

# VILLAGE OF STICKNEY

6533 West Pershing Road  
Stickney, Illinois 60402-4048  
Phone - 708-749-4400  
Fax - 708-749-4451



Jeff Walik  
Village President

Mary Hrejsa  
Tim Kapolnek

Village Trustees  
Mitchell Milenkovic  
Sam Savopoulos

Leandra Torres  
Jeff White



Audrey McAdams  
Village Clerk

## REGULAR MEETING BOARD OF TRUSTEES

Tuesday,  
October 3, 2017

### Meeting Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Minutes of Previous Regular Meeting
5. Authorize Payment of Bills
6. Pass and Approve Ordinance 2017-21, "An Ordinance Amending Chapter 6, Section 6-44 regarding Liquor License Fees for the Village of Stickney"
7. Approve Resolution 17-2017, "A Resolution Appointing a Certain Individual to the Board of Fire and Police Commissioners for the Village of Stickney"
8. Grant Permission to the Stickney-Forest View Lions Club to conduct their Fifth Annual Charity 5K Run on Sunday, September 23, 2018 at 8:00 a.m. Also grant a waiver for usage fees for the Pavilion.
9. Grant Permission to the Salvation Army to conduct their Red Kettle Campaign in front of private property businesses November 1, 2017 to December 23, 2017

### NEW BUSINESS

10. Discussion and possible final action regarding the ratification of waiving the fee for a Class I liquor licenses for Saint Pius X Catholic Church special events held on September 21, 2017 and waiving the fee for Class I and J liquor license fees upon a majority vote of the Board
11. Report from the President
12. Report from the Clerk
13. Trustee Reports/Committee Reports
14. Reports from Department Heads
15. Public Comments
16. Adjournment

Posted September 28, 2017

**September 19, 2017**

**State of Illinois  
County of Cook  
Village of Stickney**

**The Board of Trustees of the Village of Stickney met in regular session on Tuesday, September 19, 2017, at 7:00 p.m. in the Stickney Village Hall, 6533 W. Pershing Road, Stickney, Illinois.**

**Upon the roll call, the following Trustees were present:  
Trustees Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White**

**Trustee Milenkovic moved, duly seconded by Trustee Hrejsa to approve the minutes of the previous regular session on Tuesday, September 5, 2017.**

**Upon the roll call, the following Trustees voted:  
Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White  
Nays: None  
Absent: None  
Mayor Walik declared the motion carried.**

**Trustee White moved, duly seconded by Trustee Savopoulos that the bills, approved by the various committees of the Board, be approved for payment, and to approve warrants which authorize the Village Treasurer to draw checks to pay the bills, to be signed by the authorized signers, as provided for by the Ordinances of the Village of Stickney.**

**Prior to the vote, Treasurer Paul Nosek provided a summary indicating the source of funds used to pay the bills and the totals to be approved.**

**Corporate Fund: \$142,868.81  
Motor Fuel Tax Fund: \$303.14  
Water Fund: \$162,570.91  
Police Pension Fund: \$3,542.00  
911 Account: \$0  
1505 Account: \$0  
Family Day: \$3000.47  
Police Revenue Sharing: \$0  
Capital Projects Fund: \$100.00  
Bond & Interest Fund: \$0  
Subtotal: \$312,385  
General Fund Payroll: \$196,590.34  
Water Fund Payroll: \$15,887.93  
Subtotal: \$212,478.27  
Total to be approved by Village Trustees: \$524,863.60**

Upon the roll call, the following Trustees voted:

Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White

Nays: None

Absent: None

Mayor Walik declared the motion carried.

At this point of the meeting that Mayor Jeff Walik said, "It is my honor and privilege to announce that Maria Valdez in our audience, is 105 years old. On September 17<sup>th</sup> she turned 105 years old. The following Proclamation was read:

*Be It Proclaimed;*

*WHEREAS, Maria Valdez will be honored by family and friends on the occasion of her 105th birthday on September 19, 2017; and*

*WHEREAS, she was born on September 17, 1912 and has been a resident of this community since 1996; and*

*WHEREAS, she became the wife of Carlos Valdez in June of 1940 and this marriage was blessed with 6 children, 18 grandchildren, 28 great grandchildren and 3 great, great grandchildren; and*

