

VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Corby Valentine  
Steve Smith  
Tony Miller  
Rita Baker  
Seth Speiser  
Charlie Mattern

# VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER  
14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: [www.freeburg.com](http://www.freeburg.com)

October 18, 2010

## NOTICE

VILLAGE ADMINISTRATOR  
Dennis Herzing

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
Ronald Dintelmann

POLICE CHIEF  
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY  
Stephen R. Wigginton

### MEETING OF THE PUBLIC WORKS COMMITTEE Trash/Water/Sewer (Mattern/Speiser/Miller)

A Public Works Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, on **Wednesday, October 20, 2010, at 5:30 p.m.**

#### PUBLIC WORKS COMMITTEE MEETING AGENDA

- I. Items To Be Reviewed
  - A. Old Business
    1. Approval of September 15, 2010 minutes
    2. SAVE Site water situation
    3. Sewer Project
    4. Recycling
    5. FSH System Requirements
    6. B-2 Trash Bins
    7. 806 W. Apple - low water pressure
  - B. New Business
    1. Wiegmann's ACH Transfer for utility bills
  - C. General Concerns
  - D. Public Participation
  - E. Adjourn

At said Committee Meeting, the Village Board of Trustees may vote on whether or not to hold an Executive Session to discuss potential litigation, [5 ILCS, 120/2 - (c)(11)] ; the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)] personnel [5 ILCS, 120/2 - (c) (1) a.]; or real estate transactions [5 ILCS, 120/2 - (c) (5)].

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## PUBLIC WORKS COMMITTEE MEETING

Trash/Water/Sewer  
(Mattern/Miller/Speiser)

Wednesday, October 20, 2010 at 5:30 p.m.

The Public Works Committee Meeting was called to order at 5:38 p.m. on Wednesday, October 20, 2010, by Chairman Charlie Mattern. Members present were Chairman Charlie Mattern, Trustee Tony Miller, Trustee Seth Speiser, Trustee Mike Blaies, Village Clerk Jerry Menard, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

### A. OLD BUSINESS:

1. Approval of September 15, 2010 minutes: *Trustee Tony Miller motioned to approve the September 15, 2010 minutes and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried.*
2. SAVE Site/Lee Hopp Drive Watermain Replacement: Dennis advised the Intergovernmental Grants Department prefers to pay the contractor directly so the Korte & Luitjohan pay request was approved by him and sent to IGD for payment. John advised the water line is finished and 8 of the 9 fire hydrants have been installed. He expects to chlorinate next Friday and after receiving a good sample, will start the switchover. He stated he and Ron are very pleased with the job that Korte & Luitjohan did on this project.
3. Sewer Project: Dennis told the committee the permit application for the line going north along Highway 13/15 has been sent to EPA. Charlie asked if we have heard anything from the Helms and Dennis said no.
4. Recycling: Dennis reported that everything is running smoothly. Julie included information from an electronics recycling firm that can come to the Village and hold recycling events for electronics. At this point, when a resident calls in, the office staff is providing their contact information. Julie said St. Clair County has suspended all tire cleanup events.
5. FSH System Requirements: Ron has the material ordered and hopes to start on this Thursday or Friday.
6. B-2 Trash Bins: Dennis will talk with Phil to see where this stands.
7. 806 W. Apple: John said Kelley has been switched over to the Cherry Tree Lane line and a locate has been called in on Meyer so we hope to get that one done before the rain gets here.

**B. NEW BUSINESS:**

1. Wiegmann's ACH Transfer Request: Wiegmann's has requested to pay their monthly utility bill via an ACH transaction. They don't want to use our direct debit program. Dennis said he would like to offer it to them on a trial basis. Roger Skaer said we would receive a remittance stub advising the monthly bill has been paid. The committee agreed to the request.

