



**NORTH AURORA VILLAGE BOARD MEETING
MONDAY, DECEMBER 19, 2016 – 7:00 p.m.
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

AGENDA

CALL TO ORDER - SILENT PRAYER - MEDITATION - PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMENTS

TRUSTEE COMMENTS

CONSENT AGENDA

1. Approval of Village Board Minutes dated 12/05/2016; Approval of Committee of the Whole Minutes dated 12/05/2016
2. Resolution Approving the North Aurora Storage Subdivision in the Village of North Aurora

NEW BUSINESS

1. Approval of an Ordinance Approving the 1st Budget Amendment for Fiscal Year 2016-17
2. Approval of a Resolution to Approve Revisions to the Human Resources Manual for the Village of North Aurora
3. Approval of a Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of One or More Obligations to be Issued by the Village of North Aurora, Kane County, Illinois
4. Approval of an Engineering Agreement with Kluber Architects & Engineers for the LED Streetlight Replacement Project
5. Approval of an Ordinance Amending the North Aurora Code Section 5.08.350 by Increasing the Number of Class A Liquor Licenses Authorized In The Village of North Aurora (Noonan's – 19 S. Randall Rd)
6. Approval of an Ordinance Granting Approval of a Variance to Increase the Allowable Size of a Class 5 Temporary Sign on the property located at 400 Mitchell Road, Village of North Aurora, Illinois

7. Approval of a Bill List dated December 19, 2016 in the Amount of **\$202,373.61**

OLD BUSINESS

VILLAGE PRESIDENT'S REPORT

COMMITTEE REPORTS

TRUSTEES' COMMENTS

ADMINISTRATOR'S REPORT

ATTORNEY'S REPORT

FIRE DISTRICT REPORT

VILLAGE DEPARTMENT REPORTS

1. Finance
2. Community Development
3. Police
4. Public Works
5. Water

ADJOURN

Initials: 

**VILLAGE OF NORTH AURORA
VILLAGE BOARD MEETING MINUTES
DECEMBER 5, 2016**

CALL TO ORDER

Mayor Berman called the meeting to order.

SILENT PRAYER - MEDITATION - PLEDGE OF ALLEGIANCE

ROLL CALL

In attendance: Mayor Dale Berman, Trustee Laura Curtis, Trustee Mike Lowery, Trustee Chris Faber, Trustee Mark Carroll, Trustee Mark Gaffino, Trustee Mark Guethle, Village Clerk Lori Murray.

Staff in attendance: Village Administrator Steve Bosco, Finance Director Bill Hannah, Community & Economic Development Director Mike Toth, Police Chief Dave Summer, Public Works Superintendent Mike Glock, Water Superintendent Paul Young, Village Attorney Kevin Drendel.

PRESENTATION

1. Certificate of Appreciation

In celebration of Waubensee Community College's 50th Anniversary, Lulu Blacksmith, Director of Government and Community Engagement for Waubensee Community College, presented a plaque to the Village. The plaque recognized the Village of North Aurora as one of its community partners for supporting the growth of the college as well as supporting higher education. Of the 290,000 students the college has educated, more than 5,000 have been from the Village of North Aurora.

PUBLIC HEARING

1. Truth in Taxation for 2016 Property Tax Levy

Mayor Berman opened the public hearing regarding Truth in Taxation for the 2016 Property Tax Levy. There were no questions or comments from the audience. Mayor Berman then closed the public hearing.

AUDIENCE COMMENTS - None

TRUSTEE COMMENTS - None

CONSENT AGENDA

1. Approval of Village Board Minutes dated 11/21/2016; Approval of Committee of the Whole Minutes dated 11/21/2016

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes, Trustee Faber – yes, Trustee Lowery – yes, Trustee Curtis – yes. **Motion approved (6-0).**

NEW BUSINESS

1. Approval of the Messenger Public Library Resolution of the Board of Library Trustees for .02% Maintenance Tax

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes, Trustee Faber – yes, Trustee Lowery – yes, Trustee Curtis – yes. **Motion approved (6-0).**

2. Approval of an Ordinance For The Levy And Assessment of Taxes in and for the Village of North Aurora, Kane County, Illinois for the Fiscal Year Beginning June 1, 2016 and Ending May 31, 2017

Motion for approval made by Trustee Lowery and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, sTrustee Carroll – yes. **Motion approved (6-0).**

3. Approval of an Ordinance Levying the Taxes for the Waterford Oaks Special Service Area #4 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Guethle and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

4. Approval of an Ordinance Levying the Taxes for the Timber Oaks Special Service Area #8 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

5. Approval of an Ordinance Levying the Taxes for the Pinecreek (Phase III) Special Service Area #9 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Carroll and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

6. Approval of an Ordinance Levying the Taxes for the Willow Lakes Special Service Area #11 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Curtis and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

7. Approval of an Ordinance Levying the Taxes for the North Towne Centre Special Service Area #32 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

8. Approval of an Ordinance Levying the Taxes for the Randall Highlands Single Family Special Service Area #33 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Carroll and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

9. Approval of an Ordinance Levying the Taxes for the Randall Highlands Multi-Family Special Service Area #34 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Curtis and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

10. Approval of an Ordinance Levying the Taxes for the Randall Highlands Commercial Special Service Area #35 for the Fiscal Year beginning June 1, 2016 and ending May 31, 2017

Motion for approval made by Trustee Curtis and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

11. Approval of an Ordinance Abating the Tax Heretofore Levied For The Year 2016 to Pay Debt Service on \$6,885,000 General Obligation Refunding Bonds, Series 2014 (Alternate Revenue Source)

Motion for approval made by Trustee Lowery and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

12. Motion to Approve the Implementation of Employee Insurance and Other Related Benefits for 2017 as Presented

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

13. Approval of an Ordinance Amending Title 5 Chapter 5.05 Regarding Contractor Registration in the Village of North Aurora

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. Roll Call Vote: Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

14. Approval of an Ordinance Amending the North Aurora Municipal Code Adding Chapter 5.35 to Title 5 Permitting and Regulating Mobile Food Vending in the Village of North Aurora

Motion for approval made by Trustee Guethle and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

15. Approval of a Special Event Permit Application for Ava Warriors 5K Run/Walk in the Mooselake Estates Subdivision

Motion for approval made by Trustee Lowery and seconded by Trustee Faber. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

16. Approval of an Ordinance Authorizing The Placement Of Four-Way Stop Signs and Enforcement of the Stop Signs at the Intersection of Oak Street and White Oak Drive

Motion for approval made by Trustee Guethle and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

17. Approval of the Acceptance of the Updated Strategic Plan

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

18. Approval of a Bill List dated December 5, 2016 in the Amount of \$253,902.72

Motion for approval made by Trustee Guethle and seconded by Trustee Carroll. **Roll Call Vote:** Trustee Lowery – yes, Trustee Faber – yes, Trustee Curtis – yes, Trustee Guethle – yes, Trustee Gaffino – yes, Trustee Carroll – yes. **Motion approved (6-0).**

OLD BUSINESS - None

VILLAGE PRESIDENT'S REPORT

Mayor Berman noted he received a complaint stating Trustee Faber no longer lives in North Aurora while serving as a trustee for the Village. Mayor Berman asked Trustee Faber if he wanted to address the issue. Trustee Faber said he moved out of his house due to his pending divorce. Faber added that he is temporarily living with a friend whose residence is in North Aurora. During this time, his legal residence is the address on Wildwood in North Aurora.

COMMITTEE REPORTS - None

TRUSTEES' COMMENTS - None

ADMINISTRATOR'S REPORT - None

ATTORNEY'S REPORT – There was an objection filed today for the position of Village President. The Village will have to convene an electoral board. This would normally be chaired by the Village President, however, since he is running for this position, he is disqualified. The electoral board will be made up of the Village Clerk and the two most senior trustees.

FIRE DISTRICT REPORT - None

VILLAGE DEPARTMENT REPORTS

1. Finance - None

2. Community Development - None

3. Police - None

4. Public Works - None

5. Water - None

ADMINISTRATOR'S REPORT

Village Administrator Steve Bosco mentioned that NOARDA had their holidays lights display last night at Island Park.

ADJOURNMENT

Motion to adjourn made by Trustee Guethle and seconded by Trustee Carroll. **All in favor. Motion approved.**

Respectfully Submitted,

Lori J. Murray
Village Clerk

**VILLAGE OF NORTH AURORA
COMMITTEE OF THE WHOLE MEETING MINUTES
DECEMBER 5, 2016**

CALL TO ORDER

Mayor Berman called the meeting to order.

ROLL CALL

In attendance: Mayor Dale Berman, Trustee Laura Curtis, Trustee Mike Lowery, Trustee Chris Faber, Trustee Mark Carroll, Trustee Mark Gaffino, Trustee Mark Guethle, Village Clerk Lori Murray.

Staff in attendance: Village Administrator Steve Bosco, Finance Director Bill Hannah, Community & Economic Development Director Mike Toth, Police Chief Dave Summer, Public Works Superintendent Mike Glock, Water Superintendent Paul Young, Village Attorney Kevin Drendel.

AUDIENCE COMMENTS – None

TRUSTEE COMMENTS – None

DISCUSSION

1. Updates on Village Signage

Village Administrator Steve Bosco reported that the new welcome signs for the Village should be installed by the end of December. Foundations for the signs will be in place within the next 2 weeks. One change that was made was the gray stone will be replaced with a gray aluminum. Signs will also be placed on the bike paths and at the North Aurora Riverfront Park. The community sign was donated by the Lion's Club thirty (30) years ago. A thought is to have a digital board which will be lit in its place.

In regard to a new name for the Riverfront Park, Trustee Gaffino was in favor of having it named after something historical within the village. Trustee Lowery suggested the new sign be lower in height. A suggestion was also made to have a sign for Island Park so that it is at street level instead of below grade as it currently is located. Bosco said he would bring this back for further discussion at the next meeting.

2. Relocation and extension of North Aurora Days

Discussion regarding relocating North Aurora Days due to the size of the annual celebration centered around Fearn Park as the new location. There was also discussion about adding a carnival to North Aurora Days. By having the event at Fearn Park, it would be large enough to allow all of the events such as the car show, emergency vehicle show and carnival in one place. Since the location is near residential, the event would have to end at 10:00 p.m. instead of continuing until midnight.

