



MEMORANDUM

TO: CSCC CHAIR SMITH AND COMMITTEE MEMBERS
FROM: JAMES M. HOGUE, VILLAGE PLANNER
DATE: January 28, 2020
RE: February 5, 2019 - MEETING ISSUE REVIEW

The following is intended to summarize the status of action items before the CSCC and outline actions required of the Committee.

1. Spring Seminar Agenda (to be concurrent w/ VB HOA Presidents Meeting; March 2020).

A date of March 2nd has been set for the VB\HOA Presidents meeting. Tentatively this meeting will be held at the Fred Astaire Dance Studio (downtown – formerly “Red Oaks”). The location is waiting to be confirmed.

At the January 15th meeting the CSCC discussed the outline, including timelines, of the presentation for the joint meeting. It was determined that presentation would proceed as follows;

- a. Introductions
- b. General Handout Information/ Overview on Conservancy and Scenic Corridor Easements (Do’s & Don’ts) –
- c. “Resource List” of individuals or organization who provide expertise on maintenance and management of open space areas for distribution to the HOA’s - Kelley Smith; Chairman LG CSCC - (5 min for agenda items, a, b & c)
- d. Controlled Burning – Brian Wilson; McGinty Brothers (10 min.).
- e. Controlled Burn Permitting –Walt Lovelady; LGFPD (5 min).
- f. Audience Q & A – As long as necessary.

The Committee should review this outline to ensure it meets the needs of the presentation.

2. Review of “Handout” materials for Spring Seminar

Attached for the review and comment of the CSCC are handouts to be presented at the Spring Seminar;

These include;

- a. General Outline of the Presentation
- b. General Issues Regarding Conservancies
- c. Maintenance of Natural Areas\Invasive Plants
- d. Maintenance of Natural Areas \Burning
- e. Resource List

The CSCC should review these as well for adequacy. Note these will be slightly modified and posted to the Village Web page as reference materials also.

At the January meeting the CSCC noted a concern with “General Issues” handout; specifically the **“conservancy districts are intended to remain in their natural and undisturbed state”** language. Staff has added additional language to this handout (italicized and underlined) for the consideration of the CSCC.

3. 2020 CSCC Work Program –Further Discussion

At the January 15th meeting the Commission reviewed the work outline program as attached and noted this was a good starting point which could be further evaluated and expanded in the future.

The CSCC should further discuss the work program for 2020 and identify work assignments for implementation of that program.

4. Revised Plant Species List – Update

The CSCC reviewed and accepted the proposal from Mr. Ken Johnson at the January 15th meeting for revision of the plant species list for the village.

The Scope of Services signed by Village Manager David Lothspeich forward back to Mr. Johnson.

He anticipates the project being completed by the end of February (see attached e-mail).

Should you have any questions or concerns, feel free to contact me.

March 2, 2020

**2020 Meeting of the Long Grove Village President
and the Long Grove Homeowner Association Presidents**

**General Outline of Discussion and Activities Related to the
Establishment and Maintenance of
Long Grove Conservancy and Scenic Corridor Areas**

- a. Introductions
- b. General Handout Information/ Overview on Conservancy and Scenic Corridor Easements (Do's & Don'ts) –
- c. “Resource List” of individuals or organization who provide expertise on maintenance and management of open space areas for distribution to the HOA's - Kelley Smith; Chairman LG CSCC - (5 min for agenda items, a, b & c)
- d. Controlled Burning – Brian Wilson; McGinty Brothers (10 min.).
- e. Controlled Burn Permitting –Walt Lovelady; LGFPD (5 min).
- f. Audience Q & A – As long as necessary.

**2020 Meeting of the Long Grove Village President
and the Long Grove Homeowner Association Presidents
March 2, 2020**

**General Issues Regarding
Long Grove Conservancy Areas**

Most residential subdivisions within the Village of Long Grove contain some areas which have been designated as “conservancy” which were identified as part of a plat of subdivision for a particular development. Recently the Village has received some complaints of encroachments into these areas of some subdivisions. As subdivisions age and new residents move into the Village, some people may not be aware of Conservancy Areas or the restrictions associated with them on their property. The following is offered as an attempt to educate (or perhaps re-educate) residents and minimize encroachments into these protected areas.

What is a Conservancy Area?

Conservancy areas are identified by an easement which is established on the property at the time of subdivision and restricts the use of property so designated. Once established conservancies are intended to be permanent; alteration of the boundaries of these areas is generally difficult if not impossible and strongly discouraged.

