

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) X Waiver of First Requested
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES
FROM : Scott Niehaus, Village Manager
DATE : March 10, 2025 (BOT) March 20, 2025
SUBJECT : Equipment to be Declared Surplus
SUBMITTED BY: Tim Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

Ordinance approving the requests of the Police Department, Public Works Department and Community Development Departments to sell and/or dispose of surplus equipment as more specifically detailed in Exhibit "A" attached to the ordinance, as these items have extended beyond their useful life or are obsolete as follows:

Public Works Department:

Eight (8) two-stage locking steel snaps, various manufacturers; one (1) Stihl HS 80 Gas powered hedge trimmer; one (1) Echo HC 150 gas powered hedge trimmer; one (1) McCullough PM160 gas chainsaw; one (1) Greenlee Fairmont hydraulic "limb lopper"; one (1) 2004 Econoline 12-ton equipment trailer vin# 42CPPLE4141000894 – purchased new trailer to replace this unit; three (3) D&R Electronics Truckstor Ford Explores /Interceptor rear storage solution boxes form police supervisor vehicles – obsolete; one (1) Bobcat grader attachment age and serial number unknown – obsolete and no longer needed for PW operations;

Community Development

One (1) Beige metal drafting table, Tag#0926, no brand listed; One (1) Gray drafting chair, no tag, no brand listed; One (1) Beige metal office desk with hutch, no tag, no brand listed; One (1) Wood laminate table, no tag, no brand listed.; Twelve (12) rolling chairs (old and damaged (desk and chairs will be scrap metal recycled and disposed in trash); Misc. EOC outdated electronics, stands and desk (electronics to be recycled to electronics recycling)

Police Department

Sony Bravia TV, serial #4120167; two (2) Olympus brand digital voice recorders; one (1) Panasonic brand microcassette voice recorder; one (1) Sony brand microcassette voice recorder; one (1) Sony brand digital voice recorder; one (1) Olympus brand digital voice recorder; one (1) Sony brand microphone accessory;

All items to be auctioned or sold for scrap.

Fiscal Impact/Funding Source:

Review (as necessary):

Finance Director _____

Date _____

Village Manager _____

Date _____

3/10/25

NOTE:

All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.

Submit surplus equipment 250110 03202025

ORDINANCE NO.

**ORDINANCE AUTHORIZING THE SALE AND/OR DISPOSAL
OF MUNICIPAL OWNED PERSONAL PROPERTY**

WHEREAS, in the opinion of the Corporate Authorities of the Village of Lombard, it is no longer necessary or useful to or in the best interest for the Village of Lombard to retain the following described personal property:

See Exhibit "A" now owned by the Village of Lombard; and

WHEREAS, The Village routinely declares such type of personal property surplus and the best interest of the Village of Lombard will be served by its sale and/or disposal.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

Section 1: Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees find the following described property:

See Exhibit "A" now owned by the Village of Lombard is no longer necessary or useful to the Village of Lombard and the best interest of Lombard will be served by its sale and/or disposal.

Section 2: Pursuant to said 65 ILCS 5/11-76-4, the Village President and Clerk are hereby authorized and directed to sell and/or dispose of the aforementioned personal property now owned by the Village of Lombard.

Section 3: This ordinance shall be in full force and effect from and after its adoption and approval as provided by law.

Passed on first reading this _____ day of _____, 2025.

First reading waived by action of the Board of Trustees this _____ day of _____, 2025.

Passed on second reading this _____ day of _____, 2024, pursuant to a roll call vote as follows:

Ayes:

Nays:

Absent:

Approved by me this _____ day of _____, 2025.

