VILLAGE OF RIVER GROVE, ILLINOIS
2621 Thatcher Avenue, River Grove, Illinois
www.riverglassill.gov

MINUTES
of the Village Board Meeting of the President and Board of Trustees
held on Thursday, May 21, 2020 at 7:00 p.m.

Publication and Notice. Notice of tonight’s meeting was published in the Tribune Media Group (formerly known as Pioneer Press), Elm Leaves edition, on December 19, 2019, and, notice and the Agenda were posted on the bulletin board of the Village Hall at 2621 Thatcher Avenue, and at the Senior Community Center where the courtroom and board room are housed, at 2601 Thatcher, River Grove, Illinois on May 19, 2020, and posted at the village website, as well as e-mailed to the Board members and department heads.

Note: Due to the COVID-19 pandemic and Governor’s Executive Stay-At-Home Order (Order 2020-07 issued on March 16, 2020), the posted Agenda and Notice of this meeting included the following statement: “all interested parties are encouraged to stay-at-home and call in if interested in listening to the meeting via telephone. Interested parties attending the meeting remotely will be allowed to make public comment during the public comment section of the meeting, and any individual may email any public comments to publiccomment@riverglassill.gov. Emails received by 6 p.m. the night of any meeting will be read or summarized during the public comment session. The call-in telephone number to listen to the meeting is 1-877-304-9269, after which you will need to enter passcode 5997154."

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to Order by President Guerin at 7:03 p.m. Guerin led all present in the Pledge of Allegiance to the American flag.

2. ROLL CALL ATTENDANCE:

NOTE: Illinois Governor Pritzker, in response to the COVID-19 pandemic, issued Executive Order 2020-07 on March 16, 2020, which suspended the requirement of the Open Meetings Act that members of a public body be physically present at meetings of the public body, and the limitations of the Open Meetings Act as to when members of a public body may participate in meetings of the public body remotely. To minimize the spread of the COVID-19 virus, Trustees attended this meeting by videoconference, and Department Heads attended by teleconference.

Clerk Manchen took the roll as follows:

Present in Person: President David B. Guerin and Clerk Marjorie A. Manchen;

Present by Videoconference: Trustees Lynn M. Bjorvik, Roger V. Sewell, Robert C. Thomas, Michele M. Obaya, Katie A. Muellner and Christopher J. Lilly.
May 21, 2020 Minutes – Village of River Grove, Illinois

Absent: None.

A Quorum was declared by Clerk Manchen.

Also Attending (Dept. Heads) in Person: Village Attorney Bart Smith; George Boothe, IT; and HR/Communications Dir. Shawn Campbell.

Also Attending (including Dept. Heads) via Telephone Conference: Police Chief Michael Konwinski; Fire Chief Sean M. Flynn; Interim Comptroller Greg Peters; Kirstie Pawlik, Finance Dept.; Water Supt. John Bjorvik; Alex L. Alejandro of Hancock Engineering, Village Engineer; Building Dir. Jim Duffy; Building Commissioner Joe Hutcheson; and Recreation Dir. Laura Jardine.

3. **SPECIAL RECOGNITION OR PROCEEDING:** None.

4. **APPROVAL OF MINUTES:**

A Motion was made by Trustee Thomas, seconded by Trustee Bjorvik to approve the Minutes of the Regular Open Board Meeting of May 07, 2020 and the Minutes of the Public Hearing re: the proposed TIF development, also of May 07, 2020, and that they be archived accordingly. Motion carried unanimously on a voice vote.

5. **CORRESPONDENCE:** None.

6. **COMMITTEE REPORTS:**

a. **PUBLIC SAFETY:** Trustee Lilly read aloud the May 21, 2020 “Public Safety Committee Report,” a copy of which is attached hereto.

b. **PUBLIC WORKS & PUBLIC PROPERTIES:** Trustee Mueller read aloud the report dated May 21, 2020 from Public Works Director Brock Leder, a copy of which is attached hereto.

c. **FINANCE & ECONOMIC DEVELOPMENT:** Trustee Obaya read aloud her Finance/Economic Development Committee report dated May 21, 2020, a copy of which is attached hereto.

d. **LICENSE AND ORDINANCE:** Trustee Bjorvik read aloud her “License & Ordinance Committee Report” dated May 21, 2020, and the “Building Dept. Report for the Month of April 2020” submitted by Jim Duffy, Building Director, copies of which are attached hereto.
e. INFORMATION TECHNOLOGY SYSTEMS: Trustee Sewell stated that he did not have a written report for this meeting.

f. YOUTH & RECREATION: Trustee Thomas stated that the Recreation Department did not have a report as activities have been suspended during the pandemic.

g. CLERK’S REPORT: Clerk Manchen summarized her Clerk’s report dated May 21, 2020, a copy of which is attached hereto.