The Board was in favor of moving NA Days to the new location at Fearn Park and extending North Aurora Days so that it would run from Thursday through Sunday.

ADJOURNMENT

Motion to adjourn made by Trustee Curtis and seconded by Trustee Gaffino. All in favor. **Motion approved.**

Respectfully Submitted,

Lori J. Murray/Village Clerk

**VILLAGE OF NORTH AURORA
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MIKE TOTH, ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION APPROVING NORTH AURORA STORAGE SUBDIVISION PLAT
AGENDA: 12/19/2016 REGULAR VILLAGE BOARD MEETING

ITEM

Resolution approving the North Aurora Storage Subdivision in the Village of North Aurora.

DISCUSSION

On August 3rd, 2015, the Village Board approved Ordinance #15-08-03-01, which approved a Special Use for a self-service storage facility, a planned unit development and a site plan for the property located at 310 South Lincolnway (former bowling alley property).

Condition #1 of Ordinance #15-08-03-01 requires that the petitioner complete the necessary platting to establish the subject property as one consolidated lot of record prior to building permit issuance.

Lastly, Section 16.36.010 of the Subdivision Ordinance, requires final plats to be presented to the Village Board for approval.

Attachments:

1. Approval letter, prepared by the Village Engineer, dated December 2, 2016.
2. Resolution approving the North Aurora Storage Subdivision in the Village of North Aurora.
3. North Aurora Storage Subdivision, prepared by Compass Surveying, dated November 1, 2016.



REMPE-SHARPE

& Associates, Inc.

Principals

J. Bibby
D. A. Watson

P.E., S.E.
P.E.

B. Aderman
B. Bennett
Loan Vo
J. Whitt

P.E.
P.E., CFM
P.E.
P.E.

CONSULTING ENGINEERS

324 West State Street
Geneva, Illinois 60134
Phone: 630/232-0827 – Fax: 630/232-1629

December 2, 2016

Village of North Aurora
25 East State Street
North Aurora, IL 60542

Attn: Mike Toth

Re: North Aurora Self-Storage

File: NA-575

Dear Mike,

The North Aurora Self Storage Plat of Subdivision (dated November 1, 2016 by Compass Surveying) is approved for recording.

Please feel free to call with any issue.

Very truly yours,
REMPE-SHARPE AND ASSOCIATES, INC.
BY:


James Bibby, P.E., S.E.

P.C.: Mike Glock, Village of North Aurora
Paul Young, Village of North Aurora
Paul Zabel, Village of North Aurora

VILLAGE OF NORTH AURORA



VILLAGE OF
**NORTH
AURORA**

VILLAGE OF NORTH AURORA
KANE COUNTY, ILLINOIS

Resolution No. _____

**APPROVING THE NORTH AURORA STORAGE SUBDIVISION
IN THE VILLAGE OF NORTH AURORA**

Adopted by the
Board of Trustees and President
of the Village of North Aurora
this ____ day of _____, 2016

Published in Pamphlet Form
by authority of the Board of Trustees of the
Village of North Aurora, Kane County, Illinois,
this ____ day of _____, 2016
by _____.

Signed _____

VILLAGE OF NORTH AURORA

RESOLUTION NO. _____

**APPROVING THE NORTH AURORA STORAGE SUBDIVISION
IN THE VILLAGE OF NORTH AURORA**

WHEREAS, North Aurora Storage, LLC has applied to the Village of North Aurora for approval of the North Aurora Storage Subdivision; and

WHEREAS, the staff and the Plan Commission recommend approval of the subdivision as submitted.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of North Aurora, as follows:

1. The recitals set forth above are incorporated herein as material findings of the President and the Board of Trustees.
2. The subdivision of the property indicated on the Plat of Subdivision attached hereto and incorporated herein by reference as Exhibit "A" is hereby approved.
3. This Resolution shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016, A.D.

Mark Carroll _____

Laura Curtis _____

Chris Faber _____

Mark Gaffino _____

Mark Guethle _____

Michael Lowery _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016 A.D.

Dale Berman, Village President

ATTEST:

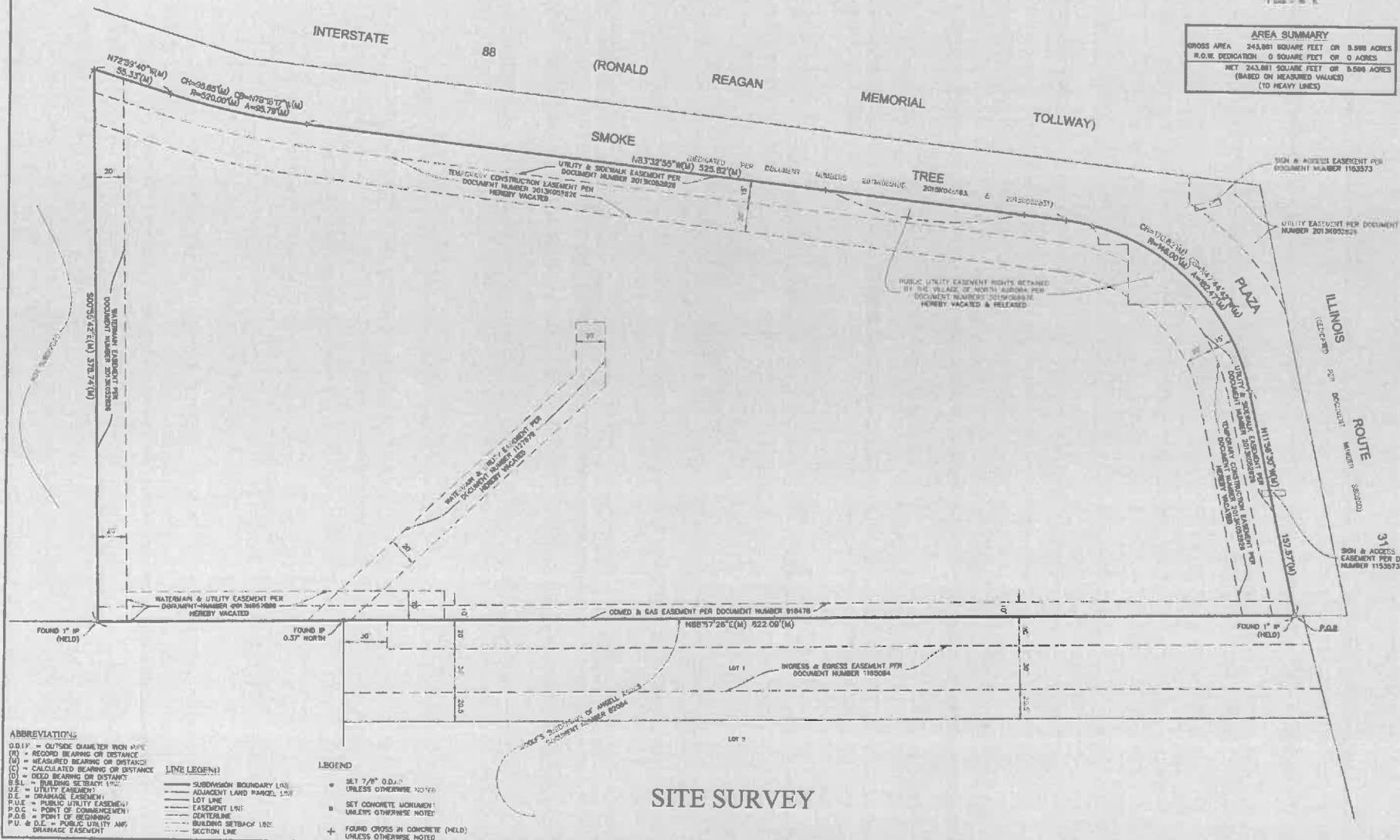
Village Clerk

PART OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 38 NORTH, RANGE
8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS.

GRAPHIC SCALE



GROSS AREA	243,881 SQUARE FEET OR	5.598 ACRES
R.O.W. DEDICATION	0 SQUARE FEET OR	0 ACRES
NET	243,881 SQUARE FEET OR	5.598 ACRES
(BASED ON MEASURED VALUES)		
(TO HEAVY LINES)		

[illegible]

PROJECT
NORTH AURORA STORAGE
North Aurora, Illinois 60062

CLIENT
WATERMARK ENGINEERING RESOURCES, LTD.



SCALE: 1" = 30'

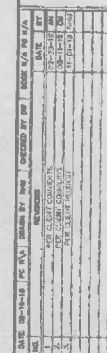
1 OF 3

Price: \$16.00

PART OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 38 NORTH, RANGE
8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS

(IN FEET)
1 inch = 100 ft

(24 FEB)
A 2000 - 2001



PROJECT	NORTH AURORA STORAGE
	North Aurora, Illinois
CLIENT	WATERMARK ENGINEERING RESOURCES LTD



ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING
2411 CEDAR WOOD PARKWAY, STE. 100
AUBURN, IL 62502

SCALE: 1" = 30'

2 OF 3

16 0044

Village of North Aurora Memorandum



To: Village President and Board of Trustees

From: Bill Hannah, Finance Director

CC: Steve Bosco, Village Administrator

Date: December 13, 2016

RE: 1st Budget Amendment for FY 2016-17

The following items have been brought for discussion or proposed which would require adopting a budget amendment at an upcoming meeting.

Closing of Revolving Loan Fund

For many decades going back at least to 1984, the Village has had a community development revolving loan program wherein the Village loans money to businesses under certain guidelines that create or retain jobs that meet certain criteria. The Village then establishes loan repayment terms with the business. The money originally came through the U.S. Department of Housing and Urban Development (HUD) of approximately \$150,000. Over the years a number of loans have been made and repaid and the balance available to continue to make revolving loans has grown due to loan interest and investment income. Most loans made have been repaid although the Village recently had one outstanding loan go into default status and the Village established last year established an allowance for uncollectible amounts related to the loan in the amount of \$97,880. Taking into account this uncollectible amount, the Village has approximately \$338,000 in the fund at this time.