ATTEST:

Keith T. Giagnorio
Village President

Elizabeth Brezinski
Village Clerk

ATTACHMENT A

Public Works Department:

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 05 A2

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 08 A

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 04 L1

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 06A

Two (2) PenSafe Self Locking Snap Hooks model 6650 numbered: 08 KYJ

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 8 LMH

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: illegible

One (1) Stihl Gas powered hedge trimmer, model number: HS 80 z24", serial number: 4226-011-2932

One (1) Echo gas powered hedge trimmer, model number: HC-150, serial number S76112079966

One (1) McCullough PM160 gas chainsaw, model number: 60004129, serial number : 13-013092

1 Greenlee Fairmont hydraulic "limb lopper" chain saw 16", model number (?): F22545, serial number (?): 1650 8966 VP

2004 Econoline 12-ton equipment trailer vin# 42CPPLE4141000894 – purchased new trailer to replace this unit;

3 - D&R Electronics Truckstor Ford Explores /Interceptor rear storage solution boxes form police supervisor vehicles – obsolete;

Bobcat grader attachment age and serial number unknown – obsolete and no longer needed for PW operations;

Community Development

One (1) Beige metal drafting table, Tag#0926, no brand listed.

One (1) Gray drafting chair, no tag, no brand listed.

One (1) Beige metal office desk with hutch, no tag, no brand listed.

One (1) Wood laminate table, no tag, no brand listed.

Twelve (12) rolling chairs (old and damaged (desk and chairs will be scrap metal recycled and disposed in trash)

Misc. EOC outdated electronics, stands and desk (electronics to be recycled to electronics recycling)

Police Department

Sony Bravia TV, serial #4120167

ATTACHMENT A

Item(s) & Description	Model # / Serial Number
Two (2) Olympus brand digital voice recorders – silver and black in color.	Model # VN-702PC / No Serial #'s
One (1) Panasonic brand microcassette voice recorder – black in color.	Model # RN-125 / SN SHOBBO1461
One (1) Sony brand microcassette voice recorder – gray in color.	Model # BM-575 / No Serial #
One (1) Sony brand digital voice recorder – gray in color.	Model #ICD-BM1 / SN 507613
One (1) Olympus brand digital voice recorder – silver and black in color.	Model #DP-10 / No Serial #
One (1) Sony brand microphone accessory	Model # ECM-100 / SN 206322

Bauer, Carol

From: Hendrickson, Eric
Sent: Tuesday, March 4, 2025 2:23 PM
To: Bauer, Carol
Subject: RE: Surplus Forestry items

Hi Carol,

Here is the list with model/serial numbers

One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 05 A2
One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 08 A
One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 04 L1
One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 06A
Two (2) PenSafe Self Locking Snap Hooks model 6650 numbered: 08 KYJ
One (1) PenSafe Self Locking Snap Hook model 6650 numbered: 8 LMH
One (1) PenSafe Self Locking Snap Hook model 6650 numbered: illegible

One (1) Stihl Gas powered hedge trimmer, model number: HS 80 z24", serial number: 4226-011-2932
One (1) Echo gas powered hedge trimmer, model number: HC-150, serial number S76112079966
One (1) McCullough PM160 gas chainsaw, model number: 60004129, serial number : 13-013092
1 Greenlee Fairmont hydraulic "limb lopper" chain saw 16", model number (?): F22545, serial number (?): 1650 8966 VP

For the last one, I'm not sure if those are the actual model and serial numbers but they were the only identifying numbers I found.

Thanks,

Eric Hendrickson

Forestry and Urban Landscaping Supervisor
ISA Certified Arborist & Municipal Specialist #IL-0629AM
ISA Tree Risk Assessment Qualified
Village of Lombard
255 E Wilson Ave
630-620-5740
630-620-5982 fax

From: Bauer, Carol <BauerC@villageoflombard.org>
Sent: Tuesday, March 4, 2025 9:09 AM
To: Hendrickson, Eric <HendricksonE@villageoflombard.org>
Subject: RE: Surplus Forestry items

Eric
Are there any serial numbers or model numbers on these items? We need to be specific on surplus.
Thank you
So it can be an One (1) XYZ brand hedge trimmer, serial number XXXXX, model number YYYYY, etc.

