



**AGENDA ITEM #17**

**AGENDA ITEM EXECUTIVE SUMMARY  
Village Board Meeting  
7/10/2023**

**Item Title:** Cook County Health Inspection Service

**Staff Contact:** Caron Bricks, AICP, Community Development Manager

NEW BUSINESS

**VILLAGE BOARD ACTION:**

**Provide direction to staff regarding a contract for health inspection and review services for Cook County businesses.**

**Executive Summary:**

The Village has used the same consultant to conduct health inspections and plan reviews for businesses in Cook County for many years. The consultant has informed the Village late last year of their intent to retire soon. DuPage County Health Department inspects and reviews all businesses within Roselle that are in DuPage County. Cook County Health Department provides contractual health inspectional services to some municipalities, but there is currently a waiting list to join their program due to understaffing at the County level. Therefore, staff researched other contractual options to ensure that health inspectional services remained unimpacted by the retirement of the current consultant.

Health Inspection Professionals, Inc (HIP). is owned by Lynn Hoette who contracts with numerous Cook County municipalities to provide sanitarian/health inspection services. Based on the number of establishments located within the Village in Cook County, she has provided an estimate of \$5,000 per year, billed quarterly, based on actual number of inspections, plan reviews, and other additional services including responding to resident complaints. HIP comes recommended by several communities that use their services including the program manager for the Cook County Health Department.

**Implications:**

**Is this item budgeted?** Yes, the FY2023 Budget includes \$7,000 for health inspections and grease trap inspections.

**Estimated cost:** \$5,000

**Any other implications to be considered?** Yes. The attached proposal does not include grease trap inspections for all businesses in Roselle that require these services. Staff is currently finalizing a backflow prevention program that will be presented to the Board at a future meeting, which could include an administrative review process of grease trap services to remain compliant with Village Code.

**Strategic Priority:**

Operational Sustainability

**Attachments:**

Proposal

# Health Inspection Professionals, Inc.

411 E. Central Ave.  
Lombard, IL 60148  
224 257-0774  
healthinspectpros@gmail.com

June 27, 2023

Caron Bricks  
Community Development Manager  
Village of Roselle  
31 S Prospect St.  
Roselle, IL 60172

Proposal for Health Inspection Services for the Village of Roselle

Dear Caron,

Health Inspection Professionals, Inc. agrees to perform the following services:

- Conduct routine inspections of food establishments which meets or exceeds State of Illinois standards (generally this will be 3 annual inspections for high-risk establishments, 2 inspections for medium-risk and 1 inspection for low-risk)
- As necessary, perform all follow-up inspections to ensure compliance
- Complete emergency and complaint inspections as necessary
- Inspect special and temporary events as necessary
- Perform all plan review and inspectional services for new establishments or remodels
- Respond to questions from existing and potential business owners

The fee for services will be \$5000.00 from DATES TO BE DETERMINED which will be billed quarterly.

Sincerely,

Lynn Hoette  
President