7. UNFINISHED OR OLD BUSINESS:

ORDINANCE NO. 2020-01. An Ordinance Amending Ordinance No. 2002-04 Adopting a Raffle Licensing System. (Was referred to the License & Ordinance Committee by board vote on February 06, 2020). No discussion or action took place with regard to this Ordinance.

8. RESOLUTIONS:

a. RESOLUTION NO. 2020-R-26. President Guerin called Resolution 2020-R-26. Clerk Manchen read aloud the title or description of Resolution 2020-R-26 as follows:


- President Guerin asked for a Motion. A Motion was made by Trustee Bjorvik, seconded by Trustee Muellner to adopt Resolution 2020-R-26 as presented.
- President Guerin stated that a grant application was submitted many years ago and approved and funding from the State should soon be received.
- Guerin asked whether there were any questions or comments. No further discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

Roll Call Vote:
Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
Nays: None.
Abstentions: None.
Absent: None.

Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.
b. **RESOLUTION NO. 2020-R-27.** President Guerin called Resolution 2020-R-27. Clerk Manchen read aloud the title or description of Resolution 2020-R-27 as follows:

**RESOLUTION NO. 2020-R-27.** A Resolution Authorizing the Execution of Quote CTCQ18708 with Current Technologies of Lombard, Illinois for the Annual Renewal of the Barracuda Cloud Email Archiving Services for the Village of River Grove, Illinois at a Not-To-Exceed Cost of $6,291.04.

- President Guerin asked for a Motion. A **Motion** was made by Trustee Sewell, seconded by Trustee Thomas to **adopt Resolution 2020-R-27** as presented.
- Trustee Sewell summarized the Resolution.
- Guerin then asked whether there were any questions or comments. No discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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c. **RESOLUTION NO. 2020-R-28.** President Guerin called Resolution 2020-R-28. Clerk Manchen read aloud the title or description of Resolution 2020-R-28 as follows:

**RESOLUTION NO. 2020-R-28.** A Resolution Authorizing Edwin Hancock Engineering Co. to Prepare a Grant Application under the Rebuild Illinois Fast Track Public Infrastructure Program in Support of the Finley Avenue Water Main Project for a Fee Not-to-Exceed $6,500.00.

- President Guerin asked for a Motion. A **Motion** was made by Trustee Muellner, seconded by Trustee Obaya to **adopt Resolution 2020-R-28** as presented.
- President Guerin summarized the Resolution.
- Guerin then asked whether there were any questions or comments. No discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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May 21, 2020 Minutes – Village of River Grove, Illinois

9.  **ORDINANCES:**

**ORDINANCE NO. 2020-13.** President Guerin called Ordinance 2020-13. Clerk Manchen read aloud the title or description of Ordinance 2020-13 as follows:

**ORDINANCE NO. 2020-13.** An Ordinance Authorizing A Preconstruction Activities License Agreement (MB Thatcher LLC 8300 - 8310 Center Avenue, 2738 and 2743 N. Marwood Street and 2748 N. Budd Street).

- President Guerin asked for a Motion. A **Motion** was made by Trustee Obaya, seconded by Trustee Sewell to **adopt Ordinance 2020-13** as presented.
- Guerin asked Village Attorney Bart Smith to summarize the Ordinance, which he did.
- Guerin then asked whether there were any questions or comments. No further discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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10. **NEW BUSINESS:**

(a) **PAYING VILLAGE’S BILLS.** A **Motion** was made by Trustee Obaya, Seconded by Trustee Lilly, to **authorize payment of all bills** in accordance with the list of warrants, dated May 21, 2020 when funds are available, and vouchers are properly endorsed. No discussion ensued. Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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11. **PRESIDENT’S REPORT:** President Guerin extended congratulations to all graduates, including those from Triton College, Guerin College Prep’s last graduating class, Rhodes School, River Grove School from which his daughter is graduating kindergarten, and Grace Lutheran from which his other daughter is graduating.
12. **COMMENTS FROM THE AUDIENCE:**