The Village received notice in October that after a review by the Illinois Department of Commerce and Economic Opportunity (DCEO) and their discussions with HUD that for various reasons such as length of time the program has been in effect and types and dollar amounts of loans made that the balance in the revolving loan fund no longer is required by DCEO to be restricted for making new loans under the guidelines of DCEO. In their letter, DCEO has indicated that the remaining funds may be expended or directed in any manner deemed appropriate by the community.

Since the funds are no longer restricted the Village can no longer use a Special Revenue Fund to segregate those monies and must transfer the funds to another Fund. This would necessitate a budget amendment. In evaluating areas where perhaps additional funds are most needed the two most pressing areas would be:

1. Capital Projects: A recent analysis of the Village's long-term road and related infrastructure needs (storm sewers, sidewalks, etc.) that was presented to the Village Board back in November shows that not enough funds are projected to be received in order to fund the Village's current road improvement program. Although updated estimates and road conditions will increase or decrease the estimated cost the current five-year outlook beginning in 2017 shows approximately \$12 million dollars' worth of work that needs to be done and about \$10 million dollars in projected revenues available. In addition, other capital projects have been identified as needing to be considered over the next several years such as village facility repairs or improvements, or improvements to focal point areas within the Village.
2. Pension Funding. Over the last three years the Village has elected to take some one-time surplus revenues and direct them towards making an additional one-time contribution to the Police Pension Fund over and above what the actuarially determined contribution is. This amount has totaled \$450,000 over the last three fiscal years. While projections for the current year are just starting to be done, it seems less likely at this point in time that an additional contribution will be able to be made to the Police Pension Fund from any one-time revenues. This is partly due to declines seen in state-shared income tax revenue this year and decline in significant, one-time building permits lending to the likelihood of a more "break-even" year this fiscal year. The last valuation of the Police Pension Fund submitted to the Board last month showed that the Police Pension Fund was 59% funded with a Net Pension Liability as of May 31, 2016 of \$10,001,810.

Given these multiple needs one proposed allocation of funds would be a \$125,000 contribution to the Police Pension Fund and the remaining amount of \$214,000 to the Capital Projects Fund, although other, although other variations or options can be considered as well. This would close the fund in this current fiscal year and the revolving loan program.

Change in Authorized Staffing Levels for Public Works

As previously discussed, with the upcoming retirement of the current Streets Superintendent, staff is recommending that recruitment of a Public Works Director begin. The Public Works Director would oversee streets, water operations and other areas of Public Works including capital projects. The vacant Street Superintendent Position would be filled by the Foreman position, and the Foreman position would be left unfilled for the time being.

There is no net increase in staffing levels with this change as the Public Works Director authorized staffing would increase from zero (0) to one (1) and the Foreman position would decrease from (1) to (0). The cost impact is estimated to be negligible since any increase in the cost of staffing is likely to be offset in other operational areas as a result of this change.

In addition, the Finance Committee discussed the potential of retaining the part-time Code Enforcement Officer position for about ten hours a week. After discussion, direction was given to re-evaluate the need during the upcoming budget process.

Ordinance No. _____
An Ordinance Approving the 1st Budget Amendment for Fiscal Year 2016-17

WHEREAS, the Village of North Aurora has adopted the Budget Act, and approved a Budget for the 2016-17 Budget Year (hereinafter “budget year”); and

WHEREAS, the corporate authorities of the Village have the authority to revise the budget without notice as long as the revisions do not increase the total budget of the Village beyond the funds that are available

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

1. The recitals set forth above are adopted and incorporated herein as the material and significant findings of the President and the Board of Trustees as if fully stated herein.
2. The budget amendment summarized in the document attached hereto and incorporated herein as Exhibit “A” are hereby approved by the corporate authorities.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2016, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2016, A.D.

Chris Faber	_____	Mark Carroll	_____
Mark Gaffino	_____	Michael Lowery	_____
Mark Guethle	_____	Laura Curtis	_____

Approved and signed by me as President of the Board of trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2016 A.D.

Village President

ATTEST:

Village Clerk

<u>Fund</u>	<u>Division</u>	<u>Account</u>	<u>Account Number</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Revised Budget</u>
<u>General Fund</u>						
	<u>Transfers In</u>					
	Transfers In	Transfer From CD Loan Fund	01.395.3911	-	125,000.00	125,000.00
					<u>125,000.00</u>	
	<u>Expenditures</u>					
	Police	Police Pension Expense	01.440.4140	800,000.00	125,000.00	925,000.00
		TOTAL			<u>125,000.00</u>	
<u>Community Development Revolving Loan Fund</u>						
	<u>Transfers Out</u>					
	Transfers Out	Transfer to General Fund	11.495.4901	-	125,000.00	125,000.00
	Transfers Out	Transfer to Capital Projects Fund	21.495.4921	-	214,000.00	214,000.00
		TOTAL			<u>339,000.00</u>	-
<u>Capital Projects Fund</u>						
	<u>Transfers In</u>					
	Transfers In	Transfer to Capital Projects Fund	21.395.3961	-	214,000.00	214,000.00
					<u>214,000.00</u>	
<u>Police Pension Fund</u>						
	<u>Revenues</u>					
	Contributions	Village Contributions	80.376.3802	800,000.00	125,000.00	925,000.00
					<u>125,000.00</u>	

Village of North Aurora
Salary Schedule and Authorized Staffing
FY 2016-17

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Authorized FT</u>	<u>PT</u>
<u>Non-Union Positions</u>												
Administrative Intern 2080 Hourly	30,612 14.72	31,795 15.29	33,040 15.88	34,328 16.50	35,658 17.14	37,030 17.80	38,551 18.53	40,113 19.29	41,760 20.08	43,491 20.91	0	1
Custodian 2080 Hourly	31,878 15.33	33,110 15.92	34,413 16.54	35,739 17.18	37,135 17.85	38,598 18.56	40,179 19.32	41,830 20.11	43,528 20.93	45,318 21.79	1	0
Customer Service Specialist 2080 Hourly	35,598 17.11	36,994 17.79	38,435 18.48	39,946 19.20	41,505 19.95	43,108 20.73	44,876 21.58	46,712 22.46	48,644 23.39	50,642 24.35	1	0
Fiscal/AP Specialist Building & Zoning Specialist Police Records Specialist Fiscal/Utility Billing Specialist 2080 Hourly	40,667 19.55	42,249 20.31	43,899 21.11	45,621 21.93	47,387 22.78	49,247 23.68	51,271 24.65	53,363 25.66	55,549 26.71	57,828 27.80	0 1 2 1	1 0 1 0
Executive Assistant/DVC 2080 Hourly	52,154 25.07	54,201 26.06	56,316 27.08	58,503 28.13	60,780 29.22	63,152 30.36	65,756 31.61	68,454 32.91	71,245 34.25	74,173 35.66	1	0
Code Enforcement Officer 2080 Hourly	52,874 25.42	54,944 26.42	57,084 27.44	59,317 28.52	61,618 29.62	64,012 30.77	66,640 32.04	69,383 33.36	72,221 34.72	75,197 36.15	1	0
Chief Building Inspector Information Technology Analyst Accounting and Finance Coord. 2080 Hourly	58,966 28.35	61,269 29.46	63,663 30.61	66,152 31.80	68,733 33.04	71,407 34.33	74,337 35.74	77,383 37.20	80,544 38.72	83,847 40.31	1 1 1	0 0 0
Public Works Superintendent Water Superintendent 2080 Hourly	80,568 38.73	83,320 40.06	86,559 41.62	89,938 43.24	93,432 44.92	97,087 46.68	101,067 48.59	105,210 50.58	109,511 52.65	114,023 54.82	1 1	0 0
Deputy Chief 2080 Hourly	90,659 43.59	94,194 45.29	97,867 47.05	101,680 48.88	105,656 50.80	109,772 52.78	114,284 54.94	118,956 57.19	123,841 59.54	128,909 61.98	2	0

Does not include additional pay rates for licenses or stipends.
Rates listed for union positions are current.

Village of North Aurora
Salary Schedule and Authorized Staffing
FY 2016-17

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Authorized FT</u>	<u>PT</u>	
Community Development Director	94,636	97,850	101,667	105,624	109,744	114,023	118,698	123,557	128,624	133,900	1	0	
Finance Director											1	0	
Public Works Director											1	0	
2080 Hourly	45.50	47.04	48.88	50.78	52.76	54.82	57.07	59.40	61.84	64.37			
Police Chief	104,633	108,194	112,404	116,800	121,335	126,078	131,240	136,629	142,230	148,059	1	0	
2080 Hourly	50.30	52.02	54.04	56.15	58.33	60.61	63.10	65.69	68.38	71.18			
Village Administrator	No Established Salary Range										1	0	
<u>Union Positions</u>													
<u>Local 150 Union</u>													
Street Laborer	44,815	46,861	49,100	51,573	54,174	56,754	59,376	62,297	N/A	N/A	6	0	
Water Laborer											2	0	
2080 Hourly	21.55	22.53	23.61	24.79	26.05	27.29	28.55	29.95					
Public Works Foreman	56,647	58,865	61,124	63,491	66,007	69,034	72,211	75,494	N/A	N/A	0	0	
Sr. Water Plant Operator											1	0	
2080 Hourly	27.23	28.30	29.39	30.52	31.73	33.19	34.72	36.30					
<u>FOP Union</u>													
Police Sergeant	80,852	84,018	87,294	90,723	94,218	97,887	101,927	106,099	110,467	N/A	5	0	
2184 Hourly	37.02	38.47	39.97	41.54	43.14	44.82	46.67	48.58	50.58				
<u>MAP Union</u>													
Police Officer	60,497	63,270	66,284	69,582	73,077	76,549	80,000	84,018	N/A	N/A	21	0	
2184 Hourly	27.70	28.97	30.35	31.86	33.46	35.05	36.63	38.47					
<u>Seasonal Employees</u>											Total:	55	3
Crossing Guard (Per Day)	48.32	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Varies		
Jailer (Per Hour)	16.57	17.35	18.17	19.07	20.04	20.99	21.93	23.05	N/A	N/A	Varies		
Seasonal Labor	12.00-18.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Varies		

Does not include additional pay rates for licenses or stipends.
Rates listed for union positions are current.