*WHEREAS, she has lived during the most eventful century of this world's history; and in her quiet way has been a force for good and a stabilizing influence on those around her during these years, and*

*NOW, THEREFORE, BE IT RESOLVED by Jeff Walik, Mayor of the Village of Stickney, along with the Village Clerk and Board of Trustees, do hereby deem it an honor and pleasure to extend this Certificate of Recognition to Maria Valdez on the occasion of her 105th Birthday, with sincere congratulations and best wishes.*

*Be it proclaimed, September 17, 2017 has been declared Maria Valdez day in the Village of Stickney.*

*IN WITNESS WHEREOF, I do hereby set my hand, and cause the seal of the Village of Stickney to be affixed, this 19th day of September, 2017.*

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*Jeff Walik, Mayor Village of Stickney*

In addition, a birthday greeting was read from Governor, Bruce Rauner, State of Illinois:

Dear Maria:

As Governor, and on behalf of the people of the Land of Lincoln, I am pleased to wish you a very happy 105<sup>th</sup> Birthday.

Birthdays are an excellent time to recount the many achievements and memories you have enjoyed during your lifetime. They are also an opportunity to spend time with loved ones and celebrate all the wonderful moments you have shared together.

You certainly have a great deal to celebrate. During your lifetime, I am certain you have touched many lives, inspiring people and empowering them to achieve to the very best of their abilities.

Once again, I wish you a happy birthday. I hope you enjoy your day and that this year finds you in good health and happiness.

She was then presented with copies of the Proclamation, letter, flowers and agenda.

Trustee Savopoulos moved, duly seconded by Trustee White for Consideration and possible action regarding the Village's Engineer's recommendation to award a Contract to Crowley Sheppard Asphalt, Inc. of Chicago Ridge in the amount of \$49,980.95.

Upon the roll call, the following Trustees voted:

Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White

Nays: None

Absent: None

Mayor Walik declared the motion carried.

After the vote the mayor explained once the stairs are done we are going to repave our police lot, sidewalks and paving at the firehouse.

Trustee Kapolnek moved, duly seconded by Trustee Torres to pass and approve Ordinance 2017-19, "An Ordinance Adopting Chapter 2, Section 2-510 of the Municipal Code Regarding Ethics"

Upon the roll call, the following Trustees voted:

Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White

Nays: None

Absent: None

Mayor Walik declared the motion carried.

Trustee Melinkovic moved, duly seconded by Trustee Savopoulos to pass and approve Ordinance 2017-20, "An Ordinance Amending Parking Zones"

Upon the roll call, the following Trustees voted:

Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos, Torres and White

Nays: None

Absent: None

Mayor Walik declared the motion carried.

Trustee Savopoulos moved, duly seconded by Trustee Hrejsa to grant permission to the Stickney-Forest View Lions Club to conduct their annual Lions Club Candy Days Solicitation on Friday October 13 and Saturday, October 14, 2017

Upon the roll call, the following Trustees voted:

Ayes: Trustee Hrejsa, Kapolnek, Milenkovic, Savopoulos and Torres

Nays: None

Absent: None

Present: Trustee White

Mayor Walik declared the motion carried.

**MAYOR'S REPORT:** Mayor Walik reiterated that the police lot will be paved once the sidewalks and stairs are done. They will be putting in new LED lights. We talked to ComEd to get a grant. This may be done in June. It may be that they will pay for the installation and we pay for the lights or vice versa. The pd will be done. The trees should be coming by the end of October. We had a discussion with the Environmental people at the Township about the skunks. There is nothing they can do. They tell you to keep the lights on around your house. Be careful at night. They don't like noise. They suggested keeping a radio on. Be careful.

At this time, Ron Burniak, the son-in-law of the 105 year old birthday girl spoke from the audience. "I have been in this town 24 years. He thanked the police department. He raised most of his family here. He always felt safe living here. The fire house has been at his house three or four times when his mother-in-law had to be taken to the hospital. They were very professional and quick. They were gentle, kind and considerate. The board has always been good to us in this town. He does notice what you do. You got a pat on the back tonight.

**CLERK'S REPORT:** Clerk McAdams notified the audience of an EPA notice of a transfer station in McCook. She also reminded people of the 4<sup>th</sup> Annual Lions Run for Hope on September 24.