**SPECIAL TEMPORARY PROCEDURES DUE TO THE CORONAVIRUS.** Due to the COVID-19 pandemic and Governor’s Executive Stay-At-Home Order (Order 2020-07 issued on March 16, 2020), the posted Agenda and Notice of this meeting included the following statement: “all interested parties are encouraged to stay-at-home and call in if interested in listening to the meeting via telephone. Interested parties attending the meeting remotely will be allowed to make public comment during the public comment section of the meeting, and any individual may email any public comments to publiccomment@rivergroveil.gov. Emails received by 6 p.m. the night of any meeting will be read or summarized during the public comment session. The call-in telephone number to listen to the meeting is 1-877-304-9269, after which you will need to enter passcode 5997154.”

*The telephone number to call in with questions: 708/ 752-3054.*

At this time in the meeting, President Guerin read aloud the call-in telephone number and stated that he would wait 3 minutes to see whether anyone would call in with comments. No telephone calls were received. Village Attorney Bart Smith asked whether Communications Director Campbell received any e-mails from the public, to which she responded in the negative.

During the 3-minute time period for calls, President Guerin stated that Memorial Day will be celebrated by the River Grove American Legion with a virtual ceremony, as well as a virtual Poppy Day. Guerin invited everyone to visit their website for information. Guerin also thanked public works and the fire and police departments for their hard work during the recent flood.

13. **EXECUTIVE SESSION:** None.

14. **ADJOURNMENT:**

There being no further business before the Board, the Chair entertained a motion to adjourn. A Motion was made by Trustee Bjorvik, Seconded by Trustee Muellner to adjourn this meeting at 7:33 p.m. *Motion carried unanimously on a voice vote.*

Respectfully Submitted,

Marjorie A. Manchen, JD, RMC, CMC
Village Clerk, Village of River Grove, Illinois
Public Safety Report

RGPD Report from Chief Michael Konwinski
The River Grove Police Department is working with PW to secure flooded areas and traffic lanes affected by standing water. Officers will continue to assist until all affected areas and traffic lanes are reopened. Residents and visitors to River Grove are asked to obey all temporary traffic posting, detours, and/or officers who may be directing traffic.

The North East Multi-Regional Training unit (NEMRT) has started scheduling police training for later in the year. NEMRT has indicated that future training will be scheduled with social distancing and classroom size limitations in mind.

In the month of April 2020, officers responded to 517 calls for service. That reflects an approximate 19% decrease in calls for service when compared to the same time frame last year.

RGFD Report from Chief Sean Flynn
For those children unable to celebrate with a birthday party at their homes, the RGFD continues to have “Birthday Pass-bys” where members of the fire department parade past homes in fire engines. These are going well and seem to lift the spirits of the children who miss their friends and family during their important day.

Most calls the fire department is receiving are COVID-related responses. We are utilizing all appropriate PPE and are disinfecting all apparatus and equipment after each call. Additionally, the fire department has put a second engine at Public Works on Wcst St. to split up town east and west for flood coverage. Finally, it’s EMS Week, and the Chief sends warm wishes and thanks to our medical personnel.

Respectfully submitted,
Christopher J. Lilly
From the Desk of Director Brock Leder

Along with the River Grove Public Works doing everything they can to ensure the safety of our residence and preventing the spread of the COVID-19 Virus, our Village suffers from heavy rains that splits the town in two and frustrates our River Grove residences, during these uncertain times. The Public Works crews worked effortlessly to make and deployed sandbags to all residents that were affected from flooding. As well as making sandbag making stations for residents to create for their self's. Our Village residents are strong and we'll get through this together. As the floodwaters recede and streets beginning to reopen, this will start the clean-up. Dumpsters will be delivered on Friday May 22nd in the following locations: Clarke Street and Grand Avenue, Richard, Wrightwood, Herrick and Ridge at River Road on the west side of the river, and the corner of Oak and Herrick on the east side of the river. These dumpsters are for flood debris only. As the weather forecast for next week includes more rain, more street closures may occur. Feel free to call the Public Works at 708-452-7055 with any questions.

Thank You, Brock Leder

Grand Avenue and River Road

Special thank you the Elmwood Park P.W.