Village of North Aurora Memorandum



To: Village President & Board of Trustees

From: Bill Hannah, Finance Director

CC: Steven Bosco, Village Administrator

Date: December 14, 2016

RE: Revisions to Human Resources Manual

Over the last year, several new laws were passed by the State which have an impact on the Village which are in effect or will take effect next year. These laws require revisions to the Human Resources Manual which was completely redone and approved a year ago by the Village Board. These changes affect all employees including those represented by a collective bargaining agreement. The affected changes are as follows:

1. Section 5.5 Sick Leave. The State passed the Illinois Employee Sick Leave Act which provides that employees may use up to ½ of their annual accrual for absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Full-time employees accrue twelve (12) sick days a year therefore effective January 1, 2017 employees would be able to use up to six (6) days for the above purposes under this leave. The Village already allows most employees to use their leave in this way for an employee's spouse, parent or child, this would expand that use as outlined above.
2. Section 5.6 Bereavement Leave. The State passed the Child Bereavement Leave Act was passed. The Act provides for unpaid leave for the loss of a child of up to ten (10) days, and up to six (6) weeks of unpaid leave in the event a parent loses more than one child in a 12-month period. The Village already provides up to five days of paid leave for the death of a spouse or child so these new provisions and added to the policy.
3. Section 9.6 Social Media Policy. The Employee Social Media Account Privacy Act effective January 1, 2017 was passed which makes it unlawful for an employer or prospective employer to request or require an employee or applicant to authenticate or access a personal online account in the presence of the employer, to request or require that an employee or applicant invite the employer to join a group affiliated with any personal inline account of the employee or applicant, or to join an online account established by the employer. These provisions were added to the Village's Social Media Policy.

4. Section 9.10 Travel and Expense Reimbursement. The Local Government Travel Expense Control Act was passed which effective January 1, 2017 requires most local governments excluding home rule units to adopt specific regulations, limits and requirements on the expensing and reimbursement of travel-related expenses. While the Village already has a policy, it required modifications based on the new regulations. All travel requires pre-approval ahead of time, and reimbursement of any travel expenses above the maximum allowable amounts must be approved by a vote of the Village Board. In addition, the new regulations forbid the reimbursement of any entertainment expense unless the entertainment is ancillary to the business-related event or program.

The only other minor changes are a change to “1.2 Organization” reflecting the consolidation of the Water Department into the Public Works Department and a change to “10.7 Service Recognition” which modifies the awarding of a recognition plaque instead to a gift.

Resolution No. _____
Resolution to Approve Revisions to the Human Resources Manual
for the Village of North Aurora

WHEREAS, the Village of North Aurora adopted a revised Human Resources Manual Personnel Policy Manual on November 2, 2016; and

WHEREAS, the Village has determined that certain modifications to the Human Resources Manual are in the Village's best interest to be made; and

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees as follows:

1. The recitals set forth above are incorporated herein as the material findings of the President and the Board of Trustees.
2. The Human Resources Manual Revisions summarized in the document attached hereto and incorporated herein as Exhibit "A" are hereby approved by the corporate authorities.
3. This Resolution shall take immediate full force and effect from and after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016, A.D.

Mark Guethle	_____	Mark Carroll	_____
Mark Gaffino	_____	Michael Lowery	_____
Chris Faber	_____	Laura Curtis	_____

Approved and signed by me as President of the Board of trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2016 A.D.

Village President Dale Berman

ATTEST:

Village Clerk

CHAPTER 1 INTRODUCTION

1.1 Welcome and Introduction

Welcome to the Village of North Aurora. As an employee of the Village, you are part of a team whose members are working together to provide quality service to the residents, businesses and community of North Aurora. As an organization, our primary goal is to provide outstanding service to the public and be a good steward of the resources that the organization possesses to provide these services. Each public contact is an opportunity for excellent performance by the employee. Employees shall be courteous to the public and tactful in their work duties, displaying patience and professionalism at all times. In performance of those work duties, employees must not express any prejudice concerning race, age, religion, politics, national origin, disability, creed, color, sex, sexual orientation, genetic information, ancestry, marital status, military discharge status, pregnancy, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction or any other characteristic protected by law to citizens, customers, vendors or their fellow employees. Employees are expected to be courteous, respectful and display professionalism at all time to their coworkers at all levels of the organization.

The Village takes pride in the abilities and accomplishments of its employees and recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. It is the Village's policy to compensate employees for the services they provide by paying wages and benefits that are competitive with the market. In return the Village expects its employee's to perform their duties to the best of their ability, to be dependable, and to abide by the policies of the Village.

1.2 Organization

The Village of North Aurora has a President-Trustee form of government with a Village President and six (6) Trustees elected at-large. The Village President, with the advice and consent of the Village Board of Trustees, appoints a Village Administrator to manage the day-to-day operations of the Village. The organization of the Village is structured into various Departments including Administration, Community Development, Finance, Police and, ~~Public Works~~ ~~and~~ ~~Water~~. Each Department is managed by a Department Head who directs the activities of the respective operating Department.

1.3 Administration of Manual

This Manual establishes certain operating policies, procedures and personnel rules and is the final authority regarding all personnel matters of employees, except as otherwise provided by State law or provided as otherwise here within. The Village Administrator shall administer, or cause to be administered through his designee and the department heads, the provisions of this

remaining after such election as of November 30th.

5.5 Sick Leave

Accrual

Eligible employees shall accrue sick leave at the rate of eight (8) hours per month. The maximum amount of sick leave that can be accrued is four-hundred-eighty (480) hours or sixty (60) days for an eight-hour day.

(Note: Employee's hired before June 22, 1998 will be allowed to retain any accumulated sick leave in excess of the maximums established in this policy. However, once those days are used, and the employee's sick leave balance falls below the current maximums authorized the employee will adhere to the new maximum accumulations)

The Illinois Municipal Retirement Fund (IMRF) currently offers additional service credit for accumulated sick days at the time an employee applies for their IMRF pension. The Village will allow employees to accrue additional sick time over and above 480 hours to be applied solely for additional service credit. The maximum additional amount that will be allowed will be based on IMRF's limits in place at the time. This additional sick leave will be tracked separately from the normal sick leave bank. When an employee uses sick leave, the sick leave will be deducted from the normal sixty (60) day sick leave bank. Sick leave credited to the IMRF service credit bank shall only occur when the normal sick leave bank has reached the maximum. All sick leave accrued by IMRF eligible employees shall be eligible for additional service credit as permitted by IMRF and state statutes from time-to-time.

No sick leave shall be credited to an employee who is on an unpaid leave of absence of thirty (30) days or longer.

Sick Leave Requests

Sick leave shall not be considered a benefit to be used at the employee's discretion for personal or other business. Sick leave shall be allowed only in the following situations:

1. Actual sickness, injury, disability or hospitalization of the employee
2. Medical or dental appointments which cannot be reasonably scheduled outside of working hours
3. Absence required by illness or disability of the employee's immediate family, defined for the purposes of this section to be parent, spouse or child and all "half" and "step" relationships

Pursuant to the Illinois Employee Sick Leave Act going into effect on January 1, 2017 ("ESLA"), employees may use up to one half their annual sick leave benefits provided under this Section for absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, for reasonable periods of time as may be necessary, on the same terms as the employee is able to use

sick leave for the employee's own illness or injury. ESLA, however, does not extend any leave under FMLA. An employee may not be retaliated against for exercising rights under ESLA.
Section

Employees shall notify their supervisors within two (2) hours of their beginning start time of the need to take sick leave. A Department Head may require an employee to provide proof of illness, disability or otherwise of an employee or immediate family members condition or illness if the sick leave extends beyond three (3) days.

Sick leave may be taken in increments of one (1) hour unless mutually agreed to be the employee and Department Head.

Sick Leave Incentive Day

As an incentive to not use sick leave, any employee who does not use any sick leave during a calendar year will be given eight (8) hours of additional straight-time pay on the following payroll.

Other Sick Leave Policies

A Department Head may send an employee home on sick leave if in the opinion of the Department Head if the employee appears ill and otherwise may impact the health of other employees by continuing to be present in the work environment.

A Department Head may require a physician's statement as a condition for granting of sick leave for any duration if the Department Head suspects that an employee is misusing sick leave, or if an employee calls in sick the day before or after a scheduled vacation or holiday. If upon investigation any employee is found to have abused the intent of sick leave benefits they will be subject to disciplinary action up to and including termination.

If an employee becomes sick or ill while on vacation or holiday leave sick, leave will not be substituted for the vacation, holiday leave or other leave benefit being used for that day.

Other than as provided for in this section, accumulated sick leave upon separation, termination or retirement will not be paid or cashed out to employees.

5.6 Bereavement Leave

Employees are eligible for bereavement leave in the event of a death in the employee's family as defined below:

1. For an employee's spouse ~~or child~~ up to five (5) days will be granted.
2. Provided the Village has 50 or more employees, under the Child Bereavement Leave Act ("CBLA"), for an employee's child, defined as a son, daughter (biological or adopted), foster child, stepchild, a legal ward, or a child of where employee is standing in loco

parentis, up to ten (10) days of leave will be granted. In the event, an employee loses more than one child in any 12 month period, the employee is entitled to take up to (6) six weeks in a twelve (12) month period. In order to take this leave, the employee must do so within sixty (60) days of the child's death, provide 48 hours' advance notice of the intent to take such leave unless doing so is impracticable, and may be required to provide reasonable documentation in support of it. Under the CBLA, an employee may elect to substitute paid leave for unpaid leave for any days in excess of the five (5) days that the Village offers paid bereavement leave under this Section. However, the Village may not require employees to do so.

1.3.

2.4. For an employee's mother, father, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, grandparent-in-law, brother-in-law or sister-in-law up to three (3) days will be granted. Up to two (2) additional days may be granted for travel if distance is more than 250 miles away.

3.5. For an employee's aunt, uncle, niece or nephew one (1) day will be granted.

The above relationships include all "step" and "half" relationships. Bereavement leave will be paid at the employee's regular rate of pay for up to five (5) days.

5.7 Donated Leave Time for Hardship Situations

The Village recognizes that employees may undergo a hardship situation in their personal life primarily due to, but not necessarily limited to, critical medical situations relating to either themselves or an immediate family member (defined as parent, spouse, and child). In recognition of these types of situations, employees who find themselves in a hardship situation may become eligible for the donation of personal or vacation leave by other employees to allow them additional paid time off.

