter Structures America

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www.shelterstructuresamerica.com

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[@ShelterStructuresAmerica](https://www.instagram.com/ShelterStructuresAmerica)

Public Safety Committee Divider

Robert Lautner, Chairman

Jamie Zaura

Amanda Seidel

Village Board Agenda Memo

Date: October 8, 2020

To: Village President and Board of Trustees

From: Dean J. Maggos, Director of Fire, Building and Emergency Management
Julia Cedillo, Village Manager 

Re: Cook County Health Inspections

GENERAL BACKGROUND:

Our current Intergovernmental Agreement with the Cook County Department of Public Health expires on November 30, 2020. The Department of Public Health has provided health inspection services to the Village of La Grange Park since April of 2001, and the system overall has continued to work very well.

The overall content of the new agreement would again remain unchanged, including the fees charged for inspections. The current fee is set at \$100.00 per inspection, and was implemented in 2014. As a reminder, the Village invoices the individual facilities for the required inspections, and for any follow-up inspections which are needed that may be charged for.

ACTION REQUESTED:

Discussion Only – Approve a Resolution to continue Agreement for Health Inspections with the Cook County Department of Public Health - *Motion: To approve the Resolution to allow the Village President to execute a Certain Agreement with the Cook County Department of Public Health for health inspection services, effective December 1, 2020, and continuing through November 30, 2021.*

If there is consensus, this item will be placed as a Consent Agenda item for the October 27, 2020 Village Board meeting.

RECOMMENDATION:

Staff recommends entering into another contract with the Cook County Department of Public Health for health inspection services, effective December 1, 2020 through November 30, 2021.

DOCUMENTATION:

- Copy of the proposed Intergovernmental Agreement
- Copy of Resolution Approving Agreement



**COOK COUNTY
HEALTH**

Cook County
Public Health

COPY

Leadership

Toni Prockwinkle
President, Cook County Board of Commissioners

Debra D. Carey
Interim CEO, Cook County Health

Rachel Rubin, MD, MPH, FACP
Senior Medical Officer

Kiran Joshi, MD, MPH
Senior Medical Officer

Board of Directors

M. Hill Hammock
Chair of the Board

Mary B. Richardson-Lowry
Vice Chair of the Board

Hon. Dr. Dennis Daer, LCPC, CCFC
Mary Driscoll, RN, MPH
Ada Mary Gugenheim
Mike Koetting
David Ernesto Munar

Heather M. Prendergast, MD, MS, MPH
Robert G. Reiter, Jr.
Otis L. Story, Sr.
Layla P. Suleiman Gonzalez, PhD, JD
Sidney A. Thomas, MSW

September 18, 2020

Mr. Dean Maggos
Village of LaGrange Park
447 N. Catherine Avenue
LaGrange Park, IL 60526

Dear Mr. Maggos:

Enclosed are two (2) original copies of the Intergovernmental Agreement for the Provision of Environmental Health Inspectional Services for the period of December 1, 2020 through November 30, 2021. **Both original copies of the agreement need to be signed where required and returned to me for final approval.**

Please return **both copies** to:

Cook County Department of Public Health
10220 S. 76th Avenue, Room 250
Bridgeview, IL 60455
Attention: Environmental Health Unit

One of the fully executed original copies will then be returned to you for your official records. If you should have any questions or need any further information, please contact me at (708) 974-7107 or Michelle Beckles at (708) 974-7105.

Sincerely yours,

George Papadopoulos, M.P.H.
Assistant Director
Environmental Health Services

cc – File

Enclosure

**INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF
ENVIRONMENTAL HEALTH INSPECTIONAL SERVICES**

This **AGREEMENT** entered into as of December 1, 2020 by and between the Village of La Grange Park, Cook County, Illinois a municipal corporation (hereinafter called the **VILLAGE**), and the County of Cook, Illinois a body corporate and politic (hereinafter called the **COUNTY**).