**C. GENERAL CONCERNS:** John wanted to know if we have heard anything on the water tower grant and Dennis said no. John also brought up the condition of the lagoon filter building and Dennis agreed something needs to be done soon. He asked Seth to provide him with some names of contractors who could get us prices to fix the building. Dennis said he would like to keep the cost under \$20,000. John said the fire department has been dealing with ISO (insurance rating firm). They are going to be testing 4 - 6 hydrants and if they test okay, our rating should go to a 4 or 5 instead of a 6 which would lower insurance rates. Dennis said we would put an article in the paper advising the residents when this happens.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Tony Miller motioned to adjourn at 6:03 p.m. and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager



5. FSH System Requirements: Dennis reported we hope to get to this soon.
6. B-2 Trash Bins: Dennis will talk with Phil to see where this stands.
7. 806 W. Apple: Dennis said this is progressing. We were not able to locate Mr. Kelley's line.

**B. NEW BUSINESS:** None.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** See Old Business, number 3.

**E. ADJOURN:** *Trustee Tony Miller motioned to adjourn at 5:56 p.m. and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager



APPLICATION FOR PAYMENT

Payable To: Korte & Luitjohan Contractors, Inc.  
Address: 12052 Highland Road, Highland, IL 62249

Application Date: 9/30/10  
Application #: 2  
For Period Ending 9/30/10

Name of Project: Save Road & Lee Hopp Drive Water Main Rplc  
Freeburg, IL

Original Contract Work Completed to Date	\$4,099.60
Contract Change Order Work Performed to Date	\$0.00
Total Work Performed to Date	\$4,099.60
Materials Suitably Stored Not Incorporated into Work	22,329.80
Gross Amount Due	\$26,429.40
Less: 10% Retainage	\$2,643.40
Amount Due to Date	\$23,786.00
Less: Previous billings	\$14,746.00
Subtotal	\$9,040.00

Requested by Contractor:  
Korte & Luitjohan Contractors, Inc.

By: *Celinda Korte*

Date: 9/30/10

Payments Authorized by Owner:  
Village of Freeburg

By: *Dennis R. Herzing*

Date: 10/8/10

*DENNIS R. HERZING, P.E.*  
*VILLAGE ADMINISTRATOR*



To(OWNER): FREEBURG, VILLAGE OF

Project: FREEBURG WATERMAIN REPLACE  
SAVE RD & LEE HOPP DR.  
FREEBURG, IL 62216

Application No: 2  
Invoice No: 6352  
Invoice Date: 9/30/2010

From: KORTE & LUITJOHAN CONTR., INC.  
12052 HIGHLAND RD.  
HIGHLAND, IL 62249  
(618) 654-9877

Via(Architect/ Engineer): PAT NETEMEYER  
NETEMEYER ENGINEERING  
3300 HIGHLINE RD  
AVISTON, IL 62216

Terms: Net 0  
Due Date: 9/30/2010  
Period To: 9/30/2010  
Project No: 1018  
Contract Date:

For:

Contract sum.....	102,997.00
Completed to date.....	4,099.60
Stored Material.....	22,329.80
Retainage.....	2,643.40
Total earned less retainage.....	23,786.00
Previous billings.....	14,746.00
Current payment due.....	9,040.00
Sales tax.....	0.00
Total due.....	9,040.00

From: KORTE & LUTJOHAN CONTR., INC.  
 12052 HIGHLAND RD.  
 HIGHLAND, IL 62249  
 (618) 654-9877

Via(Architect: PAT NETEMEYER  
 Engineer) NETEMEYER ENGINEERING  
 3300 HIGHLINE RD  
 AVISTON, IL 62216

Terms: Net 0  
 Due Date: 9/30/2010  
 Period To: 9/30/2010  
 Project No: 1018  
 Contract Date:

For:

No.	Description	Total Quantity	Unit Cost	Total Cost	Completed Units	Current Value	Prior Value	Due This Request
10	Watermain - 8" PVC, AWWA C-900	2,890 LF	15.50	44,795.00	88	1,364.00	0.00	1,364.00
20	WATERMAIN (DIRECTIONAL BORE)	120 LF	30.00	3,600.00	0	0.00	0.00	0.00
30	TRACER WIRE, #12 GAUGE, SINGLE	3,010 LF	0.20	602.00	88	17.60	0.00	17.60
40	FIRE HYDRANTS, 6" W/ GATE VALV	9 EA	2,350.00	21,150.00	0	0.00	0.00	0.00
50	GATE VALVE & BOX, 8" M.J.	1 EA	1,000.00	1,000.00	0	0.00	0.00	0.00
60	TAPPING SLEEVE W/ VALVE & BOX	2 EA	1,750.00	3,500.00	1	1,750.00	0.00	1,750.00
70	DUCTILE IRON FITTINGS	800 LBS	8.00	6,400.00	121	968.00	0.00	968.00
80	SERVICE RECONNECTIONS ON 8" MA	25 EA	400.00	10,000.00	0	0.00	0.00	0.00
90	SERVICE PIPE, 3/4" DIA. COPPER	200 LS	8.00	1,600.00	0	0.00	0.00	0.00
100	REMOVE CONCRETE DRIVEWAY	60 SY	10.00	600.00	0	0.00	0.00	0.00
110	HOT MIX ASPHALT PAVEMENT REMOVE	150 SY	35.00	5,250.00	0	0.00	0.00	0.00
120	SELECT GRANULAR BACKFILL	50 CY	30.00	1,500.00	0	0.00	0.00	0.00
130	SILT FENCE	100 LF	2.00	200.00	0	0.00	0.00	0.00
140	EROSION CONTROL BLANKET	0.1 AC	1,000.00	100.00	0	0.00	0.00	0.00
150	FERTILIZE & SEED, CLASS 1, STA	0.9 AC	2,500.00	2,250.00	0	0.00	0.00	0.00
160	MULCHING (IDOT STANDARD METHOD)	0.9 AC	500.00	450.00	0	0.00	0.00	0.00
				<u>102,997.00</u>		<u>4,099.60</u>	<u>0.00</u>	<u>4,099.60</u>

# PARTIAL WAIVER OF LIEN

for

KORTE & LUITJOHAN CONTRACTORS, INC.

To All Whom it May Concern:

Sep 30, 2010

**WHEREAS**, the undersigned has been employed by VILLAGE OF FREEBURG, to furnish labor and/or materials for the improvement of the premises described as SAVE RD & LEE HOPP DR. in the Village of FREEBURG, in the county of ST. CLAIR, State of ILLINOIS, of which the VILLAGE OF FREEBURG is the owner.

**NOW, THEREFORE**, the undersigned,  
KORTE & LUITJOHAN CONTRACTORS, INC.

by its owner, officer, or other authorized representative does hereby acknowledge receipt of the sum of:

NINE THOUSAND FORTY AND 00/100 DOLLARS

\$9,040.00

and does hereby waive or release any and all lien, or claim, or right to file lien on said above described premises under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor and materials, or both, furnished for said premises.

9/30/2010

Date

KORTE & LUITJOHAN CONTRA., INC.

FINANCE MGR.

Title

By: *Celinda Hart*

Signature

Notarized:

The above person, known to me personally, stated the foregoing recitation is true and correct and he/she signed it of his own free will and deed.