**TRUSTEE REPORTS:** Trustee White voted present because he is a member of the Lions Club. We were awarded a \$200,000 grant from the last administration before Rauner got into office. Now that we have a state budget, those grants disappeared. We did get \$50,000 of the \$200,000. We spent most of it. According to our engineering firm, we have \$994.00 left that we could claim from the original \$50,000. We will direct that to the stair project. We were also notified that our annual audit will begin at the end of this month. As soon as it is done, we will start our next fiscal budget.

Trustee Savopoulos added information on skunks and rats. The reason we have this here is because we have food here. He asked that people not throw bags into the alley and that people pick up after their dogs. The waste is food for the rats.

Trustee Torres reported that our blight inspections are going well. Ed Bartunek is out there every day checking for improvements he could make. The trustee told us about a recent widow in town who needed to have her address affixed to her garage. Ed Bartunek took it upon himself to put the numbers on the back of the garage. He likes to work with the people.

Trustee Kopolnek wished birthday greetings to Maria.

Trustee Hrejsa reminded everyone that Halloween is coming up. Saturday October 21, is the day of the event. She asked for people to volunteer. They can call the village. She hoped that she looks so good when she is 105.

DEPARTMENT REPORTS: Public Works Supervisor Joe Lopez informed us that the recycling garbage truck broke a hydraulic line. The pickup will be delayed. They will be painting the blue curbs for the handicap parking.

Fire Chief Boyajian thanked the mayor and the board for approving the parking at the firehouse.

Police Chief Dan Babich wanted to know what Maria's secret was to live to be 105 years old. She said it was Jesus and she has one Corona a day.

He went on to give his report. Per the mayor and requests of residents they have conducted a traffic car speeding detail from September 12<sup>th</sup> to September 15<sup>th</sup> on Oak Park Avenue between 43<sup>rd</sup> Street to 45<sup>th</sup> Street. This is the result of their efforts: Total traffic stops; 31: Citations issued; 16: P-tickets issued; 2: Warning Citations; 16: In the next few weeks we will be putting up a mobile speed sign board to work various parts of the village reminding individuals to follow posted speed signs. He stated that he had a kid go right out through an alleyway in front of him. He did see the kid but she didn't see him. The mother did holler at the kid. Our Deputy Chief Rich Jaczak is in his second week of Staff and Command School at Northwestern. They are working on a project on how to do evaluations which he will bring back to the station. He is learning a lot of management theory. Lastly, the chief wanted to say thank you from the police department to the board. Any time you go into someone's house you can tell something about their character by looking at how they live and organize their property. This staircase that was done is a major integrity statement on behalf of this board. The last regime left it to be for four years. It looked like something you would see in the projects. It didn't leave a good lasting impression when you came here and you saw the crumbling steps, evidence tape across the bars. You have to take pride in your house. It sets the stage of first impression. That was not the impression this administration set. They had it in their heart that they would get this done and send a message that this is a new regime and they are going to do great things and they did it in less than three months. We are just waiting for the steel rails that have to be custom made. That is the biggest part of this project; the heart and the hard work that went on behind the scenes that no one would ever know unless I told you the story. He thanked the board.

The mayor included that the traffic detail is only on a part time basis.

There being no further business, Trustee White moved, duly seconded by Trustee Milenkovic that the meeting be adjourned. Upon which the Board adopted the motion at 7:27 p.m.

Respectfully submitted,

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Audrey McAdams, Village Clerk

Approved by me this        of        2017

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Jeff Walik, Mayor

**Village of Stickney**  
**Warrant Number 17-18 - 010**

EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON

October 3, 2017

Approval is hereby given to have the Village Treasurer of Stickney, Illinois pay to the officers, employees, independent contractors, vendors and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

01 CORPORATE FUND		47,353.61
02 MOTOR FUEL TAX FUND		-
03 BADGE		-
04 WATER FUND		361.24
05 POLICE PENSION FUND		-
06 911 ACCOUNT		-
07 1505 ACCOUNT		-
08 FAMILY DAY		7,871.50
09 POLICE REVENUE SHARING		-
11 CAPITAL PROJECTS FUND		-
12 BOND & INTREST FUND		-
	Subtotal:	55,586.35
General Fund Payroll	10/1/2017	112,385.79
Water Fund Payroll	10/1/2017	12,097.84
	Subtotal:	124,483.63
Total to be Approved by Village Council		180,069.98