WITNESSETH:

WHEREAS, The **VILLAGE** wishes to provide environmental health inspectional services relating to food service sanitation and retail food store sanitation; and

WHEREAS, the **COUNTY** is willing to provide the **VILLAGE** with certain environmental health services through the work of its Department of Public Health, (hereinafter called the **DEPARTMENT**) upon the terms and conditions as hereinafter set forth; and

WHEREAS, the **COUNTY** is a home rule unit as provided in the 1970 Illinois Constitution (Art. VII, Sec. 6); and

WHEREAS, the **VILLAGE** is a municipality deriving its authority as provided in the Illinois Compiled Statutes (65 ILCS 5); and

WHEREAS, the 1970 Illinois Constitution (Art. VII, Section 10) and the Illinois Compiled Statutes (5 ILCS 220) provide authority for intergovernmental cooperation; and

WHEREAS, the Illinois Compiled Statutes (55 ILCS 5/5-25013 (B) 5), provides that the **DEPARTMENT** may contract for the sale of health services; and

WHEREAS, the parties hereto seek to protect the health of the citizens of the **COUNTY** and the **VILLAGE** by undertaking the **AGREEMENTS** contained herein through their joint effort.

NOW THEREFORE, in consideration of the premises, and such other considerations as hereinafter set forth, the parties hereto agree as follows:

1. The **DEPARTMENT**, through its Environmental Health Division Staff, shall provide the following environmental services to the **VILLAGE**:
 - a. Make inspections as required by the food sanitation provisions of the Code of Ordinances of the **VILLAGE** (hereinafter called the **VILLAGE CODE**) of all food service establishments and retail food stores licensed or permitted by the **VILLAGE** as scheduled by the **VILLAGE** and the **DEPARTMENT** during the term of this **AGREEMENT** to assure compliance with the **VILLAGE CODE**;

- b. Reinspect all food service establishments and retail food stores to monitor the correction of violations identified at the time of the initial inspection pursuant to (a.) above;
 - c. Provide the **VILLAGE** with reports of inspections undertaken;
 - d. Report immediately to the **VILLAGE** on matters which in the opinion of the inspector are of serious concern;
 - e. Testify as required in any court cases brought by the **VILLAGE** for correction of food sanitation code violations cited pursuant to inspections conducted by the **DEPARTMENT**;
 - f. Review plans for any new or extensively remodeled food service establishment or retail food store in the **VILLAGE** to assure compliance with current Federal, State, **COUNTY**, and **VILLAGE** Food Service Establishment and Retail Food Store Regulations.
2. The **DEPARTMENT** agrees to furnish its employees with means of transportation to, from, and within the **VILLAGE** in order to carry out the duties and inspections as described herein.
3. The **VILLAGE** agrees:
 - a. To maintain in force during the term and any extension of this intergovernmental **AGREEMENT**, ordinances or regulations at least equivalent to the **COUNTY** Food Service Establishment and Retail Food Store Ordinances;
 - b. To maintain files and records of inspections and licensing or permitting of food service establishments and retail food stores, and to provide the **DEPARTMENT** with one copy of inspection reports prepared by **DEPARTMENT** personnel and upon reasonable notice provide the **COUNTY** with access to said files and records;
 - c. To provide any legal action in the determination of the **VILLAGE** necessary to enforce the **VILLAGE** ordinances or regulations.
4. To provide the **DEPARTMENT** with the necessary authority to perform the duties and services referred to above.
5. The **DEPARTMENT** agrees to provide all of the services outlined in Paragraph Number 1 above, at a cost of \$100.00 per inspection billed to the **VILLAGE** for the term of the **AGREEMENT**.