In general conservancy areas are established to protect lands which may have limitations for building construction (wetlands & flood hazard areas), are groundwater recharge areas, and also function as a mechanism to protect open space and contribute greatly to the character of the community. Specific types of soils are the principal factor in the determination of conservancy areas.

There are two types of Conservancy District identified in the Village Zoning regulations. These are the Upland and Lowland Conservancy Districts. The zoning ordinance identifies specific uses which may occur in these districts. Of the two the Lowland Conservancy District is much more restrictive than the Upland Conservancy District. In general, **conservancy districts are intended to remain in their natural and undisturbed state.** *However, maintenance and the removal of nonnative, invasive or noxious vegetation is encouraged. No permit is required for the removal of nonnative invasive or noxious vegetation. Replanting or other restoration may occur when in conformance with the conservancy district regulations as prescribed by the Village Code.*

The Conservancy District regulations as prescribed by the Village Code may be viewed on the Village web page www.longgroveil.gov.

Additional restrictions may be found on the plat of subdivision for a particular development. This plat should also be checked for restrictions of use with regard to conservancy areas. Most encroachments into conservancy areas, when permitted, require

an application to and the review and approval of the Conservancy and Scenic Corridor Committee (CSCC) as well as the Village Board.

Homeowner Responsibilities for Conservancy Areas

Homeowners have certain responsibilities per the Village Code with regard to the identification of conservancy areas. These include:

- Posting of signs on four inch by four inch (4" x 4") treated posts three feet (3') in the ground and extending three feet (3') above the ground at locations with signs as provided by the Village (locations as designated by the Building Commissioner).
- These signs shall be maintained at all times by the owner of the lot.
- The signs shall indicate in substance to all persons that the easement areas are not to be disturbed.



As subdivisions become older these markers may become knocked down or otherwise displaced. Replacement signs are available at a cost of \$10.00 each from Village Hall. Encroachments into conservancy areas constitute a violation of the Village Code and may result in fines or other remedial action on the part of the Village.

Scenic Corridor easements may also be found on certain properties within the Village. These are different from and are generally less restrictive than Conservancy Easements but still require application to and approval by the CSCC & Village Board prior to any alteration of these areas.

Additional information as well as applications and procedures for requests to the CSCC may be obtained by contacting James Hogue, Village Planner @ 847-634-9440.

**2020 Meeting of the Long Grove Village President
and the Long Grove Homeowner Association Presidents
March 2020**

**Maintenance of Natural Areas
Invasive Plants**

Invasive plants are often found in native areas and eradication of these unwanted items almost always take more than a one-time effort and in some cases the elimination of some invasive non-native plants.

The following undesirable (“invasive/noxious”) plants are commonly found in natural areas:

- Buckthorn



- Canada Thistle



- Garlic Mustard



- Phragmites



- Purple Loosestrife



- Reed Canary Grass



- Teasel



Removal of Invasive/Noxious Vegetation

Nonnative species may be removed as well as invasive or noxious vegetation. No permit is required for the removal of nonnative invasive or noxious vegetation including, but not limited to, those listed above and other such invasive or noxious vegetation.

There is a wide range of methods to control these plants from pulling them up by hand (Garlic Mustard, etc.) to large machinery to get rid of dense infestations of invasive trees and shrubs. There are several herbicides that are used to control some of the plants; but the specific

instructions for use should be followed and the chemicals should not be over-used. Special care is required in or around water and herbicides that are used in these areas normally are used only by a licensed professional.

Maintaining Conservancy Districts and Scenic Corridor Easements

Management of conservancy districts and scenic corridor easement areas are permitted and encouraged. Conservancy district and scenic corridor easement areas may be periodically maintained, renovated, and replanted, but only in accordance with the specific provisions which govern these areas. Protected areas may be replanted with native species (from the approved plant species list) but any such activities require the prior review of the CSCC and final approval by the Village Board.

Controlled burning is a management strategy to enhance and restore these areas. Burning is encouraged when done in a safe manner and in accordance with applicable regulations.