Carol Bauer

Executive Coordinator
Village of Lombard
255 E. Wilson Ave.
Lombard, IL 60148
(630) 620-5712 (Office)
(630) 620-8222 (FAX)



2025 Blood Drive Dates
January 14, April 15,
June 10, September 9 and
November 11
Donate Blood - It Saves Lives

From: Hendrickson, Eric <HendricksonE@villageoflombard.org>
Sent: Tuesday, March 4, 2025 8:48 AM
To: Bauer, Carol <BauerC@villageoflombard.org>
Subject: Surplus Forestry items

Hi Carol,

During the recent cold snap, Forestry did a thorough cleaning and inventory of the items we have in storage. We determined that there are several items for which we no longer have a need. We would like to have the following items declared surplus so that they may be put up for auction:

- 8 two-stage locking steel snaps, various manufacturers
- 1 Stihl HS 80 Gas powered hedge trimmer
- 1 Echo HC 150 gas powered hedge trimmer
- 1 McCullough PM160 gas chainsaw
- 1 Greenlee Fairmont hydraulic "limb lopper"

Please let me know if you need any additional information.

Thanks,



Eric Hendrickson

Forestry and Urban Landscaping Supervisor
ISA Certified Arborist & Municipal Specialist
#IL-0629AM
ISA Tree Risk Assessment Qualified
Village of Lombard
255 E Wilson Ave. Lombard, IL 60148

Phone: (630) 620-5740

Bauer, Carol

From: Hendrickson, Eric
Sent: Tuesday, March 4, 2025 8:48 AM
To: Bauer, Carol
Subject: Surplus Forestry items

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- 1 McCullough PM160 gas chainsaw
- 1 Greenlee Fairmont hydraulic "limb lopper"

Please let me know if you need any additional information.

Thanks,



Eric Hendrickson

Forestry and Urban Landscaping Supervisor
ISA Certified Arborist & Municipal Specialist
#IL-0629AM
ISA Tree Risk Assessment Qualified
Village of Lombard
255 E Wilson Ave. Lombard, IL 60148

Phone: (630) 620-5740

Fax: (630) 620-5982

Email: hendricksone@villageoflombard.org

Web: www.villageoflombard.org

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Bauer, Carol

From: LaMontagna, Robert
Sent: Tuesday, February 25, 2025 7:17 AM
To: Bauer, Carol
Subject: Surplus items

Carl:

Can you please add the following items to the next surplus ordnance you have going to the BOT?

Thanks

Rob

- 2004 Econoline 12-ton equipment trailer vin# 42CPPLE4141000894 – purchased new trailer to replace this unit
- 3 - D&R Electronics Truckstor Ford Explores / Interceptor rear storage solution boxes form police supervisor vehicles – obsolete
- Bobcat grader attachment age and serial number unknown – obsolete and no longer needed for PW operations

Bauer, Carol

From: Grage, Joseph
Sent: Thursday, February 27, 2025 9:05 AM
To: Bauer, Carol
Subject: RE: Surplus Village Property
Attachments: Surplus Items.docx

Good Morning Carol

Just have one at the moment. See attached.



Deputy Chief Joe Grage #754
Deputy Chief of Operations
Lombard Police Department
MERIT Deputy Coordinator Special Operations
Traffic Safety/Traffic Crash Reconstructionist
235 E. Wilson Ave. Lombard, IL 60148
Phone: (630) 873-4667
Fax: (630) 873-4496
Email: gragej@villageoflombard.org
Web: www.villageoflombard.org
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From: Bauer, Carol <BauerC@villageoflombard.org>
Sent: Thursday, February 27, 2025 7:58 AM
To: Goethals, Kevin <GoethalsK@villageoflombard.org>; Diamond, Jason <DiamondJ@villageoflombard.org>; Ellis, Tom <EllisT@villageoflombard.org>; Goldsmith, Carl <GoldsmithC@villageoflombard.org>; Jack, Brian <JackB@villageoflombard.org>; Neetz, Scott <NeetzS@villageoflombard.org>; Sander, Richard <SanderR@villageoflombard.org>; Hyland, George <HylandG@villageoflombard.org>; Johnson, Perry <JohnsonP@villageoflombard.org>; Gac, Nathan <GacN@villageoflombard.org>; Wirsing, Tom <WirsingT@villageoflombard.org>; Grage, Joseph <GrageJ@villageoflombard.org>; Ranallo, Benny <RanalloB@villageoflombard.org>; Steiskal, Keith <SteiskalK@villageoflombard.org>; Heniff, William <HeniffW@villageoflombard.org>; Cunningham, Jamie <CunninghamJ@villageoflombard.org>; Aranas, Nicole <AranasN@villageoflombard.org>; Heabel, Rhonda <HeabelR@villageoflombard.org>; Balsitis, Tom <BalsitisT@villageoflombard.org>
Cc: Sexton, Tim <tims@villageoflombard.org>; Niehaus, Scott <NiehausS@villageoflombard.org>
Subject: Surplus Village Property