In order to qualify, an employee must submit a written letter to the Village Administrator explaining the nature of the hardship, expected duration, and any other documentation deemed appropriate. The employee must demonstrate that they have exhausted, or soon will exhaust, all applicable sick, vacation, holiday, personal, compensatory or other types of leave.

The Village Administrator will make the final determination of whether or not a hardship exists and his decision will be final. The Village Administrator may request additional documentation if needed. If granted, hardship status will remain in effect for up to two (2) months at which time the employee must re-apply for hardship status.

The Finance Department will manage the process of making other employees aware that hardship status has been granted, and providing a method upon which employees may donate vacation leave or personal leave hours to the employee.

Other than provided for in this section, employees may not donate or loan any accumulated leave

Village sponsored social media site(s) and other social media sites as representatives of the Village. Such information may include Village events, newsletters, press releases, and other items relevant to the Village and its residents.

24. Department Heads may appoint designated social media users for their departments. Such designated social media users may post department-specific information and answer questions or comments related to the responsibilities of their departments. Each department shall determine the types of information that shall be posted and activity to be conducted on Village and other social media sites from time to time, and such department social media policy shall be approved by the Administrator. Department social media users shall comply with the department social media policy and the general social media policy and shall not deviate from those policies without the approval of the Village Administrator.

25. Employees who fail to conduct themselves in a professional manner, or are found in noncompliance with this policy or with any personnel manual policies, administrative policies, and department rules and regulations, will be subject to corrective action procedures found in the Village's Personnel Policy Manual and/or respective Collective Bargaining Agreement.

C. Notice of Violations. Employees who observe violations of this policy shall notify their immediate supervisor or shall report the violation to the Village Administrator.

D. Discipline. Employees who violate this policy are subject to discipline, up to and including termination of employment.

E. Employee Social Media Account Privacy. The Village recognizes that employees may engage in and own personal social media accounts. No employee shall be requested or required by the Village to do the following:

1. To provide a user name and password to a personal social media account;
 2. To authenticate or access a personal social media account in the presence of a supervisor, a department head or the Administrator;
 3. To invite the Village to join a group affiliated with the employee's personal social media account; or
 4. To join a social media account established by the Village or provide access to the Village with the employee's social media account contact list.
- An employee may not be disciplined and/or retaliated against for refusing to comply with any request outlined in Section 9.6 (E)(1) – (4).

E.F. Policy Changes. The Village reserves the right to modify or change the policies set forth above or anywhere else in this Manual to comply with applicable law, to meet changing circumstances or for any reason.

9.9 Sworn Police Uniform Allowance

The Village will provide a uniform allowance for sworn police personnel not covered by a collective bargaining agreement in the amount of \$850 per year. The allowance will be paid on the employee's first paycheck in June and will be treated as a taxable allowance per IRS rules.

9.10 Travel and Business Expense Reimbursement

Travel for Business-Related Purposes

Generally, all business-related travel shall be done in the most economical manner as possible, taking into account the length of travel and reasonable steps necessary to make such travel economical. Travel for business-related purposes ~~shall~~ should be approved ahead of time and include details on miles, dates of travel and estimated expenses which are necessary for employee training, professional development or to carry out the public business, responsibilities or interests of the Village. ~~If a Village-owned vehicle is not available for travel the Village will reimburse an employee at the current IRS-approved standard mileage rate less normal mileage from the employee's residence to their regular work site.~~ Employees attending a training or other business related event may be required to return to work if the event length is less than the employee's regular shift. Employees must notify their supervisor if the event lasts less than their full shift or is less than originally planned in order to determine if the employee must return to work. Requests for travel approval and reimbursement shall be submitted to the Village by submitting Form A below to their Department Head and are subject to the following Maximum Allowable Expenses:

- **Airfare** – Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least thirty (30) days prior in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The Employee will pay for the difference between higher priced tickets and coach or economy tickets with personal
- **Auto** – If a Village-owned vehicle is not available for travel, the Village will reimburse an employee at the current IRS-approved standard mileage rate less normal mileage from the employee's residence to their regular work site.
- **Rental Car** – Employees shall obtain the lowest reasonable rate for a midsize, non-luxury model.
- **Rail or Bus** – Employees shall obtain lowest reasonable rate and cost shall not exceed airfare.
- **Taxi, Shuttle, Rideshare, or Public Transportation** – Actual reasonable rate.
- **Meals** – Employees attending training, conferences or business-related events lasting most of the regular work day are not eligible for a lunch meal reimbursement if a lunch meal is provided as part of the event. Exceptions may be approved by the Department Head. Employees required to attend a conference, training or other Village-related business that requires an overnight stay away from home previously approved by the Department Head are eligible for meal reimbursements if those meals are not provided by

the event. Reimbursement for meals when meals are provided by the event may be approved by the Department Head subject to the Employee's submission of an estimate in Form A or upon submission of receipts after the event along with a statement by the Employee as to the nature of such meal. Employees authorized to carry a purchasing card may use their card for meals in accordance with Village policies. The Village will generally maintain a policy of reimbursement of actual expenses. Such reimbursement may not exceed the federal per diem rates per meal established from time-to-time. Exceptions must be authorized by the Department Head and Finance Director. At no time is alcohol considered an eligible expense for reimbursement.

- **Lodging** – Employees will be reimbursed for a standard single-room at locations convenient to the business activity or at the group rate obtained by the event organizer. In the event of a change in plans or cancellation, employees shall cancel reservations so as not to incur any related charges. Any cancellation charges will be reimbursed upon submittal to the Village Board as provided in this Section.
- **Vacation and Business Travel** - In the event the employee wishes to extend their travel on business related purposes for personal reasons, the Village will pay or reimburse an employee only for the amounts specifically related to the business-related travel.
- **Parking** – Parking fees at event location will be reimbursed only with a receipt.

Reimbursement in excess of the above Maximum Allowable Expenses above will only be approved in an open meeting of the Village Board by a majority roll-call vote.

Limitations on Reimbursements

No employee shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. For purposes of Section 9.10, "entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

~~In the event the employee wishes to extend their travel on business related purposes for personal reasons, the Village will pay or reimburse an employee only for the amounts specifically related to the business related travel.~~

Non-Exempt Employee Travel Compensation

Non-exempt employees should keep in mind the following rules regarding compensation for work-related travel that occurs outside of the normal work day or shift:

- An employee driving directly from home to an off-site training, conference or other work-related activity shall be compensated for time travelled less normal home-to-work commuting time.
- An employee travelling as a passenger on an airplane, train, boat, bus, other public transportation or as a passenger in a private automobile is not compensated for time travelled if the travel occurs during non-regular shift hours (applicable to all days in the week) and work is not performed during the travel..

- An employee travelling on Village business involving an overnight stay away from home will be compensated for travel time (with the exception of driving) for travel time occurring during regular shift hours including regular days off.
- An employee travelling on Village business involving an overnight stay away from home will be compensated for all travel time spent driving a vehicle regardless of when the driving occurs.

Meal Reimbursements

~~Employees attending training, conferences or business related events lasting most of the regular work day are not eligible for a lunch meal reimbursement if a lunch meal is provided as part of the event. Exceptions may be approved by the Department Head.~~

~~Employees required to attend a conference, training or other Village related business that requires an overnight stay away from home previously approved by the Department Head are eligible for meal reimbursements if those meals are not provided by the event. Reimbursement for meals when meals are provided by the event may be approved by the Department Head. Reimbursements shall be made upon submission of receipts after the event. Employees authorized to carry a purchasing card may use their card for meals in accordance with Village policies. The Village will generally maintain a policy of reimbursement of actual expenses. Such reimbursement may not exceed the federal per diem rates per meal established from time to time. Exceptions must be authorized by the Department Head and Finance Director. At no time is alcohol considered an eligible expense for reimbursement.~~

9.11 Workplace Inspection Policy

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, weapons, explosives, or other improper materials. To this end, the Village prohibits the possession, sale, transfer or use of such materials on its premises or in Village vehicles. The Village requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for an employee's convenience but remain the sole property of the Village. Accordingly, if the Village has reasonable suspicion to believe that a workplace inspection is warranted, these storage devices, as well as any articles found within them, may be inspected at any time, with or without prior notice. The inspection must be reasonable at its inception. Any search or inspection of desks, lockers and other storage devices must be approved by a Department Head or the Village Administrator and the search shall be conducted by at least two (2) supervisory personnel.

9.12 Gifts and Gratuities

No Village employee or official shall directly or indirectly solicit, accept, or receive any gift or

10.7 Service Recognition

In order to acknowledge a long-term employee who has provided many years of service to the Village and is retiring or otherwise moving on to another job or career, the Village will contribute towards a luncheon or other event on Village grounds where all employees and other appropriate individuals (vendors, contractors, former employees) may attend along with the employee's family.

The following guidelines shall be followed in establishing a contribution policy by the Village:

- Employee with 10 or more years of service the Village will provide food and beverages up to \$750 Employee with 10 or more years of service will also be provided a recognition ~~plaque-gift~~ generally no more than \$150.

Costs over and above or other acknowledgement gifts shall be paid for or shared by employees unless otherwise approved by the Village Administrator.

Village of North Aurora Memorandum



To: Village President and Board of Trustees

From: Bill Hannah, Finance Director

CC: Steven Bosco, Village Administrator

Date: December 14, 2016

RE: Reimbursement of Expenditures for Upcoming Bond Resolution

As the Village moves forward with the bond issuance process in order to construct deep well #8, well #9 and a new water tower, the Village has and will continue to incur expenditures related to the project. In order to apply future bond proceeds to expenditures already made a reimbursement resolution needs to be passed by the Village Board.

The amount of bond proceeds in the resolution of \$6,200,000 is a high estimate, and does not commit the Village in any way to that amount. The latest estimate on the amount of the bond issuance is approximately \$5,800,000.

The Village will continue to work with its Financial Advisor over the next two months in order to present final options to the Board for bond issuance size, debt repayment schedules and rate recommendations, if any.

EXTRACT OF MINUTES of a regular public meeting of the President and Board of Trustees of the Village of North Aurora, Kane County, Illinois, held at the North Aurora Village Hall, located at 25 East State Street, in said Village, at 7:00 o'clock P.M., on the 19th day of December, 2016.