6. The **VILLAGE** agrees to hold harmless and to indemnify the **COUNTY**, its Board members, officers, agents and employees from liabilities, costs, judgments, attorneys' fees or other expenses resulting from any negligence or act or failure to act under this **AGREEMENT** by the **VILLAGE**, its officers, agents or employees. The **COUNTY** agrees to hold harmless and to indemnify the **VILLAGE**, its Board members, officers, agents and employees from liabilities, costs, judgments, attorneys' fees or other expenses resulting from any negligence or act or failure to act under this **AGREEMENT** by the **COUNTY**, its officers, agents or employees. Nothing herein shall be construed to require the **VILLAGE** to indemnify the **COUNTY** for the negligence of the **DEPARTMENT** or its officers, agents, or employees; and further, nothing herein shall be construed to require the **VILLAGE** to indemnify or make any payments in connection with any claim for which the **COUNTY** or the **DEPARTMENT** otherwise would not be liable, nor shall it be construed to waive any defenses that the **COUNTY**, the **DEPARTMENT** or the **VILLAGE** may otherwise have to any such claim. Furthermore, nothing herein shall be construed to require the **COUNTY** to indemnify the **VILLAGE** for the negligence of the **VILLAGE** or its officers, agents or employees; and further, nothing herein shall be construed to require the **COUNTY** to indemnify or make payments in connection with any claim for which the **VILLAGE** otherwise would not be liable.
7. This **AGREEMENT** shall become effective as of December 1, 2020 and shall continue through November 30, 2021 unless otherwise terminated by either party as hereinafter provided. This **AGREEMENT** may be renewed on an annual basis by resolution of the corporate authority of both parties or with the written agreement of the parties through their designated representatives. For purposes of the renewal of the terms and conditions contained in this **AGREEMENT** the **COUNTY** authorizes the Chief of the Bureau of Health Services or the Director of the **DEPARTMENT** to renew on its behalf.
8. The parties hereto shall at any time during the term of this **AGREEMENT** have the right to terminate same upon 30 days written notice to the other party, said notice to be sent certified mail, return receipt to: Director, Cook County Department of Public Health, 10220 S. 76th Avenue, Room 250, Bridgeview, IL 60455; or the Village Manager, Village of La Grange Park, 447 N. Catherine, La Grange Park, Illinois 60526.
9. It is expressly agreed by the parties hereto that all environmental health staff members of the **DEPARTMENT** shall be deemed its employees and shall be under the sole supervision and control of the **DEPARTMENT**.

10. This intergovernmental **AGREEMENT** may be amended only by resolution of the corporate authority of each party hereto.
11. If any provision of this **AGREEMENT** is invalid for any reason, such invalid portion shall not render invalid the remaining provisions of this **AGREEMENT** which can be given effect without the invalid provision to carry out the intent of the parties as stated herein.
12. Neither party hereto may assign this **AGREEMENT** in whole or in part without the written consent of the other party.
13. The waiver by a party or any breach or failure of the other party to perform any covenant or obligation contained herein shall not constitute a waiver of any subsequent breach.
14. This **AGREEMENT** represents the entire **AGREEMENT** between the parties and supersedes any and all prior **AGREEMENTS**, whether written or oral. Any modification of this **AGREEMENT** shall be valid only if in writing and signed by all parties hereto.
15. This **AGREEMENT** shall be governed by and construed in accordance with the laws of the State of Illinois.
16. All notices relating to the **AGREEMENT** shall be either hand delivered to the party or mailed to the party by certified mail, return receipt requested to all respective parties at addresses as both appear in Section 8 of this **AGREEMENT**.
17. None of the provisions of this **AGREEMENT** is intended to create nor shall be designed or construed to create any relationship between the **COUNTY** and the **VILLAGE** other than of independent entities contracting with each other hereunder solely for effecting the provisions of the **AGREEMENT**. Neither of the parties hereto nor any of their respective representatives shall be construed to be the agent, the employer or representative of the other. The **VILLAGE** and the **COUNTY** will maintain separate and independent managements and each has full unrestricted authority and responsibility regarding its own organization and structure.
18. The execution of this **AGREEMENT** by the **COUNTY** shall be subject to the authorization of the Cook County Board of Commissioners adopted in accordance with applicable law.

IN WITNESS WHEREOF, the undersigned governmental units have caused this **AGREEMENT** to be duly executed and attached herewith are copies of the respective resolutions authorizing the signing official to execute this **AGREEMENT**.

VILLAGE OF LA GRANGE PARK
a municipal corporation

By: _____

Village President

ATTEST:

By: _____
Village Clerk

Dated:

COUNTY OF COOK, a body
corporate and politic

By: _____

Director, Cook County
Department of Public Health

Dated

RESOLUTION NO. 20-21

RESOLUTION AUTHORIZING EXECUTION OF
A HEALTH INSPECTION SERVICES AGREEMENT
WITH THE COUNTY OF COOK

WHEREAS, the Village of La Grange Park seeks to continue to retain the Cook County Department of Public Health to perform health and sanitation inspections within all businesses involved in the sale of food products; and

WHEREAS, the Cook County Department of Public Health undertakes this role for a number of Cook County communities on a contractual basis; and is qualified and staffed to undertake this role; and

WHEREAS, the Cook County Department of Public Health and is well qualified and staffed to undertake this role for the Village of La Grange Park.