*Cheryl Koerkenmeier*  
Notary Signature

ESTIMATE # 2  
 PAYABLE TO: KORTJE & LUITJOHAN CONTRACTORS, INC.  
 ADDRESS : 12052 HIGHLAND ROAD, HIGHLAND, IL 62249

FROM: 8/25/2010  
 TO: 9/30/2010

CONTRACTOR'S PAYMENTS  
 FOR MATERIALS STORED ON SITE

PROJECT NAME:  
 PROJECT LOCATION:

SAVE ROAD & LEE HOPP WATER MAIN RPLC  
 FREEBURG, IL

JOB# 1018

#	ITEM DESCRIPTION	VENDOR INVOICE #	INVOICE		TOTAL STORED PREVIOUS EST.		ADDED THIS ESTIMATE		LESS INSTALLED THIS ESTIMATE		TOTAL STORED ON SITE	
			QTY/UNIT	UNIT PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
10	8X20 C900 DR18 CL150 GJ	2116 00	2900	\$ 5.65	2900							
20	8X20 C900 DR18 CERTALOCK	2266 00	120	\$ 11.95								
30	12 GA. 2TRACER WIRE	2266 00	6	\$ 65.00								
50	8 MJ GATE VALVE	2266 00	1	\$ 650.00								
60	8X8 TAP SLEEVE	2266 00	2	\$ 415.00								
60	8 GATE VALVE	2266 00	2	\$ 635.00								
60	8 FL KIT W/ 1/8 GSKT	2266 00	2	\$ 12.25								
60	562-S HD SCREW TYPE VALVE BOX	2266 00	3	\$ 49.00								
60	6 MJXFLG GATE VALVE	2966 00	1	\$ 420.00								
60	6 FL KIT W/ 1/8 GSKT	2966 00	1	\$ 11.50								
60	6 MJ TLD-6 TUFGRIP W/ ACC DP	2966 00	1	\$ 40.00								
70	8 DI MJ 90	2266 00	5	\$ 105.00								
70	8 DI MJ TEE	2266 00	2	\$ 145.00								
70	8X6 DI MJ TEE	2266 00	2	\$ 135.00								
70	8 DI MJ SOLID CAP	2266 00	1	\$ 45.00								
70	8X6 DI ALL MJ REDUCER	2266 00	1	\$ 85.00								
70	8 DI MJ 22-1/2	2266 00	5	\$ 98.75								
70	8 DI MJ 11-1/4	2266 00	2	\$ 93.75								
70	8 DI MJ 45	2266 00	3	\$ 100.00								
70	8 DI MJ LONG SOLID SLEEVE	2266 00	3	\$ 115.00								
70	8X6 DI MJ LEB REDUCER	2966 00	1	\$ 90.00								
<b>SUBTOTAL</b>					<b>16385.00</b>		<b>7848.25</b>		<b>1903.45</b>		<b>22329.80</b>	

## Julie Polson

---

**From:** Zack Morris [zack@escrapplus.com]  
**Sent:** Thursday, September 23, 2010 4:04 PM  
**To:** jpolson@freeburg.com  
**Subject:** Electronics Recycling

**Attachments:** Price Sheet.xlr



Price Sheet.xlr (11  
KB)

Julie,

I had talked with you earlier regarding electronics recycling, and would like to explain a little bit more about what we do.

We are recycling company that is focused primarily on the recycling of end of life electronics. We are looking to partner up local municipalities to help divert this material from our landfills and help maintain the overwhelming amount of technology that is disposed of each year. Currently we work with many computer shops, The City of Belleville, and individuals from surrounding towns. We also hold regular recycling drives with groups and organizations such as the Kiwanis club. We treat these events as fundraising opportunities for these groups.

There are fees associated with the recycling of certain items. These items include all CRT type monitors and televisions. Our current fees for recycling are:  
5.00/CRT computer Monitors And televisions Under 19"  
10.00/CRT Televisions Over 19"

To offset the cost of recycling we do pay for some items which include: computer towers, Anything contained inside the Computer tower (e.g. memory, motherboards, harddrives), wire, cell phones, certain types of batteries and LCD screens.

Items that we accept for free are Printers, Mice, Keyboards, Modems, speakers and anything else that contains a wire (toaster, blender, etc.)

I have also attached a price list which will give you an idea of all the items that we purchase and at what prices we pay.