Approvals:

\_\_\_\_\_  
Jeff Walik, Mayor

\_\_\_\_\_  
Audry McAdams, City Clerk

\_\_\_\_\_  
Paul Nosek, Treasurer



## **ORDINANCE NO. 2017- 21**

### **AN ORDINANCE AMENDING CHAPTER 6, SECTION 6-44 OF THE MUNICIPAL CODE, VILLAGE OF STICKNEY, ILLINOIS REGARDING LIQUOR LICENSE FEES**

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

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

**WHEREAS**, the Village President (the "President") and the Board of Trustees of the Village (the "Village Board" and with the President, the "Corporate Authorities") are committed to ensuring the effectiveness and efficiency of Village business and encouraging community organizations and events; and

**WHEREAS**, in connection therewith, the Corporate Authorities have determined that it is necessary and in the best interests of the Village to amend Chapter 6, Section 6-44 of the Municipal Code, Village Of Stickney, Illinois (the "Village Code") regarding liquor license fees as set forth below;

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

#### **ARTICLE I. IN GENERAL**

##### **SECTION 1. INCORPORATION CLAUSE.**

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

##### **SECTION 2. PURPOSE.**

The purpose of this Ordinance is to amend Chapter 6, Section 6-44 of the Village Code regarding liquor license fees and to authorize the President or his designee to take all actions necessary to carry out the intent of this Ordinance.

#### **ARTICLE II. AMENDMENT OF CHAPTER 6, SECTION 6-44 OF THE MUNICIPAL CODE, VILLAGE OF STICKNEY, ILLINOIS**

##### **SECTION 3.0. AMENDMENT OF CHAPTER 6, SECTION 6-44.**

That the Village Code is hereby amended, notwithstanding any provision, ordinance, resolution or Village Code section to the contrary, by amending Chapter 6, Section 6-44, which Section shall be amended as follows:



The fee for a village liquor license shall be as indicated in the following:

<i>Class of License</i>	<i>Fee</i>
C, annually .....	\$750.00
D, annually .....	750.00
E, annually .....	750.00
F, annually .....	75.00
G, annually .....	500.00
H, annually .....	250.00
I, per day .....	50.00
J, per day .....	100.00

Such fees shall be prorated on a semiannual basis. All such fees shall be paid to the local liquor control commissioner at the time application is made, and shall be forthwith turned over to the treasurer. If the license applied for is denied, the fee shall be returned to the applicant; if the license is granted, then the fee shall be nonrefundable and shall be deposited in the general corporate fund or in such other fund as shall have been designated by the board of trustees by proper action. Notwithstanding the foregoing, the license fee for any Class I or Class J license may be waived upon a majority vote of the Corporate Authorities.

### **SECTION 3.1. OTHER ACTIONS AUTHORIZED.**

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

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

### **SECTION 4. HEADINGS.**

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

### **SECTION 5. SEVERABILITY.**

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

### **SECTION 6. SUPERSEDER.**

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

### **SECTION 7. PUBLICATION.**

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

### **SECTION 8. EFFECTIVE DATE.**

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

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

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

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jeff Walik, President

ATTESTED AND FILED in my  
office this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Audrey McAdams, Village Clerk

**RESOLUTION NO. 17 -2017**

**A RESOLUTION APPOINTING A CERTAIN INDIVIDUAL TO THE BOARD OF FIRE AND  
POLICE COMMISSIONERS FOR THE VILLAGE OF STICKNEY**

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

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

**WHEREAS**, Section 2-312 of the Municipal Code, Village of Stickney, Illinois (the "Village Code") provides that there shall be three (3) commissioners ("Commissioners") of the Board of Fire and Police Commissioners (the "Board") for the Village; and

**WHEREAS**, currently, there is a vacancy on the Board; and

**WHEREAS**, the President, by and with the advice and consent of the Village Board, has determined that it is necessary for conducting Village business and for the effective administration of government to appoint the individual listed on Exhibit A, attached hereto and incorporated herein, to the position of Commissioner of the Board.