NOW, THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

1. That the *Intergovernmental Agreement for the Provision of Environmental Health Inspectional Services*, attached hereto is approved.
2. That the President is authorized to execute the agreement, and the Village Clerk is authorized to attest the agreement.
3. The Village Manager is authorized and directed to take such further actions as she deems necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 27th day of October, 2020.

YES:

NOS:

ABSENT:

Approved this 27th day of October, 2020.

Dr. James L. Discipio, Village President

ATTEST: _____
Meghan M. Kooi
Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY: Agreement Approved by Village Attorney on _____

Public Works Committee Divider

Michael Sheehan, Chairman

Jamie Zaura

Scott Mesick

Village Board Agenda Memo

Date: October 13, 2020

To: Village President and Board of Trustees

From: Richard Radde, Director of Public Works *RWR*
Julia Cedillo, Village Manager *JCS*

Re: 2020 Leaf Loading, Transportation and Disposal

PURPOSE: Staff is seeking the Village Board's approval to enter into a new contract with Rainbow Farm Enterprises for the 2020 Leaf Disposal program.

GENERAL BACKGROUND:

The Village hires a contractor each year to dispose of the leaves removed from the streets and that which is stockpiled by Public Works crews. In the past, Rainbow Farms not only provided this service for La Grange Park, they also provided the same service to the Village of La Grange. Rainbow has enjoyed this relationship as they can move efficiently between sites with their equipment and trucks. The Village of La Grange solicited competitive proposals from four other vendors that supply this service, and Rainbow was the only company that provided a quote.

COMPANY

Rainbow Farm Enterprises, Inc.

Cost Per Bucket

\$650.00 Per Truck Load (7.87/Cubic Yard)

Rainbow Farms provided the same pricing to La Grange Park and has worked successfully with the Village in the past. Staff would recommend renewing the contract for the 2020 leaf season.

In this fiscal year, the Village has budgeted in the Public Works Fund – Refuse Collection & Disposal (#01-44-3-324) \$40,000 for the Village's annual leaf removal program.

STAFF RECOMMENDATION:

Staff recommends that the Village Board waive the formal bidding process and authorize staff to enter into a contract with Rainbow Farms Enterprise, Inc.

MOTION/ACTION REQUESTED:

This item is for discussion only. If there is a consensus among the Board, this item will be placed on the October 27, 2020, Consent Agenda for approval.

Motion: (1) Waive Formal Bidding Process (2) Enter into a Contract with Rainbow Farm Enterprises, Inc. for the Disposal of Leaves for \$650 per Truckload and not to exceed \$40,000, and (3) Authorize the Village Manager to Execute the Necessary Contract Documents

DOCUMENTATION:

- Contract from Rainbow Farms, Inc.

RAINBOW FARMS ENTERPRISES, INC.

25715 S. RIDGELAND MONEE, IL 60449
(708) 534-1070 FAX (708) 534-1138

Contact Name: John
Complex Name: Village of La Grange Park
Address: 937 Barnsdale Road
La Grange Park Il 60526
Phone Number: 708-352-2922x102
Email: Forman@lagrangepark.org
Work to be performed at: 447 N. Catherine Avenue

Rainbow Farm Enterprises, Inc. will remove leaf material from the Village of LaGrange Park and will continue to haul away leaf material from your site until leaf supply is gone or until job is agreed upon as complete.

The rate of \$650.00/truck for leaf removal shall remain fixed. Rainbow Farm price is based on walking floor trailer load. Weight of leaves could affect capacity.

Contract Period: November 1, 2020 – April 30, 2021

This contract may be cancelled by either party upon thirty (30) day written notice to either party.

Submitted by:
RAINBOW FARM ENTERPRISES, INC.
25715 S Ridgeland Avenue
Monee, IL 60449

PHONE # - (708) 534-1070
FAX # - (708) 534-1138
EMAIL - info@Rainbowfarmsmulch.com

If these terms are acceptable, please sign and return. If you have additional questions, please contact our office.