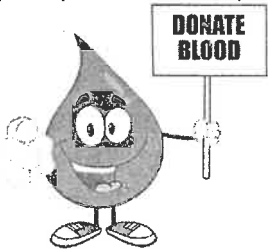
If you have items to be declared surplus, please submit a list of those items to me in word format by 9:00 AM March 7th. The items will be placed on the March 20th Village Board meeting agenda. Be sure to note the make, model, quantity, serial number if applicable, and how it will be disposed (auction, scrap, donated, etc.).

FAQ:

1. Be sure to add items to surplus that are returned to the vendor (example AED's and copiers). Or, if it applies, you can note in agenda item that the old equipment is being returned to the vendor that is providing replacements. That would be sufficient for declaring the items surplus because you are notifying the Board that we will no longer have that equipment.
2. If you are donating the items to charity, please be sure to include the equipment as surplus and explain that the item cannot be sold but still has value for the charitable organization.

Thank you.

Carol Bauer
Executive Coordinator
Village of Lombard
255 E. Wilson Ave.
Lombard, IL 60148
(630) 620-5712 (Office)
(630) 620-8222 (FAX)



2025 Blood Drive Dates
January 14, April 15,
June 10, September 9 and
November 11
Donate Blood - It Saves Lives

Surplus Items


Sony Bravia TV, Serial #4120167 for auction or disposal.




Bauer, Carol

From: Grage, Joseph
Sent: Friday, February 7, 2025 1:05 PM
To: Bauer, Carol
Subject: FW: Voice Recorder Surplus Request
Attachments: voice_recorder_surplus.pdf; voice_recorder_surplus.docx

Good Afternoon Carol,

Would you be so kind as to add these to the next surplus agenda item? Because they are so old they will likely be destroyed/disposed of. Thank you!



Deputy Chief Joe Grage #754
Deputy Chief of Operations
Lombard Police Department
MERIT Deputy Coordinator Special Operations
Traffic Safety/Traffic Crash Reconstructionist
235 E. Wilson Ave. Lombard, IL 60148
Phone: (630) 873-4667
Fax: (630) 873-4496
Email: gragej@villageoflombard.org
Web: www.villageoflombard.org
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From: Kohl, James <KohlJ@villageoflombard.org>
Sent: Friday, February 07, 2025 12:59 PM
To: Grage, Joseph <GrageJ@villageoflombard.org>
Subject: Voice Recorder Surplus Request

DC

Please see attached – thank you.

- J.Kohl~



Lieutenant Jim Kohl

Criminal Investigations Division
Lombard Police Department
235 E. Wilson Ave., Lombard, IL 60148
Phone: (630) 873-4481
Fax: (630) 873-4496
Email: Kohlj@villageoflombard.org
Web: www.villageoflombard.org

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Lombard Police Department



To: Deputy Chief Grage
From: Lt. Kohl
Date: February 7th, 2025
Regards: Cassette and Digital Voice Recorders – Surplus Request

An inventory of some stored investigative equipment kept with the Lombard PD investigations unit revealed some antiquated and no longer used audio recording devices and associated accessories. Today the Lombard PD utilizes body-worn cameras when conducting our job duties. As a result the following devices are no longer needed or of use to the police department:

Item(s) & Description	Model # / Serial Number
Two (2) Olympus brand digital voice recorders – silver and black in color.	Model # VN-702PC / No Serial #'s
One (1) Panasonic brand microcassette voice recorder – black in color.	Model # RN-125 / SN SHOBBO1461
One (1) Sony brand microcassette voice recorder – gray in color.	Model # BM-575 / No Serial #
One (1) Sony brand digital voice recorder – gray in color.	Model #ICD-BM1 / SN 507613
One (1) Olympus brand digital voice recorder – silver and black in color.	Model #DP-10 / No Serial #
One (1) Sony brand microphone accessory	Model # ECM-100 / SN 206322

