MONTH XX, YEAR

Dr. Catherine A. O’Connor, Ph.D., P.E.

Director of Engineering

Metropolitan Water Reclamation District of Greater Chicago

100 E. Erie Street

Chicago, Illinois 60611

Dear Dr. O’Connor:

Subject: Intent to adopt, administer, and enforce the \_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_ Ordinance

The Town/City/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“municipality”) is a multi county municipality having corporate territory within both \_\_\_\_\_\_\_ County and Cook County. On \_\_\_\_\_\_\_ \_\_, 20\_\_, the Town/City/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ adopted the \_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_ Ordinance by reference. The Town/City/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will administer and enforce the \_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_ Ordinance throughout the municipality's corporate territory.

The municipality would like to negotiate an intergovernmental agreement with the Metropolitan Water Reclamation District of Greater Chicago as required by Article 2, Section 207.2 of the Watershed Management Ordinance. Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (XXX) XXX-XXXX if you require further information.

Very truly yours,

Municipal Executive