ACCEPTED BY:

RAINBOW FARM ENTERPRISES INC

VILLAGE OF LA GRANGE PARK

By: _____
Jacqueline Musch, President

By: _____

Date: _____

Date: _____

Village Board Agenda Memo

Date: October 13, 2020

To: President and Board of Trustees

From: Richard Radde, Public Works Director 
Tim Contois, Chief of Police 
Julia Cedillo, Village Manager 

RE: **2020/2021 HVAC Improvements – West Town Mechanical**

PURPOSE: To approve a “not to exceed” amount of \$39,000 to West Town Mechanical for HVAC improvements to Village Buildings.

GENERAL BACKGROUND:

West Town Mechanical is the Village’s current HVAC vendor and has been for the last 20 years. This past December, West Town met with Village staff to discuss aging HVAC infrastructure at several Village Buildings, including new pneumatic controls at the Village Hall and replace a 1992 rooftop unit for the Water Plant.

Funds for these repairs are in the current FY20/21 budget in several locations.

| | | |
|---|---------------|-------------|
| Village Hall Pneumatics - Village Hall HVAC Improvements | (07-40-3-344) | \$17,280.00 |
| Water Plant Rooftop Unit - Public Works HVAC Improvements | (07-40-3-344) | \$12,600.00 |
| | (05-44-4-440) | \$2,100.00 |
| | (03-44-4-440) | \$6,300.00 |

Chief Contois had the improvements completed at the Village Hall for a total cost of \$17,640.00, which is slightly more than budgeted. West Town provided Public Works a proposal to replace the Water Plant rooftop unit for a total cost of \$20,993.000.

STAFF RECOMMENDATION:

Staff recommends approval of a “not to exceed” amount of \$39,000 to West Town Mechanical for HVAC improvements at the Village Work Session meeting on October 13, 2020.

MOTION / ACTION REQUESTED:

This item is both for discussion and action.

Motion: To Approve and Authorize the Purchase and Improvements to Village HVAC Equipment in a “Not to Exceed” amount of \$39,000.00 From West Town Mechanical.

DOCUMENTATION:

- Village Hall Improvement Invoice
- Proposal for Water Plant Improvement



October 5, 2020

Mr. Rick Radde
Director of Public Works
Village of LaGrange Park
447 N. Catherine Avenue
LaGrange Park, IL. 60526

Re: Package HVAC Unit Replacement

Dear Mr. Radde,

West Town Mechanical proposes the following;

1. Recover the refrigerant from the unit as per EPA regulations.
2. Disconnect and remove the existing unit and associated duct work from the premises. The new unit will come equipped with a stainless steel heat exchanger, integrated economizer and hail guard.
3. Supply and install new York 7 ½ ton unit.
4. Supply and install new supply / return ducts.
5. Reconnect existing gas and electrical services.
6. Supply and install new programmable thermostat.
7. Start and check the operation of the new unit.

The total price for the above is \$20,993.00

Thank you for the opportunity to bid on this project. If you should have any questions, please call me at 708-383-5300.

Very truly yours,
West Town Mechanical

Thomas E. Fiedler
Vice President



West Town Mechanical
780 Aec Dr
Wood Dale, IL 60191
708-383-5300

JOB INVOICE

| Customer Billing Address | Customer Service Address |
|---|--|
| VILLAGE OF LAGRANGE PARK (2220070) 447 NORTH CATHERINE LAGRANGE PARK,, IL 60525 | VILLAGE OF LAGRANGE PARK - 447 447 NORTH CATHERINE LAGRANGE PARK,, IL 60525 USA |

| Invoice Information | Remit To |
|---|---|
| Invoice Number: SI2093868 Invoice Date: 9/3/2020 Total: \$17,640.00 Terms: Due Upon Receipt Late payments may be subject to a late payment fee. Customer PO No.: | West Town Mechanical 780 Aec Dr Wood Dale, IL 60191 |

| Job Information: |
|---|
| Job Number: F5146TE Description: MODIFICATIONS AND UPGRADES TO Notes: PNEUMATIC CONTROL SYSTEM. |

| Job Details: |
|---|
| BASE AMOUNT \$17,640.00 AMOUNT COMPLETED TO DATE: \$17,640.00 LESS PREVIOUS BILLING \$0.00 AMOUNT DUE THIS BILLING \$17,640.00 |

| | |
|----------------|-------------|
| Sub-Total: | \$17,640.00 |
| Sales Tax: | \$0.00 |
| Invoice Total: | \$17,640.00 |