Bauer, Carol

From: Baker, Joseph
Sent: Wednesday, March 5, 2025 11:03 AM
To: Bauer, Carol
Cc: Steiskal, Keith; Neetz, Scott
Subject: Surplus Items

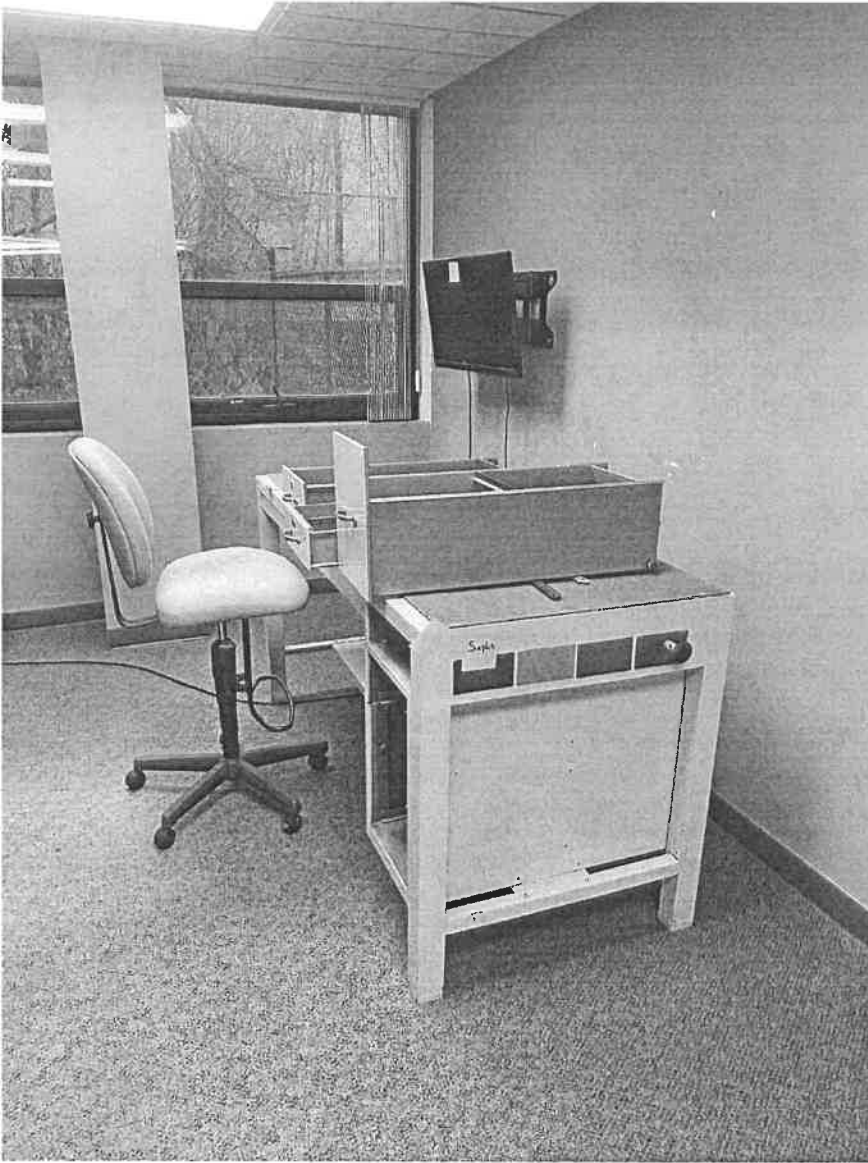
Good morning Carol,

We wanted to inform you we have some office furniture to declare as surplus. Only one of the items have a tag number. Please see pictures below.