If you would happen to have any questions or would like to tour our facility please feel free to email me anytime. I appreciate your time and look forward to possibly working with you in the future.

Zack Morris  
E-scrapPlus, Inc.  
1925 South Illinois St. Unit B.  
Belleville, IL 62220  
Office-618.234.4009  
Cell-618.719.1849



## Recycling Electronic Scrap

Zachary Morris  
618-719-1849

Robert Cardona  
618-558-6048

Steve Morris  
618-581-5318

Company (Contact)

Address

City, State

Phone:

Pickup Date

All Prices Subject To Change According to Market Prices & Quantities

		Weight	Paid
Mother Boards (pound)	2.00		
CRT Boards (pound)	.03		
Power Supplies (pound)	.10		
Power Supplies w/o wire (pound)	.08		
Battery Backups (pound)	.10		
Electric Motors (pound)	.15		
CPU Whole (pound)	.20		
CPU Half (pound)	.10		
Hard Dives (pound)	.25		
Floppy & CD Rom (pound)	.05		
Laptops (pound)	.10		
Computer Fans (pound)	.10		
Heat Synx 6061 (pound)	.35		
Batteries (pound)			
Lead Acid	.10		
Lithium Ion	.50		
NICAD	.10		
NMH	.10		
Wire (pound)			
Wire Ribbon	.35		
Mixed Computer Wire	.55		
Empty Steel Cases	.03		
Memory (each)			

1925 South Illinois Street, Suite B  
Belleville, IL 62220  
Office-618.234.4009  
E-Mail [E-ScrapPlus@hotmail.com](mailto:E-ScrapPlus@hotmail.com)

<b>256</b>	<b>.75</b>		
<b>512</b>	<b>1.50</b>		
<b>1 Gig</b>	<b>2.00</b>		
<b>Anything less</b>	<b>.10</b>		
<b>Processor Plastic Low Chips (lb)</b>	<b>4.00</b>		
<b>Ceramic Mid</b>	<b>10.00</b>		
<b>Ceramic 386-486 (lb)</b>	<b>15.00</b>		
<b>LCD</b>	<b>.50</b>		
<b>Total</b>			

1925 South Illinois Street, Suite B  
 Belleville, IL 62220  
 Office-618.234.4009  
 E-Mail [E-ScrapPlus@hotmail.com](mailto:E-ScrapPlus@hotmail.com)



# ST. CLAIR COUNTY HEALTH DEPARTMENT

19 PUBLIC SQUARE, SUITE 150  
BELLEVILLE, ILLINOIS 62220-1624  
www.health.co.st-clair.il.us

Tracey L. Biermann, D.C.  
President, Board of Health

Kevin D. Hutchison, R.N., M.S., M.P.H.  
Executive Director

## MEMORANDUM

**TO:** St. Clair County Municipalities and Townships  
**FROM:** Dave Wieties  
Director of Environmental Programs *DW*  
**RE:** Local Government Tire Program  
**DATE:** September 3, 2010

Administrative/Placal  
618.233.7703  
618.825-4443 fax

Community Health  
618.233.7703  
618.233.7713 fax

Communicable Disease  
618.233.6175  
618.233.9366 fax

Environmental /  
Emergency Preparedness  
618.233.7769  
618.236.0676 fax

Personal Health  
618.233.6170  
618.236.0821 fax

St. Clair County Health Department has been notified by the Illinois Environmental Protection Agency that effective immediately, they are suspending all used tire cleanups until further notice. St. Clair County Health Department will continue to enforce any open dumping of used waste tires and advises all units of local government to continue collecting tires found during normal work-related clean ups for proper disposal. IEPA will continue to process cleanup requests and will conduct the removals as soon as funds become available.

Any questions may be directed to Dave Wieties, (618) 233-7769.