* * *

The meeting was called to order by the President, and upon the roll being called, Dale Berman, the President, and the following Trustees were physically present at said location: _____

The following Trustees were allowed by a majority of the members of the President and Board of Trustees in accordance with and to the extent allowed by rules adopted by the President and Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the Village has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of one or more obligations and that the President and Board of Trustees would consider the adoption of a resolution expressing the Village's official intent to reimburse itself for such expenditures.

Whereupon Trustee _____ presented and the Village Clerk read by title a resolution as follows, a copy of which was provided to each Trustee prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by the Village of North Aurora, Kane County, Illinois.

* * *

WHEREAS, the President and Board of Trustees (the “*Board*”) of the Village of North Aurora, Kane County, Illinois (the “*Village*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Projects*”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the Village reasonably expects to reimburse itself for the Expenditures with the proceeds of one or more obligations:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the President and Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The Village reasonably expects to reimburse the Expenditures with proceeds of one or more obligations.

Section 3. Maximum Amount. The maximum aggregate principal amount of the obligations expected to be issued for the Projects is \$6,200,000.

Section 4. Ratification. All actions of the officers, agents and employees of the Village that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED by the President and Board of Trustees on December 19, 2016.

President, Village of North Aurora,
Kane County, Illinois

AYE: _____

NAY: _____

ABSENT: _____

APPROVED: December 19, 2016.

ATTEST:

Village Clerk, Village of North Aurora,
Kane County, Illinois

[SEAL]

EXHIBIT A

DESCRIPTION OF CAPITAL PROJECTS

- Improvements to the Village's waterworks system, including, but not limited to, construction of Well No. 8, Well No. 9, a new water tower and watermain replacement projects.

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon
the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the President declared the motion carried and said resolution adopted,
approved and signed the same in open meeting and directed the Village Clerk to record the same
in the records of the President and Board of Trustees of the Village of North Aurora, Kane County,
Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of North Aurora, Kane County, Illinois (the "*Village*"), and as such officer I am the keeper of the books, records, files, and journal of proceedings of the Village and of the President and Board of Trustees thereof (the "*Board*").

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of December, 2016, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by the Village of North Aurora, Kane County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Village, this 19th day of December, 2016.

Village Clerk

(SEAL)

Memorandum



To: Village President and Village Board of Trustees

Cc: Steve Bosco, Village Administrator; Mike Glock, Public Works Superintendent

From: David Hansen, Administrative Intern

Date: December 8, 2016

Re: LED Street Lights RFP Change

On Thursday October 20th, 2016 Staff posted a request for proposal (RFP) for the LED Street Light Fixture Replacement Project. After further research, staff decided to pull the RFP Proposal. Staff determined that the upcoming LED Street Light Fixture Replacement was more highly technical and specialized than originally thought. Do to the complexity of LED specifications and the grant writing process, Staff reached out to Kluber Architects + Engineers to prepare the RFP for the Village in regards to the LED Street Light Replacement Contract.

The Village of North Aurora and Kluber Architects + Engineers have drafted a contract. The contract includes the following phases for Kluber Architects + Engineers to fulfill: design phase, bid phase, and construction administration phase. The design phase would consist of a kick-off meeting, assisting the owner in preparing grant application paperwork, developing technical specifications and drawings, and reviewing the final documents with the owner prior to bidding. The bidding phase would consist of preparing an agenda, attending the pre-bid meeting, responding to contractor questions during bidding, attending the bid opening, reviewing the contractor's bid specifications, and preparing and issuing the contractor the bid results letter. The construction administration phase would consist of preparing an agenda, attending the pre-construction meeting, responding to contractor questions, reviewing process pay requests if requested, performing site visits, analyzing reviews of each construction submittal, and performing a final site visit to confirm the completion of the project.

The Village received the price breakdown for the three phases. The design phase would amount to \$9,950.00. The bidding phase would amount to \$1,050.00. The construction administration phase would amount \$2,800.00. The summation of cost for the project would be \$13,800.00 for the three phases.

Attached is the agreement with Kluber Architects + Engineers

November 9, 2016

Village of North Aurora
Steve Bosco
Village Administrator
25 E. State Street
North Aurora, IL 60542

Re: LED Street Light Fixture Replacement
Kluber, Inc. Proposal No. 161109.01

Dear Mr. Bosco:

Thank you for the opportunity to present this Proposal for Professional Services for the above referenced Project. It is our understanding that Project consists of LED street light fixture replacement and pole replacement as outlined in the Request for Proposals (RFP) document prepared by the Village.

OVERVIEW OF PROJECT SCOPE

The Project consists of replacing the LED street light fixtures and poles outlined in the RFP document prepared by the Village. Kluber will assist the Village in Grant application and funding opportunities available for this type of energy efficiency project.

INITIAL INFORMATION

- The anticipated Project schedule is to be determined as mutually agreed.
- The Owner's representative for the Project will be Mike Glock or as appointed.
- Kluber, Inc.'s representative for the Project will be Jeff Bruns.

The foregoing is based on our conversations over the past week and the RFP document prepared by the Village (not date).

SERVICES

Kluber, Inc. proposes to provide usual and customary architectural and engineering Services for the Project as set forth in the standardized *AIA B105 - 2007 Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project*, and in accordance with the general understandings applicable to our relationship with you, with limitations as follows:

Design Phase:

- Visually observe the multiple locations where the fixtures will be replaced to document existing conditions.
- Kick-off meeting with Owner to discuss Project (if required).
- Assist Owner in preparing Grant application paperwork.
- Develop technical specifications.
- Develop technical drawings.
- Review final documents with Owner prior to bidding.

Bidding Phase:

- Assist Owner in contacting potential bidders for Project.

- Prepare agenda and attend pre-bid meeting.
- Respond to contractor questions during bidding.
- Issue addenda (if required).
- Attend bid opening.
- Perform contractor bid review evaluations.
- Prepare and issue contractor bid results letter.

Construction Administration Phase:

- Prepare agenda and attend pre-construction meeting.
- Respond to Contractor questions.
- Review progress pay requests if requested (via email).
- Site visits and Contractor meetings during construction are not provided but can be provided if requested. A per site visit cost is indicated as an Additional Service below.
- Perform up to two (2) reviews of each construction submittal.
- Perform one (1) site visit to confirm Substantial Completion and identify punch list items. Owner to review if Punchlist items have been completed.

ADDITIONAL SERVICES

Additional Services are not included in the Services described above, but may be required for the Project or specifically requested by Village of North Aurora.

COMPENSATION

Kluber, Inc. proposes to provide the Services described above for a lump sum fee of \$13,800.00.

Kluber, Inc. proposes to provide the Additional Services described above for the fees scheduled below.

Compensation for Basic and Additional Services does not include the services of other independent professionals, associates, or other consultants. If they are required, our fee will be increased by the direct costs of those services multiplied by a factor of 1.15 for overhead, coordination and management of the delivery of those services.

Our billing for Services will be based on progress of the work performed and is outlined as follows:

Services:

Design Phase	\$9,950.00
Bidding/Negotiation Phase	\$1,050.00
Construction Administration Phase.....	<u>\$2,800.00</u>
Total Services Fee:.....	\$13,800.00

Additional Services:

As requested	At Hourly Rates listed below
Site Visit/Meeting attendance	\$525.00 per request

Reimbursable Expenses incurred in connection with our services will be charged on the basis of cost, without additional markup. Anticipated reimbursable expenses for this project include expedited courier services, printing and plotting, document reproduction, premiums for professional liability insurance in excess of usual and customary coverage and models, renderings or professional photography, and are anticipated not to exceed \$150.00.

Changes in services, when authorized, will be charged on an hourly rate as scheduled hereafter and amended annually in accordance with our hourly rate schedule (2016):

Kluber Architects + Engineers Staff

Hourly Rate



Principal.....	\$225.00
Project Manager.....	\$175.00
Project Mechanical Engineer III.....	\$165.00
Project Mechanical Engineer II.....	\$140.00
Project Mechanical Engineer I.....	\$115.00
Project Electrical Engineer III.....	\$165.00
Project Electrical Engineer II.....	\$140.00
Project Electrical Engineer I.....	\$115.00
Project Structural Engineer III.....	\$165.00
Project Structural Engineer II.....	\$140.00
Project Structural Engineer I.....	\$115.00
Project Architect III.....	\$135.00
Project Architect II.....	\$115.00
Project Architect I.....	\$95.00
Interior Designer III.....	\$115.00
Interior Designer II.....	\$95.00
Interior Designer I.....	\$75.00
Construction Observer.....	\$95.00
Senior Project Coordinator.....	\$75.00
Project Coordinator.....	\$55.00

Limitation of Liability: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of Kluber, Inc.'s officers, directors, partners, employees, agents, and Kluber's Consultants, and any of them to Owner/Client and anyone claiming by, through, or under Owner/Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Subagreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of Kluber's officers, directors, partners, employees, agents, or Kluber's Consultants, or any of them shall not exceed the total amount of two times fee, excluding reimbursable expenses. The services provided herein are governed solely with regards to permanent building codes only, compliance with OSHA regulations is specifically excluded.

TIMING

All services contemplated within this proposal shall be completed within 3 months after the acceptance date. Services performed after closure of that window will be billed hourly in accordance with the rates set forth above.

FINAL NOTE

If this proposal satisfactorily sets forth your understanding of our agreement, we would appreciate your authorization to proceed with this Work. We are available to discuss any aspect of this proposal with you at your convenience.

Kluber, Inc. appreciates the interest expressed in our firm and we look forward to serving your needs in the future.

Sincerely,

Michael T. Kluber, P.E.
President
Kluber, Inc.

Accepted (Signature)

Date

Steven Bosco, Village Administrator
By (printed name and title)

Confidentiality Notice:

The contents of this proposal are confidential and may not be distributed to persons other than Village of North Aurora.



ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE NORTH AURORA CODE SECTION
5.08.350 BY INCREASING THE NUMBER OF CLASS A LIQUOR LICENSES
AUTHORIZED IN THE VILLAGE OF NORTH AURORA (Noonan's – 19 S. Randall Rd)**

BE IT ORDAINED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

SECTION 1: Section 5.08.350 of Chapter 5.08 of Title 5 of the North Aurora Municipal Code is hereby amended to read as follows:

5.08.350 Number of Licenses.

The number of licenses to be issued by the Village Liquor Commissioner for any given license year is hereby restricted as follows:

- A. **Four Class "A" licenses,**
- B. Eight Class "B" licenses;
- C. Three Class "C" license;
- D. Eight Class "D" licenses;
- E. Five Class "E" licenses;
- F. Zero Class "F" license;
- G. One Class "G" licenses;
- H. One Class J-1 license;
- J. One Class J-2 license.

SECTION 2: No other portion of the Village of North Aurora Municipal Code is amended or modified by this Ordinance.

SECTION 3: This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form by the Village Clerk, and such other acts as required by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2016, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2016, A.D.

Mark Carroll	_____	Laura Curtis	_____
Christopher Faber	_____	Mark Gaffino	_____
Mark Guethle	_____	Michael Lowery	_____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____ 2016, A.D.

Village President

ATTEST:

Village Clerk

**VILLAGE OF NORTH AURORA
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR
FROM: MIKE TOTH, ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ORDINANCE: SIGN VARIANCE (PETITION #16-09)
AGENDA: 12/19/2016 REGULAR VILLAGE BOARD MEETING

ITEM

An Ordinance granting approval of a variance to increase the allowable size of a Class 5 Temporary Sign on the property located at 400 Mitchell Road, Village of North Aurora, Illinois.

BACKGROUND

The petitioner is proposing to erect two 200 square foot temporary signs, connected into a "V" shape, for the purposes of advertising the vacant land within the Liberty development located on Mitchell Road. The sign(s) will be placed on the south portion of the 400 Mitchell Road property and be oriented towards I-88.

As the maximum area of a Class 5 Temporary Sign is 80 square feet, a variance is needed to accommodate the additional square footage. In order to avoid confusion on the number of permissible signs, given there is property frontage along Mitchell Road and I-88, the variance would be to allow for one sign at 400 square feet.

A public hearing was held on this item before the Plan Commission at their December 6, 2016 meeting. The Plan Commission cited the topographical and sight line challenges of placing the sign adjacent to I-88 and unanimously recommended approval of Petition #16-09.

Attachments:

1. Staff report to the Plan Commission.
2. An Ordinance granting approval of a variance to increase the allowable size of a Class 5 Temporary Sign on the property located at 400 Mitchell Road, Village of North Aurora, Illinois.

Staff Report to the Village of North Aurora Plan Commission

Prepared By: Mike Toth, Community and Economic Development Director

Petition Number: #16-09

Property Address: 400 Mitchell Road

Hearing Date: December 6, 2016

Request: A variance from Section 15.48.080 of the North Aurora Sign Ordinance to increase the allowable size of a Class 5 Temporary Sign.

PROPOSAL

The petitioner is proposing to erect two 200 square foot temporary signs, connected into a “V” shape, for the purposes of advertising the vacant land within the Liberty development located on Mitchell Road. The sign(s) will be placed on the south portion of the 400 Mitchell Road property and be oriented towards I-88.

According to the Sign Ordinance, the proposed sign(s) are considered a Class 5 Temporary Signs. The following provisions apply to Class 5 Temporary Signs:

Material	Maximum Size	Maximum Duration	Zoning Districts	Illumination	Permit	Location/Quantity
Wood or metal	80 square feet	1 year, may be renewed annually until the specific purpose for which the sign is placed has been satisfied	Any business, industrial, or office district or a special use in any district	None	Required	Must be located on subject property 1 per road frontage

As the maximum area of a Class 5 Temporary Sign is 80 square feet, a variance is needed to accommodate the additional square footage. In order to avoid confusion on the number of permissible signs, given there is property frontage along Mitchell Road and I-88, the variance would be to allow for one sign at 400 square feet.

APPLICATION FOR SIGN VARIANCE

VILLAGE OF NORTH AURORA
25 E. State Street
North Aurora, IL 60542

PETITION NO. 16-09

FILE NAME LIBERTY SIGN VARIANCE

DATE STAMP

RECEIVED

OCT 12 2016

I. APPLICANT AND OWNER DATA

Name of Applicant* LIBERTY PROPERTY TRUST / Liberty Illinois LP
Address of Applicant 25 Northwest Point Boulevard, Elk Grove Village, IL 60007
Telephone No. (847) 264-2134
Name of Owner (s) * LIBERTY PROPERTY TRUST / Liberty Illinois LP
Address of Owner (s) 25 Northwest Point Boulevard, Elk Grove Village, IL 60007
Telephone No. (847) 264-2134
Email Address mneumann@libertyproperty.com

II. ADDRESS, USE AND ZONING OF PROPERTY

Address of Property 400 Mitchell Road, North Aurora, IL 60502
(indicate location of common address)
PIN#: 15-03-401-006
Parcel Size +/- 30 Acres
Present Use: Industrial
(business, manufacturing, residential, etc.)
Present Zoning District ORI
(Zoning Ordinance Classification)

III. PROPOSED SIGN VARIANCE

Sign Variance requested 10' X 20' V-Shaped Sign (two faces each being 200 square feet)
Code Section that pertains to Variance 15.48.120

Reason for request The availability of an industrial development sign requires adequate visibility of marketing signage.

Explanation of purpose to which property will be put : [Industrial Warehouse and Distribution Facilities \(see 300 Mitchell facility\)](#).

IV. UNIQUE CIRCUMSTANCES CREATING THE VARIANCE

What unique physical characteristics of the land prevent compliance with the Sign Ordinance, if any? (Please Explain)

[The subject parcel's size and frontage along Interstate 88 requires larger signage than is allowed in the ordinance in order for viewers in fast moving vehicles to read the information.](#)

Are there other available locations for adequate signage on the property? (Please Explain)

[No. Due to the elevation of Mitchell Road overpassing Interstate 88 visibility of ground signage is limited.](#)

What effect will the proposed signage have on pedestrian and motor traffic, if any? (Please Explain)

[No impact on Pedestrians \(as no pedestrians are allowed on Interstate 88\), and no impact on Highway Motor Traffic.](#)

Does the cost associated with Sign Ordinance compliance require the public to grant a variance? (Please Explain)

[No. This request is driven by required size of signage, not its cost.](#)



APPROVAL _____
DATE _____

CNC Graphics

COMMERCIAL SIGNAGE SPECIALISTS

575N. EDGEWOOD AVE. WOOD DALE, IL 60191
MAIN 630.766.6308 FAX 630.766.6348
EMAIL CNC.SOLUTION@CNC.SOLUTION.COM
WWW.CNC.SOLUTION.COM

CUSTOMER: _____



JOB LOCATION: _____

400 Mitchell Rd,
North Aurora, IL

PROJECT: _____

(1) 10x20' V sign- MDO

DATE: _____

08.12.2016

FILE ID: _____

LP081116AM

REVISIONS: _____

1. 8/15
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

SCALE: _____



ORDINANCE NO. _____

**AN ORDINANCE GRANTING APPROVAL OF A VARIANCE TO INCREASE THE
ALLOWABLE SIZE OF A CLASS 5 TEMPORARY SIGN ON THE PROPERTY
LOCATED AT 400 MITCHELL ROAD, VILLAGE OF NORTH AURORA, ILLINOIS**

(PC 16-09: 400 Mitchell Road)

WHEREAS, the President and Board of Trustees of the Village of North Aurora have heretofore adopted the North Aurora Sign Ordinance, otherwise known as Title 15, Chapter 48 of the Code of North Aurora, Illinois; and,

WHEREAS, said application requests approval of a variance from Section 15.48.080 of the North Aurora Sign Ordinance to increase the allowable size of a Class 5 Temporary Sign; and,

WHEREAS, a public hearing on such application has been conducted by the Village of North Aurora Plan Commission on December 6, 2016 pursuant to appropriate and legal notice; and,

WHEREAS, the Plan Commission has filed its recommendations with the President and Board of Trustees recommending approval of the variation described herein; and,

WHEREAS, the President and Board of Trustees approve and adopt the findings and recommendations of the Plan Commission and incorporate such findings and recommendations herein by reference as if they were fully set forth herein;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF NORTH AURORA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the variance is hereby granted from Section 15.48.080 of the North Aurora Sign Ordinance to increase the allowable size of a Class 5 Temporary Sign.

SECTION 2: This ordinance is limited and restricted to the property generally located at 400 Mitchell Road, North Aurora, Illinois and identified by Parcel Number: 15-03-401-006 (the "Subject Property").

SECTION 3: This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Ordinance No. _____

Re: PC 16-09

Page 2

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois
this _____ day of _____, 2016, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois
this _____ day of _____, 2016, A.D.

Mark Carroll _____

Laura Curtis _____

Chris Faber _____

Mark Gaffino _____

Mark Guethle _____

Michael Lowery _____

Approved and signed by me as President of the Board of Trustees of the Village of North
Aurora, Kane County, Illinois this _____ day of _____, 2016, A.D.