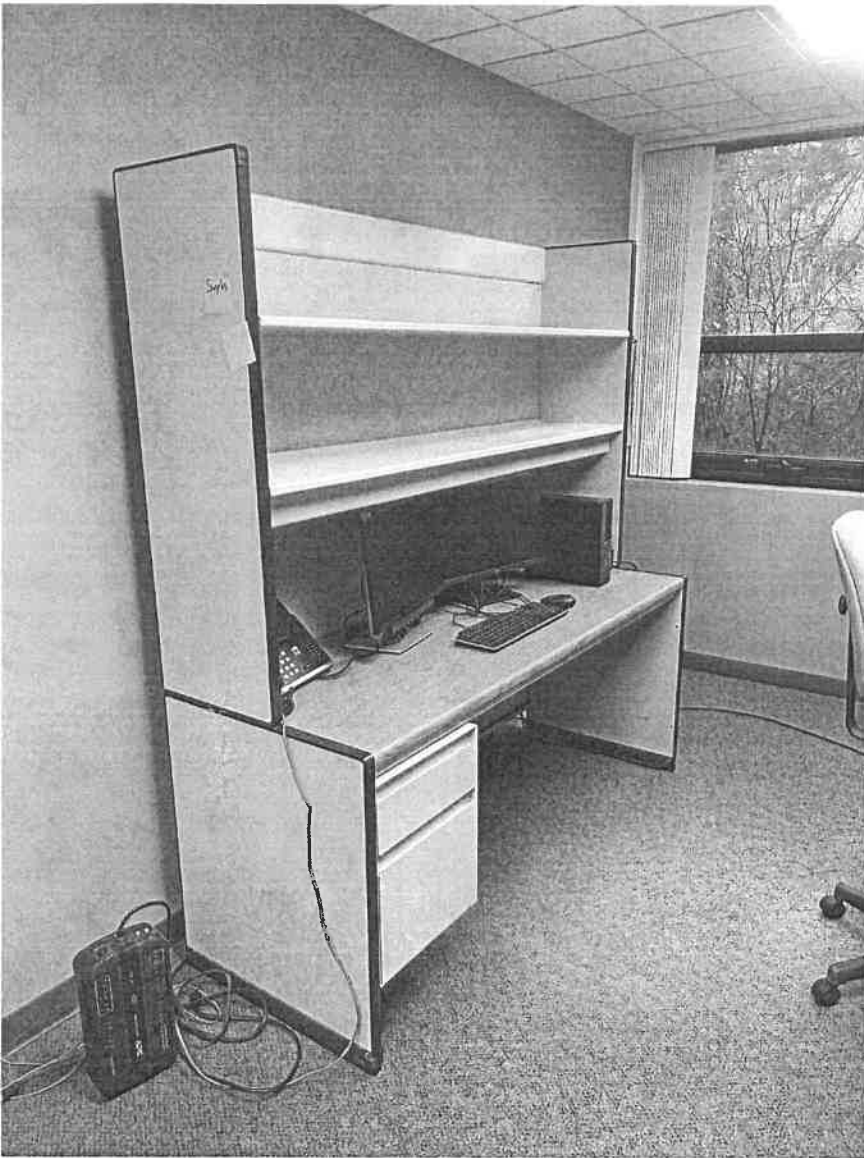
Items included:

- 1x Beige metal drafting table, Tag#0926, no brand listed.
- 1x Gray drafting chair, no tag, no brand listed.
- 1x Beige metal office desk with hutch, no tag, no brand listed.
- 1x Wood laminate table, no tag, no brand listed.

Drafting table & drafting chair



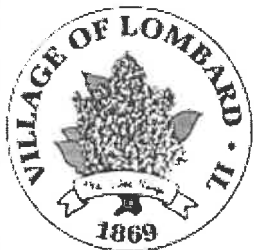
Office desk with hutch



Wood laminate table



Thank you,
Joe



Joe Baker

Development Services Inspector
Village of Lombard
255 E. Wilson Ave. Lombard, IL 60148

Building Permits? Visit our [Online Portal](#)

Phone: (630) 620-5703

Fax: (630) 629-2374

Email: BakerJ@villageoflombard.org

Web: www.villageoflombard.org

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Bauer, Carol

From: Neetz, Scott
Sent: Thursday, March 6, 2025 4:42 PM
To: Bauer, Carol
Subject: Surplus items

-surplussing L22 conference room, 12 rolling chairs (old and damaged)
-old EOC room surplussing items: old outdated electronics, stands and a desk.

All electronics will be recycled to electronics recycling.
Desk and chairs will be scrap metal recycled and disposed in garbage.

*no Lombard serial numbers or tags

Thank you!