For assisting the River Grove P.W. on removing water from Thatcher Avenue.
VILLAGE OF RIVER GROVE  
FINANCE/ECONOMIC DEVELOPMENT COMMITTEE REPORT  
Committee Meeting Date: 5/14/20  
Board Meeting Date: 5/21/20

Due to the COVID-19 pandemic and the Governor’s Executive Stay-At-Home Order, the Finance/Economic Development Meetings was held by telephone conference.

Members present:

Michele Obaya, Lynn Bjorvik, Bart Smith and Mark Lucas

Visitors:

Shawn Campbell, HR Director and Greg Peters, Comptroller

The Finance/Economic Development Committee held a telephone meeting on Thursday, May 14, 2020. The meeting was called to order at 10:08 a.m. The following AGENDA items were discussed.

FINANCE

General Finance Items

Comptroller Peters gave the Committee an update on revenue streams through May, 2020.

Comptroller Peters also informed the Committee that audit work continues and that he is in the process of making corrections to coding for the auditors.

Discussion took place regarding the Village’s contract with SMG Security Systems. This matter was referred to legal and the fire chief for further review.

The Committee approved the recommendation of Comptroller Peters for renewal of the Village’s contract with Barracuda Cloud Based Email Archiving System. This item is on the agenda tonight for Board consideration.

Mayor Guerin asked the Committee to consider an incentive program to help our businesses during the COVID 19 shut down. This program would be similar to one put out by the Village of Oak Park. After some discussion it was determined that a subcommittee would be better suited to work on this proposed incentive.

ECONOMIC DEVELOPMENT

Comptroller Peters prepared and discussed with the Committee a draft RFQ in search of a planning firm for a proposed TIF district in the Village. Legal will review and submit comments to Comptroller Peters.

Committee Chair Obaya discussed an email and subsequent telephone conversation with an interested partying regarding the Village owned property located at 2630 Thatcher Ave.
Funding has been approved and is set to be released by the State to the Village for improvements to Cherry Street. The Finance Dept. is preparing the required paperwork and will submit to the State upon completion.

OLD BUSINESS

Legal gave the Committee a brief update on preparations regarding the upcoming zoning hearing with regards to the redevelopment of properties located on Thatcher Ave. and Center Street.

NEW BUSINESS

Engineer Lucas brought to the attention of the Committee the availability of grant funds for construction projects within the Village. After much discussion it was determined that Hancock Engineering would best for the preparation of the necessary grant application as they are familiar with current projects. Therefore, on the agenda tonight there is a resolution for Board consideration for the services of Hancock Engineering in this regard.

Mayor Guerin brought to the Committee some information on proposed legislation regarding Federal relief opportunities relating to the COVID 19 Pandemic.

EXECUTIVE SESSION (if needed)

N/A

The Finance/Economic Development Meeting was adjourned at 11:55.

Submitted by Michele M. Obaya, Trustee
Finance/Economic Development Committee Chairperson
BUILDING DEPARTMENT REPORT FOR THE MONTH OF APRIL 2020

Plans are in the review process for 2801 Thatcher for a new development (the old Quasthoff’s property)

Grass cutting and maintenance of Foreclosures and Vacant property started the week of May 11th

➢ 9 Vacant properties are being maintained by the Village

➢ 5 Citations were issued by the Building Department in April

➢ New inspections for April
  • 10-Property inspections
  • 7- Exempt inspections

➢ 4-Properties were sold in April
  • 3-Single family
  • 1-Apartment building

➢ 39-Permits were issued in April for a total of $106,608
  • 26-Permits for building and roofing
  • 2-Permits for electrical, plumbing and mechanical
  • 11-Permits for miscellaneous

➢ Total permits fees collected for April $5,553

Submitted by,
Jim Duffy Building Director
License & Ordinance  
Committee Report  
5/21/20

Vehicle Sticker renewals and Pet Tag renewals have been mailed and received by many already. Deadline for renewal is June 30, 2020.

In keeping with appropriate social distancing, a pre-addressed envelope has been included with the renewals to eliminate the need to physically come to the office to pay for and pick up your stickers and pet tags. You can mail the envelope or use the drop box on the exterior of the Village office. Once payment has been received we will mail the receipt and vehicle sticker or pet tag.

We appreciate everyone’s cooperation and understanding as we continue to find new ways to conduct the business of the village and meet the needs of the residents and business community.