**2020 Meeting of the Long Grove Village President
and the Long Grove Homeowner Association Presidents
March 2020**

**Maintenance of Natural Areas
Burning**

Natural Areas in Long Grove are often found in Conservancy and Scenic Corridor Easements; some residents have created natural areas for the benefits they bring to their lives and property. Natural areas of all types need management and periodic maintenance. Controlled burning is a management strategy to enhance and restore these areas. A spring burn is the most common and allows old vegetation to protect the natural area over winter and minimize soil erosion. Fall burning is also acceptable, particularly in wetlands and lowlands, when a spring burn is not a viable alternative.

Burning is encouraged when done in a safe manner and in accordance with applicable regulations. While an excellent management tool, burning is a potentially dangerous activity. Individuals or Homeowners Associations, desirous of burning conservancy areas or other natural area should contact their Fire Protection District for permits and recommended procedures and guidelines.

Planning is a critical step in conducting a safe controlled burn. Permits must be obtained from the fire protection districts in conjunction with the Illinois EPA. Additionally, notification to Fire Protection Districts, the Lake County Sheriff and adjacent property owners must occur. Proper equipment (clothing, shovels or flappers, water supply for emergencies, etc.) and fire breaks must also be planned for. Burns should not be conducted during periods of high winds or anticipated high winds.

A safe burn requires a “crew” of people and in the past has been a focal point of community and neighborhood activity, particularly in the spring. It is highly desirable that a crew member(s) have participated in a previous planned burn. Educational Workshops are sometimes offered through various agencies such as “Chicago Wilderness Burn Crew Training”. A search on-line may offer more opportunities for such training.

Many local landscape companies offer professional controlled burn services as well.

RESOURCE LIST*
**Natural Areas & Long Grove Conservancy / Scenic Corridor Easement
Restoration**

Conservation Groups

- Ancient Oaks Foundation
 - 52 Robertson Road, Long Grove, IL 60047
 - (224) 286-1312
 - <https://www.ancientoaksfoundation.org>

- Chicago Botanic Garden
 - 1000 Lake Cook Road, Glencoe, IL 60022
 - (847) 835-5440
 - <https://www.chicagobotanic.org/>

- Citizens for Conservation
 - 459 IL-22, Barrington, IL 60010
 - (847) 382-7283
 - <https://citizensforconservation.org>
 - Habituate Corridors: home visits
 - Native Plant Sales in May and Fall

- Lake County Forest Preserve District
 - 1899 West Winchester Road, Libertyville, IL 60048
 - (847) 367-6640
 - <https://www.lcfpd.org>
 - Native Plant Sale in May

- Openlands - Lake County
 - <https://www.openlands.org/livability/lakecounty>
 - Conserve@Home: for Lake County property owners
 - Native Plants Sales in May

- The Morton Arboretum
 - 4100 IL-53, Lisle, IL 60532
 - (630) 968-0074
 - trees@mortonarb.org
 - <https://www.mortonarb.org/>

- Wild Ones, Lake-to-Prairie Chapter
 - P.O. Box 37, Round Lake Beach, IL 60073
 - (847) 546-4198
 - wildones.laketoprairie@gmail.com
 - <https://laketoprairie.wildones.org/>

Conservation Businesses

- Bluestem Ecological Services
 - 19812 West Coral Road, Marengo, IL 60152
 - (815) 568.2927
 - info@bluestemeco.com
 - <https://bluestemeco.com>

- Conservation Land Stewardship
 - 2727 IL 53, Long Grove, IL 60047
 - (630) 559-20345
 - <https://www.conservationlandscapestewardship.com>

- E.J. General Landscaping Service
 - 30 Sandhurst Road, Mundelein, IL 60060
 - (847) 815-7458

- Eubanks Environmental
 - 34475 N. Circle Drive, Round Lake, IL 60073
 - 847-456-5604
 - Eubanksinc@gmail.com

- Liberty Prairie Restorations
 - 928 Bartlett Terrace, Libertyville, IL 60048
 - (847) 367-6311
 - almoody@ameritech.net
 - <http://www.libprairierestore.com/>

- McGinityBrothers, Inc
 - 3744 E Cuba Road, Long Grove, IL 60047
 - (847) 438-5161
 - mcgintybros.com

- Ringers Landscaping
 - 104 Northwest Highway, Fox River Grove, IL 60021
 - (847) 989-5593
 - info@ringerslandscaping.com
 - <https://ringerslandscaping.com>

- Stantec
 - (866) 782-6832
 - askstantec@stantec.com
 - <https://www.stantec.com/en>

- Tallgrass Restoration, LLC
 - 2221 Hammond Drive, Schaumburg, IL 60173
 - (847) 925-9830
 - <https://tallgrassrestoration.com>