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

**SECTION 1: RECITALS.** The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

**SECTION 2: VACANCY; APPOINTMENT.** The President, by and with the advice and consent of the Village Board, hereby declares a vacancy in the position of Commissioner and appoints the individual listed on Exhibit A to the position of Commissioner of the Board.

**SECTION 3. HEADINGS.** The headings of the articles, sections, paragraphs and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**SECTION 4. SEVERABILITY.** The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION 5. SUPERSEDER.** All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**SECTION 6. PUBLICATION.** A full, true and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION 7: EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)**

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

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this \_\_ day of \_\_\_\_\_, 2017.

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Jeff Walik, President

ATTESTED AND FILED in my  
office this \_\_ day of  
\_\_\_\_\_, 2017.

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Audrey McAdams, Village Clerk

## EXHIBIT A

1. Alan Kulaga



# Stickney-Forest View Lions Club

## 65 Years of Service



1952



2017



Village of Stickney  
Village Board  
6533 w. Pershing  
Stickney, IL 60402

RECEIVED  
SEP 27 2017  
VILLAGE OF STICKNEY

September 25, 2017

Dear Mayor Walik & Village Trustees,

I would like to thank Chief Babich, Deputy Chief Jaczak, Chief Boyajian and Supervisor Lopez for their efforts in making our Fourth Annual 5K Run/ Walk a success, which went off on Sunday, September 24th without any major issues and was largest ever and very successful.

The Stickney-Forest View Lions Club is requesting permission to hold the Fifth Annual Charity 5K Run/Walk for Breast Cancer Research & the Wellness House, on Sunday, September 23<sup>th</sup>, 2018 at 8:00am.

We will start and end at 41<sup>st</sup> & Ridgeland at the Pavilion. We will have volunteers man the street corners for the safety of the participants and we should be on the streets no longer than an hour.

We will be applying again for a usage permit for the pavilion. In the past years the Village has waived the usage fees for our organization. If you could continue this practice we would be most appreciative. All the funds raised are donated to charity.

Also our proof of liability insurance, which also names the village as "Also insured". will be submitted before the race after September 1<sup>st</sup>, the renewal date of our annual policy.

We thank you for your consideration, and look forward to serving our village for years to come.

Warm Regards,

Lion Dan O'Reilly  
Event Chairman  
708-795-0997



# The Salvation Army

Founded in 1865 by William and Catherine Booth

DOING THE MOST GOOD<sup>SM</sup>

Metropolitan Division

André Cox  
General

Paul R. Seiler  
Territorial Commander

Charles H. Smith  
Lt. Colonel  
Divisional Commander

February 1, 2017

Ms. Audrey McAdams  
Village Clerk  
Village of Stickney  
6533 W. 39th Street  
Stickney, IL 60402

Dear Ms. Audrey McAdams:

The world has tough problems neighborhoods beset by violence and crime; families torn apart by addiction; children living with hunger, neglect or abuse; and people suffering from clinical depression, emotional and spiritual angst. These problems are the toughest of the tough, but The Salvation Army meets them head on, all year round.

We consider it an honor and a privilege to partner with community leaders on our community to serve the most vulnerable in our neighborhoods.

We are requesting your community's approval to conduct our annual Donut Days Campaign in the public way (sidewalks, intersections, etc.), and our intent to seek permission from private property owners regarding collections of funds in front of their establishments for our Red Kettle Campaign.

DONUT DAYS CAMPAIGN: Friday & Saturday, June 2<sup>nd</sup> & 3<sup>rd</sup> 2017

RED KETTLE CAMPAIGN: Monday - Saturday, November 1<sup>st</sup> - December 23<sup>rd</sup> 2017

Enclosed is a confirmation form. Please take a few minutes to fill it out, specifying any requirements or notes you'd like us to acknowledge. Please be sure to keep a copy for your records. Scan to email or fax transmittal completed form.

For any additional information, please feel free to call Steven Hill at: 773.205.3574 or email [Steven.Hill@usc.salvationarmy.org](mailto:Steven.Hill@usc.salvationarmy.org). We look forward to hearing from you. Thank you.

Sincerely,

Steve Hill  
Kettle Campaign Manager