Submitted by:

Lynn Bjorvik  
Chairperson
May 21, 2020

1) This is a reminder to all Board members and department heads that submission of agenda items that require Resolutions or Ordinances to be drafted for the June 4, 2020 Board meeting is tomorrow, May 22, 2020, certainly not later than May 29 for unexpected items. The sooner that legal and the clerk's office receive such items, the sooner the agenda may be prepared and a draft one circulated.

Please also remember to send in your board reports.

Also, the Clerk has been busy preparing Minutes that have become a bit complicated due to the different procedures being followed due to COVID 19.

2) The Census. Here are the “self-response” totals as of May 20, 2020:

- National response rate: 59.8%;
- Illinois: 64.9%; and
- River Grove: 63.2%.


By now, each household has received an invitation to respond to the Census, which is a short questionnaire and may be responded to by telephone, on-line or by mail. All River Grove schools, parks and the library will greatly benefit from a complete and accurate Census count. Cook County President Toni Preckwinkle has stated that in Cook County, approximately $1,400.00 in federal funds is attributable to each person. If anyone does not respond, River Grove will be under counted and our schools and other programs may not get the funding they deserve.

I ask that each board member, staff and employee of River Grove encourage every friend, neighbor and family member to respond on behalf of their household to the Census if they have not already done so. Please make the Census and its importance a part of your every day conversations.

Information regarding the Census:
The Census data will be used to determine the distribution of federal funds that support education, local health care, housing and employment programs.

The Census count is mandated by the Constitution, and conducted by the U.S. Census Bureau, a non-partisan organization, once every 10 years.

The census provides critical data that lawmakers, business owners, teachers, and many others use to provide daily services, products, and support for you and your community. Every year, billions of dollars in federal funding go to hospitals, fire departments, schools, roads, and other resources based on census data.

The results of the census also determine the number of seats each state will have in the U.S. House of Representatives, and they are used to draw congressional and state legislative districts.

The U.S. Census Bureau is bound by law to protect answers and keep them strictly confidential. In fact, every employee takes an oath to protect personal information that they receive for life.

Information received is NOT shared with other agencies, including law enforcement, the FBI or ICE. They will never ask for your Social Security number or any financial information.

Good paying jobs remain available to help with the Census. Applicants should have access to a vehicle, a valid driver's license and the ability to complete the training online. For more information, please go to www.2020census.gov/jobs.

The questions are brief and simple.
• Total number of people living in your household, including any additional people who may be staying with you
• Whether you own or rent
• Name, sex, age and date of birth of all in household
• Are you of Hispanic, Latin or Spanish origin
• Your phone number

For additional information: https://2020census.gov/en/what-is-2020-census.html

3) Ethics Filings. This is the final reminder that all elected and appointed individuals must file their Statement of Economic Interests with the County pursuant to the Illinois Governmental Ethics Act 5 ILCS 420/4A-101 et seq. by June 1, 2020 (according to the website). If you have not filed yet, please do so as soon as possible so you do not get fined. If you have not received an e-mail from the Cook County Clerk’s Office, please visit their website as you can file on-line. Details from the Cook County Clerk’s website:

  • Go to https://www.cookcountyclerk.com/agency/statements-economic-interests
• Click on “File” in the Statement of Economic Interests box.
• Enter your Filer ID found at the top of this letter and the password used last year to log in.
• **IMPORTANT:** If you do not remember your password, select “Forgot Password,” enter your Filer ID (*at the top of this letter*) and a new password will be sent to you by email.
• You will start at “Step 2: My Information.” Verify your information & make corrections if necessary, click on “Save & Continue.”
• Please review your Agency information in “Step 3: My Agency,” then click on “Save & Continue.”
• At “Step 4: My Statement,” you will answer one question at a time. Once you answer all of the questions, you must check the verification box and select “Submit.” You can print a copy of your statement and you will receive an email confirmation only when you’ve successfully submitted your SEI.
• Complete your statement prior to the **June 1, 2020** deadline. You can print a copy of your submission and you will receive an email confirmation only when you have successfully submitted your statement.

**PLEASE NOTE PENALTIES:** In accordance with state statute, failure to file by June 1, 2020 will result in a $15 late filing fee, and, may result in forfeiture of office or position of employment.

4) **Up-coming Events:** These are all tentative, depending upon the Governor’s “Stay-at-home” Order and other advisories regarding health and safety of our residents:

• **River Grove River Front Fest:** Thursday, June 18 – Sunday, June 21.
• **River Grove Lions Steak & Lobster Fest:** Saturday, August 1, 2020.
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