- Woods to Wetlands LLC (W2W)
 - Matt Hokanson
 - Nutzhoky11@comcast.net

Retail Native Plant Nurseries

- Agrecol Native Seed & Plant Nursery
 - 10101 North Casey Road, Evansville, WI 53536
 - (608) 223.3571
 - ecosolutions@agrecol.com
 - www.agrecol.com

- Native Haven Nursery
 - 13809 Durkee Road, Harvard, IL 60033
 - (815) 344-6623
 - nativeshaven@yahoo.com
 - <http://www.nativeshaven.com/>

- Possibility Place Nursery
 - 7548 W Monee-Manhattan Road, Monee, IL 60049
 - (708) 534-3988
 - <https://www.possibilityplace.com/>

- Red Buffalo Nursery
 - 5515 Hill Road, Richmond, IL 60071
 - (815) 648-4848
 - jack@redbuffalonursery
 - <http://www.redbuffalonursery.com/>

On-line Native Plant Nurseries

- Natural Communities
 - 19 Circle Drive, Algonquin, IL 60102
 - (331) 248-1016
 - naturalcommunities.net
 - www.naturalcommunities.net
- Pizzo Native Plant Nursery
 - 10729 Pine Road, Leland, IL 60531
 - (815) 981-8000
 - pizzonursey.com
- Prairie Moon Nursery
 - 32115 Prairie Lane, Winona, MN 55987
 - (866) 417-8156
 - www.prairiemoon.com
- Prairie Nursery
 - W5875 Dyke Avenue, Westfield, WI 53964
 - (800) 476-9453
 - www.prairie.com

*** THIS LIST IS INTENDED AS A RESOURCE FOR THE RESTORATION OF NATURAL AREAS INCLUDING CONSERVANCY AND SCENIC CORRIDOR EASEMENTS**

*** THIS LIST IS NOT ALL INCLUSIVE AND SHOULD NOT BE CONSTRUED AS A RECOMMENDATION OR ENDORSEMENT OF ANY OF THE COMPANIES LISTED HEREIN**

CSCC WORK PROGRAM OUTLINE

2019 – 2020

Priority 1: Prepare for “Participation”¹ in the Spring 2020 VB/HOA Presidents Meeting

1. Prepare Speech Script Outline (Volunteers needed)
2. Prepare Summary of CSCC Responsibilities and Activities (Volunteers needed)
3. Prepare Simplified Summary of “Do’s and Don’ts of Conservancy and Scenic Corridor maintenance and improvement (Volunteers needed)
4. Prepare Information Sheet on preparing for and conducting a Conservancy and/or Scenic Corridor controlled burn event, including permitting (Volunteers needed)

Priority 2: Completion of other Communication Items and Information Documents²

1. Provide “Resource Listing” of organizations or individuals that may be able to provide services and advise regarding conservancy projects, seeds, or other related services such as landscaping, controlled burns, etc. (Volunteers needed)
2. Finalize the approved Plant Species list (Thanks to Jeanette, this project is nearing completion. Help may be needed in making arrangements for a “pamphlet” that could be printed and made available for those in need.)
3. Prepare and maintain a “Calendar of Events” with dates, location, fees(if any) that may be of use to Village residents who are interested in improving their conservancies (Volunteers needed)
4. Prepare an information document(s) for residents to provide guidance on the control or elimination of invasive species such as buckthorn, teasel, garlic mustard, purple loosestrife, etc. (Volunteers needed)

Priority 3: Other Items

1. Plan for and conduct a 2020 spring/summer CSCC Workshop/Seminar for Village residents. Decide upon Date(s), Topics, Location, Handout Materials, Mailing and/or Invitation Lists, Speakers, Display Items, Service Provider Participation(?), (Volunteers needed as details are finalized)
2. Other Communication efforts such as Bridge articles, Web site announcements, etc.

¹ Participation would probably be limited to a 5- or 6-minute introduction and general comments regarding the CSCC and references to the handouts and other information documents that will be available at the meeting.