DW:km



## DCEO Illinois Recycling Grants Program Quarterly Report Summary Form

Grantee Name: Village of Freeburg  
 Grant Number: 09-442071  
 Scheduled Project Commencement Date: 10/01/09  
 Actual Project Commencement Date: 12/08/09  
 Reporting Period: July 1, 2010 – September 30, 2010  
 Date of Submittal by Grantee: 10/08/10  
 Name of Grantee Staff who Prepared Report: Dennis R. Herzing, P.E.  
 Signature of Authorized Grantee staff: \_\_\_\_\_

### A. Material Tonnage Diversion and Job Creation/Retention (Quarterly Impact Measures).

The data must be reported on a calendar quarterly basis, or as detailed in the report schedule.

Quarterly Impact Measures	Quarter 1 7/1/10-9/30/10			Quarter 2 10/1/10-12/31/10			Quarter 3 1/1/11-3/31/11			Quarter 4 4/1/11-6/30/11			TOTAL
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	
Fiber Tonnage (F)													
Plastic Tonnage (P)													
Glass Tonnage (G)													
Metal Tonnage (M)													
Commingled Tonnage (Indicate commingled materials, e.g., F, P, G, M)	13.44	14.82	15.00										43.26
Total tons diverted (Please report data in tonnage)	13.44	14.82	15.00										43.26
Total tons diverted in same period last year	3.49	3.79	4.76										12.04
Percentage Increase/Decrease in Diversion	285%	291%	215%										259%
Number of New Job Hires (full-time, or full-time equivalent). Note: List jobs created in full-time equivalents. For example: 2000 hours annually equals one full-time job.													
Number of Jobs retained (full-time, or full-time equivalent)													

### B. Summary of Project Expenditure Report (please submit detailed project expenditure report along with this quarterly report form)

- |   |                     |
|---|---------------------|
| 1. Total Project Expenses for this report period.   | \$ 0.00             |
| 2. Total Cumulative Project Expenses for this project.  | \$ 90,496.00        |
| 3. Total Grant Funds Awarded  | \$ 32,390.00        |
| 4. Total Grant Funds Spent  | \$ 32,390.00        |
| 5. Proof of Purchase attached [purchase orders, vendor invoices, and copies of canceled checks (front and back) or formal document tracing expenditures directly to Grantee and Vendor's accounting records]? | Yes ___ No <u>X</u> |



**DCEO Illinois Recycling Grants Program**  
**Quarterly Report Summary Form**

4. Provide information on any public economic benefit of the project in terms of job retention and job creation. If you provide job creation statistics, please provide details on job titles and wage rates. Furthermore, if applicable, please explain why any new jobs detailed in your original application have not been created. *Note: List jobs created in full-time equivalents. For example: 2000 hours annually equals one full-time job.*

**F. Certification of Report Information**

I certify that a) the statements contained in this report are true to the best of my knowledge, b) where applicable, supporting documentation for the information provided in this report is on file in our office, and c) I have full signature authority to sign on behalf of this organization.

Typed Name and Title: Dennis R. Herzing, P.E., Project Manager

Signature and Date:  10/08/10

QUARTERLY EXPENDITURE REPORT

GRANT NUMBER: 09-442071  
 GRANTEE: Village of Freeburg  
 ADDRESS: 14 Southgate Center  
 Freeburg, IL 62243  
 GRANT OFFICIAL: Dennis R. Herzing, P.E.  
 TELEPHONE: 618.539.5705

REPORT NUMBER: 005  
 REPORT PERIOD: 07/01/10 - 09/30/10  
 ACTUAL PROJECT COMMENCEMENT: 12/08/09  
 SCHEDULED PROJECT COMMENCEMENT: 10/01/09  
 FAX:539.5590