**SERVICE * SALES * INSTALLATION * AIR CONDITIONING HEATING
* REFRIGERATION * ENERGY MANAGEMENT**

ALL CLAIMS MUST BE MAILED WITHIN 5 DAYS FROM INVOICE DATE

Finance Committee Divider

Scott Mesick, Chairman

James Kucera

Robert Lautner

Village Board Agenda Memo

Date: October 5, 2020

To: Finance Committee Chair Scott Mesick
Village President and Board of Trustees

From: Larry Noller, Finance Director 
Julia Cedillo, Village Manager

Re: 2020 Property Tax Levy Estimate

PURPOSE

Provide an estimate of the 2020 Village property tax levy as required by the Truth in Taxation Law.

GENERAL BACKGROUND

The Truth in Taxation Law requires that the Village Board estimate the amount of property taxes to be levied at least 20 days prior to the adoption of the annual tax levy. The Village's 2020 tax levy ordinance will be reviewed at the November 10th work session and then placed on the agenda for Board approval at the November 24th meeting.

The State of Illinois Property Tax Extension Limitation Law (PTELL) limits the amount the Village may increase the aggregate levy each year to the lesser of 5% or the change in the Consumer Price Index (CPI). The term aggregate levy is specifically defined by the Truth in Taxation law to include the corporate and special purpose levies and excludes levies for debt service. For the 2020 levy, the PTELL CPI change is 2.3% and is therefore the limiting factor.

The PTELL authorizes the Village to collect additional taxes on new property value. Over the past 10 years, the value of new property has ranged between 0.04% and 0.54% of the Village's total equalized assessed value (EAV). We will not know the actual amount of new value until well after the Village's tax levy ordinance is due to the County. As such, an estimated increase of 2% of EAV has been incorporated into the levy estimate calculation to ensure all potential new value is included. The County will reduce the Village's actual extension to the amount allowed under the PTELL.

The proposed estimated aggregate levy for 2020 is \$3,896,569, which is 4.4% above the 2019 extension of \$3,733,634. The estimated aggregate levy is less than a 5% increase, therefore a public hearing is not required by the Truth in Taxation Law. It is important to note that for most residents, the actual increase in the Village's property tax should be approximately the CPI amount of 2.3%. The 4.4% total increase includes the 2% new value estimate.

The Village's 2020 property tax levy will also include a debt service amount for the 2016 road and fire bonds approved by referendum. For the 2020 levy, the debt service levy is \$1,246,250 compared to \$1,245,500 for 2019. The Village Board abated \$100,000 of the 2019 debt service levy because there were additional funds available due to interest and the county's 5% loss factor. A similar abatement will be presented for Village Board consideration in November.

STAFF RECOMMENDATION

Staff recommends the Village Board consider the proposed levy estimate at the October 13th work session.

ACTION REQUESTED

This item is for discussion only. If there is consensus from the Village Board, the following motion will be included on the October 27th agenda for approval.

Motion that the President and Village Board of Trustees estimate that the amount necessary to be raised from the 2020 property tax levy is \$3,896,569, exclusive of debt service; which amount is less than 5% greater than the amount of taxes extended for 2019.

DOCUMENTATION

- Levy Estimate
- PTELL CPI history
- 10 Year History of Village EAV

Items of Interest Divider

VILLAGE OF LA GRANGE PARK

La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

Annual Schedule of Regular Meeting Dates for 2020

| | | | |
|-------------------|-----------------------|-----------|--------------|
| October 13, 2020 | Work Session Meeting | 7:30 p.m. | Village Hall |
| October 27, 2020 | Village Board Meeting | 7:30 p.m. | Village Hall |
| November 10, 2020 | Work Session Meeting | 7:30 p.m. | Village Hall |
| November 24, 2020 | Village Board Meeting | 7:30 p.m. | Village Hall |
| December 8, 2020 | Village Board Meeting | 7:30 p.m. | Village Hall |