² If available on or before the VB HOA President’s meeting, some of these items may be made available for participants of that meeting. KCS:11.14.19

CSC WORK PROGRAM OUTLINE

2019-2020

Short Term –

1. Prepare for Spring Seminar (to be concurrent w/ VB HOA Presidents Meeting)
 - a). General Information on Conservancy and Scenic Corridor Easements (Do's & Don'ts)
 - b). General Information on burning of open spaces.
 - i. Training on conducting controlled burn events (including permitting);
 - ii. Follow-up steps to a controlled burn event;
 - iii. Costs for performing such an event;
 - iv. Identifying contractors offering such services.
 - c). Prepare a "Resource List" of individuals or organization who provide expertise on maintenance and management of open space areas for distribution to the HOA's

Long Term –

1. Prepare for a 2020 Fall Seminar
 - a). Topic for discussion
 - b). Location for the event
 - c). Speakers/Materials for distribution
 - d). Costs ????

Other CSC Projects (Long Term/Short Term/On-Going)

- a). Updated Plant Species List
- b). Bridge Articles/Web Posts
- c). Calendar of Event (plant sales, informational meetings, workshops, etc.)
- d). Resource list (nurseries, seed companies, individuals & organizations)
- e). Information regarding invasive species eradication (buckthorn, teasel, garlic mustard, Purple loosestrife)
- f). Web resources & links

Chapter 5

CONSERVANCY/SCENIC CORRIDOR EASEMENT COMMITTEE

2-5-1 : CREATION:

The conservancy/scenic corridor easement committee (CSC) is hereby created. The CSC shall consist of not less than three (3), or an odd number to a maximum of five (5) members. All members shall be appointed by the village president for three (3) year staggered terms. All members shall have been residents of the village for at least one year prior to appointment. (Ord. 2000-0-18, 8-8-2000)

2-5-2 : STRUCTURE:

The CSC shall elect a chairman, a vice chairman, and secretary from its members. The secretary shall be responsible for the taking, preparation, and distribution of the minutes of all meetings. (Ord. 2000-0-18, 8-8-2000)

2-5-3 : PURPOSE:

The purpose of the CSC is to educate and assist those concerned with maintaining or improving conservancy district or scenic corridor areas, to review and approve matters relating to the maintenance, renovation, or enhancement of conservancy districts and scenic corridor easements, and to act as a resource for understanding the regulations and restrictions for conservancy districts and scenic corridor easements. (Ord. 2000-0-18, 8-8-2000)

2-5-4 : GOALS:

The CSC shall make every effort to accomplish the following goals:

- (A) Conservancy District Easements: To encourage the enhancement of districts, while maintaining a natural environment, by introducing a wide variety of species, which are

appropriate to the specific district, such as upland, savanna, wetland or prairie district areas.

(B) **Scenic Corridor Easements:** To protect residential development from the considerable noise and pollution generated by vehicular traffic along major thoroughfares within and bordering the village and to provide a refuge for native flora and fauna.

(C) **Woodland Conservancy Easements And Other Protected Areas:** To protect woodlands and promote sound forestry management in these protected areas. To promote the maintenance, preservation, and intended use of other protected areas as identified in subsection 7-5-2(F) of this code. (Ord. 2000-0-18, 8-8-2000)

2-5-5 : DUTIES:

(A) The conservancy/scenic corridor committee (CSC) shall review all applications relating to the maintenance, renovation, replanting or enhancement of conservancy, scenic corridor, and woodland conservancy easements.

(B) The CSC shall thereafter issue its written recommendation on each such application with a copy provided to the applicant and village staff. The village board shall thereafter consider the recommendation of the CSC and take final action.

(C) The CSC, with assistance of staff and an arborist when necessary, shall study, investigate, develop and thereafter update annually a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in or upon all village-owned public property. Such plan shall be submitted to the village board for review and final action on or before October 1 of each calendar year.

(D) The CSC shall perform such other duties as may be assigned to it from time to time by the village board. (Ord. 2000-0-18, 8-8-2000)

James Hogue

From: jeanette.burger@frontiernet.net
Sent: Tuesday, November 19, 2019 2:13 PM
To: James Hogue
Subject: LG C/SCC Work Program

Jim -

Please share this with the rest of the Commissioners on the Long Grove Conservancy / Scenic Corridor Committee.

Kelley Smith put together a proposal of additional projects the Committee could take on to further the mission. I have delayed my reply in hopes that I would have an opportunity to do some research, but that hasn't happened. The research I was planning to do would be to find existing resources that we could contact, instead of the Committee pulling all these things together.

For Priority 1 Item 4 I am particular concerned about the information associated with a controlled burn event. I realized that I have never heard, or heard of, a talk related to control burns. There are companies that do this type of work. While we do not want to seem to be endorsing a specific company, I do think it would be appropriate to look for someone with expertise in this area. I would also suggest that the Long Grove Fire Department be offered involvement.