	Total Estimated Costs	Previous Project Expenses	Project Expenses for this Period	Total Project Expenses to Date	Previous Grant Funds Expended	Grant Funds Expended this Period	Total Grant Funds Expended
A. Personnel	\$19,600.00	\$35,082.00		\$35,082.00	\$0.00		\$0.00
B. Equipment	\$1,512.00	\$1,512.00		\$1,512.00	\$0.00		\$0.00
C. Promotion and Education Expansion and	\$900.00	\$854.00		\$854.00	\$0.00		\$0.00
D. Modernization	\$44,134.00	\$53,048.00		\$53,048.00	\$32,390.00		\$32,390.00
E. All Other Direct Costs	\$2,700.00	\$0.00		\$0.00	\$0.00		\$0.00
<b>TOTAL</b>	<b>\$68,915.00</b>	<b>\$90,496.00</b>		<b>\$90,496.00</b>	<b>\$32,390.00</b>		<b>\$32,390.00</b>

NOTES:

- 1) Indicate all project related expenses incurred, including those paid for or provided by the grantee, state, and other sources.
- 2) Indicate actual expenses incurred during this period which are covered by the state grant, not the amount which has been paid by the state or is being requested.
- 3) Round all dollar amounts to the nearest dollar.
- 4) In addition to reporting any third party contributions on this page, please also identify and detail them in the appropriate itemization of project expenses section.

**ITEMIZATION OF PROJECT EXPENSES**

**A. PERSONNEL** (List principals by name and title. Prorate all payments for insurance, retirement, social security, etc., into the hourly rate. Assign all volunteers a fair market wage.)

	<u>Name and Title</u>	<u>Hourly Rate</u>	<u>Hours Spent on Project</u>	<u>Total Quarterly Cost</u>
1.				
2.				
3.				
4.				
5.				
6.				

**B. EQUIPMENT** (List all equipment used in the project. Assign a fair market value for in-kind equipment and prorate the value of in-kind equipment to reflect the amount of time it was dedicated to this project.)

	<u>Grantee and/or 3rd Party Share of Expenses</u>	<u>Grant Funds Expended</u>	<u>Total Quarterly Expenses</u>
1.			
2.			
3.			
4.			
5.			
6.			

**C. PROMOTION AND EDUCATION** (List all efforts related to promoting/advertising the project and/or educating the targeted audience about the project. This could include costs incurred for media advertising, printing, materials/supplies, postage, publication charges, and signage costs. NOTE: maximum of 10 percent of total grant amount or \$5,000, whichever is greater).

	<u>Grantee and/or 3rd Party Share of Expenses</u>	<u>Grant Funds Expended</u>	<u>Total Quarterly Expenses</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**D. EXPANSION AND MODERNIZATION** (List "site improvements" costs for developing or upgrading a physical structure or property, e.g., recycling drop-off site. Costs to upgrade electrical, construct a loading dock, or install lighting, pavement, and/or fencing of a site should be included.)

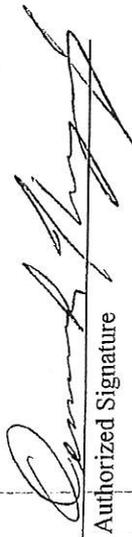
	<u>Grantee and/or 3rd Party Share of Expenses</u>	<u>Grant Funds Expended</u>	<u>Total Quarterly Expenses</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

E. **ALL OTHER DIRECT COSTS** (List all items in reasonable detail. Include, among other items, fuel and other vehicle operation and maintenance costs. Include, if appropriate, new or increased energy costs to operate other equipment. Include general office costs not associated with promotion and education.)

	Grantee and/or 3rd Party Share of <u>Expenses</u>	Grant Funds <u>Expended</u>	Total Quarterly <u>Expenses</u>
1.			
2.			
3.			
4.			
5.			
6.			
		Subtotal	

(Attach a separate sheet if additional entries need to be made.)

I certify to the best of my knowledge that all expenditures reported for this project and on this report are actual expenditures and are on file in our office. I also certify that I have full signature authority to sign on behalf of this organization.

  
Authorized Signature

10/8/2010  
Date