I can work on the Priority 2 Item 1 "Resource Listing". My approach would be to contact the various conservancy organization in the area, potentially going beyond Lake County to contact the Chicago Botanic Garden and The Morton Arboretum.

For Priority 2 Item 2 I sent you an email while you (Jim) were gone about getting a "Lake County" list of plants from the Conservation Research Institute. The list can be provided as a spreadsheet. It will take work to pull and verify it. The not to exceed cost was \$500. It maybe after the first of the year before this would be available. The Committee should then discuss and decide what additional information we would want. Examples could be commercial availability, predominance of those plants found in Reed-Turner Nature Preserve, and ideal growing conditions.

For Priority 2 Item 3 I can continue to forward to you (Jim) events, especially in Lake County, that I uncover as a member / email subscriber of several conservancy groups in the area. I am assuming that you are getting information, or know how to get information from Lake County Forest Preserve District now. Citizens For Conservation (CFC) have published their list of 4 educational programs starting in January. (I'll look for an electronic source of that information to forward to you.) CFC also has workdays in Lake County, as well as LCFPD. Wild Ones has a presentation every second Tuesday night at the Fremont Library in Mundelein.

For Priority 2 Item 4 many of those documents already exist. Ancient Oaks Foundation (based in Lake Zurich) was handing out brochures on buckthorn removal at an education event they held Sunday. Wild Ones and CFC have a number of brochures on removal of invasive species. Storm Water Management of Lake County has a very nice booklet, available on-line, on how to create a rain garden.

For Priority 3 Item 1, that is a lot of work. I would suggest letting residents know about these types of events that other organizations are already doing. Wild Ones holds an annual conference early in November at Round Lake Beach Convention Center. Wild Things holds a fairly large conference every even numbered year. The Morton Arboretum did training for becoming a Master Naturalist in September which included 4 full days of lectures by experts.

I look forward to hearing comments from the other Committee members, and furthering the work of conservancy.

- Jeanette Burger, LG C/SCC

James Hogue

From: medlaw2@comcast.net
Sent: Friday, November 8, 2019 2:28 PM
To: Kelley Smith; James Hogue; Rob Seitz; Jeanette Burger
Subject: Re: CSCC Project List.

Hi Kelly

Its amazing how losing ones balance or simply putting the wrong footing can cause an injury. I'm sure you will mend slowly but surely.

I looked over the CSCC PROJECT LIST and I have an interest in explaining the care of the Scenic corridor and CSCC. Can you let me know if any other commissioner has taken this category to expand on before I begin my research?

Thanks so much.

And please no more going down basement steps with large objects. Take care.

Sharon

Sent from my Sprint Phone.

James Hogue

From: Ken Johnson <kjihemmet@comcast.net>
Sent: Wednesday, January 22, 2020 7:11 AM
To: James Hogue
Cc: jeanette.burger@frontiernet.net
Subject: RE: Flora of Lake County

Jim,

Thank you and the CSCC for acceptance of my proposal. I will begin to work on this before the end of the month, and likely will have the finished list to you before the end of February.

Sincerely,

Kenneth Johnson

40W693 McDonald Road Elgin, IL 60124
Ph. (847) 464-5561 | kjihemmet@comcast.net

From: James Hogue <jhogue@longgroveil.gov>
Sent: Friday, January 17, 2020 10:38 AM
To: Ken Johnson <kjihemmet@comcast.net>
Cc: jeanette.burger@frontiernet.net
Subject: RE: Flora of Lake County

Mr. Johnson,

I am pleased to report that the CSCC reviewed and accepted your proposal at their January 15th meeting.

Attached is a copy of the Scope of Services signed by Village Manager David Lothspeich

Per this document, remuneration in the amount of \$450 will be required upon completion of the tasks outlined in this document.

Please submit an invoice, along with the deliverables per this Scope of Services, so we may process payment at that time.

Please feel free to contact me with any questions or concerns.

Thank you.

Jim Hogue
Village Planner
Village of Long Grove

From: Ken Johnson <kjihemmet@comcast.net>
Sent: Sunday, January 12, 2020 11:20 AM
To: James Hogue <jhogue@longgroveil.gov>
Cc: c12blue@frontiernet.net
Subject: RE: Flora of Lake County