Dale Berman, Village President

ATTEST:

Lori Murray, Village Clerk

Accounts Payable

To Be Paid Proof List

User: bhannah
 Printed: 12/14/2016 - 3:40PM
 Batch: 00502.12.2016 - 12192016



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Accela, Inc. #774375						
034670						
Web Fees/November 2016	784.00	60-445-4510	Equipment/IT Maint	26134	12/13/2016	12/19/2016
Total:	784.00	*Vendor Total				
Ace Hardware						
000030						
Bolts	7.16	01-445-4510	Equipment/IT Maint	K11059	12/13/2016	12/19/2016
Shop Supplies	51.42	01-445-4421	Custodial Supplies	K11517	12/13/2016	12/19/2016
Total:	58.58	*Vendor Total				
Acres Enterprises, Inc.						
048740						
(204) Parkway Trees Planted	56,916.00	01-445-4532	Tree Service	AEI_0251618	12/14/2016	12/19/2016
Total:	56,916.00	*Vendor Total				
Aflac						
030540						
Aflac/December 2016	197.10	01-000-2053	AFLAC	095794	12/13/2016	12/19/2016
Total:	197.10	*Vendor Total				
Aftermath, Inc.						
035660						
Cleaning/Booking Area/NAPD	745.00	01-445-4520	Public Buildings Rpr & Mtce	JC2016-7450	12/13/2016	12/19/2016
Cell Cleaning/NAPD	105.00	01-440-4450	Prisoner Mtce & Supplies	JC2016-7648	12/13/2016	12/19/2016
Total:	850.00	*Vendor Total				
Anderson Pest Solutions						
019770						
Pest control/Dec 2016/VH	123.33	01-445-4520	Public Buildings Rpr & Mtce	4071427	12/13/2016	12/19/2016
Pest control/Dec 2016/NAPD	91.00	01-445-4520	Public Buildings Rpr & Mtce	4072535	12/13/2016	12/19/2016
Pest control/Dec 2016/Treatment Plants	85.00	60-445-4567	Treatment Plant Repair/Maint	4072930	12/13/2016	12/19/2016
Total:	299.33	*Vendor Total				
Anna Helene Tuohy						
044040						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	50.00	*Vendor Total				
Arrow Plumbing & Heating, Inc.						
032750						
Repair/Clean Drains, Sinks/VH	628.75	01-445-4520	Public Buildings Rpr & Mtce	10969	12/13/2016	12/19/2016
Total:	628.75	*Vendor Total				
Aurora Area Convention						
003770						
Hotel Tax/NA Hotel/Oct 2016	754.28	15-430-4752	90% Tourism Council	oct 2016	12/13/2016	12/19/2016
Total:	754.28	*Vendor Total				
Aurora Spring & Truck Parts						
048190						
Replace Ball Joints/Steering/Truck #185	1,640.16	01-445-4511	Vehicle Repair and Maint	058022	12/13/2016	12/19/2016
Mud Flaps (6)	49.00	01-445-4511	Vehicle Repair and Maint	058630	12/13/2016	12/19/2016
Total:	1,689.16	*Vendor Total				
Brackett, Michael						
005890						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
Bradley Brown						
032900						
Training Reimbursement	92.00	01-440-4380	Training	11152016	12/13/2016	12/19/2016
Total:	92.00	*Vendor Total				
Canon Solutions America, Inc.						
034960						
Copier Maintenance/NAPD	159.63	01-440-4510	Equipment/IT Maint	4020847503	12/13/2016	12/19/2016
Total:	159.63	*Vendor Total				
Cargill, Inc.						
039780						
Road Salt	3,024.15	10-445-4439	Salt	2903111310	12/13/2016	12/19/2016
Road Salt	10,538.73	10-445-4439	Salt	2903113295	12/13/2016	12/19/2016
Total:	13,562.88	*Vendor Total				
Coffman Truck Sales, Inc.						
000320						
Deflector & Curb Guards	418.24	60-445-4511	Vehicle Repair and Maint	1001089	12/13/2016	12/19/2016
Reservoir Kit	94.79	01-445-4511	Vehicle Repair and Maint	1001089391	12/13/2016	12/19/2016
Total:	513.03	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Comcast Cable						
040740						
Internet Svcs/NAPD	222.80	01-440-4652	Communications	12262016	12/13/2016	12/19/2016
Total:	222.80	*Vendor Total				
Commercial Tire Services, Inc.						
038680						
Flat Repair	83.50	01-445-4511	Vehicle Repair and Maint	3330013111	12/13/2016	12/19/2016
Total:	83.50	*Vendor Total				
Connie Holbrook						
034000						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
Critical Reach						
030570						
Investigations Database	285.00	01-440-4555	Investigations	17-357	12/13/2016	12/19/2016
Total:	285.00	*Vendor Total				
Cyko, Daniel						
021940						
Training Reimbursement	6.00	01-440-4380	Training	12052016	12/13/2016	12/19/2016
Total:	6.00	*Vendor Total				
Display Sales						
017010						
Light Bulbs/Evergreen Holiday	530.00	01-445-4530	Public Grounds Rpr & Mtce	009353	12/13/2016	12/19/2016
Total:	530.00	*Vendor Total				
Doug Botkin						
047330						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
Dustcatchers & Logo Mat, Inc.						
023610						
Towel/Rug Cleaning/PWks	32.93	01-445-4520	Public Buildings Rpr & Mtce	24963	12/13/2016	12/19/2016
Towel/Rug Cleaning/PWks	32.93	01-445-4520	Public Buildings Rpr & Mtce	25656	12/13/2016	12/19/2016
Total:	65.86	*Vendor Total				
Encap, Inc.						
033320						
Remington Landing Pond Restoration	7,960.00	21-456-4879	Public Improvements	2912	12/13/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	7,960.00	*Vendor Total				
Environmental Inc Midwest Lab						
027180						
Well #3 Water Samples	305.00	60-445-4562	Testing (water)	19894	12/12/2016	12/19/2016
Total:	305.00	*Vendor Total				
Feece Oil						
031060						
Mid-Grade Fuel	2,844.61	71-000-1340	Gas/Diesel Escrow	3455169	12/12/2016	12/19/2016
Diesel Fuel	1,449.46	71-000-1340	Gas/Diesel Escrow	3455170	12/12/2016	12/19/2016
Generator Fuel/West Trmnt Plant	424.78	60-445-4440	Gas & Oil	3455440	12/12/2016	12/19/2016
Generator Fuel/East Trmnt Plant	912.55	60-445-4440	Gas & Oil	3455441	12/12/2016	12/19/2016
Total:	5,631.40	*Vendor Total				
Fifth Third Bank						
028450						
IL Tollway/IPASS Replenish	40.00	01-430-4799	Misc.	BH112016001	12/14/2016	12/19/2016
IGFOA/YPN Network/Flatt	35.00	01-430-4390	Dues & Meetings	BH112016002	12/14/2016	12/19/2016
IGFOA/Metro Meeting	40.00	01-430-4390	Dues & Meetings	BH112016003	12/14/2016	12/19/2016
Home Depot/Phone Cord/Adapter	16.81	01-430-4420	IT Supplies	DA112016-00	12/14/2016	12/19/2016
Amazon/Battery for Water Notebook	29.99	60-445-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
New Egg/Laptop for Dave Summer	666.98	71-430-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
Paypal/Spare Firewall/E Treatment Plant	119.99	60-445-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
Paypal/Spare Firewall/W Treatment Plant	122.00	60-445-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
Carbonite Backup/Annual Renewal	599.99	01-430-4512	Website Maintenance	DA112016-00	12/14/2016	12/19/2016
Paypal/Power Supply for Firewall at E Treatme	28.97	60-445-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
Printer Cable for Squad Printer	20.99	01-440-4870	Equipment	DA112016-00	12/14/2016	12/19/2016
UPS/Shipping for RMA/E Trmnt Firewall	16.80	60-445-4799	Misc. Expenditures	DA112016-00	12/14/2016	12/19/2016
Oak Street Rest/Legislative Lunch	50.99	01-410-4390	Dues & Meetings	DB112016-00	12/14/2016	12/19/2016
USPS/Postage/Certified Mail	19.41	01-440-4505	Postage	DC112016-00	12/14/2016	12/19/2016
CVS/Candy for PACT	41.12	01-440-4498	Community Service	DC112016-00	12/14/2016	12/19/2016
Amazon/Batteries	215.92	01-440-4510	Equipment/IT Maint	DC112016-00	12/14/2016	12/19/2016
Office Depot/Copy Paper	374.40	01-440-4411	Office Expenses	DC112016-00	12/14/2016	12/19/2016
USPS/Postage/Certified Mail	6.47	01-440-4505	Postage	DC112016-00	12/14/2016	12/19/2016
USPS/Postage/Certified Mail	12.94	01-440-4505	Postage	DC112016-00	12/14/2016	12/19/2016
Amazon/Traffic Cones for Squads	834.49	01-440-4870	Equipment	DC112016-00	12/14/2016	12/19/2016
IL Assoc Chiefs of Police/Membership Dues	95.00	01-440-4390	Dues & Meetings	DF112016-00	12/14/2016	12/19/2016
Marathon Petro/Fuel	33.75	01-440-4440	Gas & Oil	DS112016-00	12/14/2016	12/19/2016
Shell/Fuel	26.03	01-440-4440	Gas & Oil	DS112016-00	12/14/2016	12/19/2016
ILACP/Paypal/Dues	220.00	01-440-4390	Dues & Meetings	DS112016-00	12/14/2016	12/19/2016
Amazon/Batteries/Computer Accessories	70.86	01-440-4870	Equipment	DS112016-00	12/14/2016	12/19/2016
Amazon/Weapon Holsters	84.96	01-440-4383	Firearm Training	DS112016-00	12/14/2016	12/19/2016
Bruce Foley/Training Class (3)	525.00	01-440-4380	Training	JDL112016-00	12/14/2016	12/19/2016
B & H Photo/Replacement Camera	1,640.90	01-440-4799	Misc.	JDL112016-00	12/14/2016	12/19/2016
Lexis Nexis/Investigation Svcs	50.00	01-440-4555	Investigations	JDL112016-00	12/14/2016	12/19/2016
Hawthorne Suites/Hotel/Peat	565.88	01-440-4380	Training	JDL112016-00	12/14/2016	12/19/2016
Paypal/Elinup Software Annual Renewal	600.00	01-440-4555	Investigations	JDL112016-00	12/14/2016	12/19/2016
Holster Ops/Holsters for Dept Guns	533.13	01-440-4383	Firearm Training	JDL112016-00	12/14/2016	12/19/2016
Home Depot/Firearms Supplies	105.70	01-440-4383	Firearm Training	JDL112016-00	12/14/2016	12/19/2016
ITOA/Training Class/Peat	575.00	01-440-4380	Training	JDL112016-00	12/14/2016	12/19/2016
Hawthorne Suites/Hotel/Training/Peat	372.20	01-440-4380	Training	JDL112016-00	12/14/2016	12/19/2016
Bar Codes Inc/Evidence Code Stickers	175.01	01-440-4557	Evidence Processing	MQ112016-00	12/14/2016	12/19/2016
Home Depot/Equipment for ATV's	158.66	01-440-4511	Vehicle Repair and Maint	MQ112016-00	12/14/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
B & H/Evidence Camera Lens	294.36	01-440-4557	Evidence Processing	MQ112016-00	12/14/2016	12/19/2016
Heart Smart/AED	1,079.10	01-440-4870	Equipment	MQ112016-00	12/14/2016	12/19/2016
B & H/Lens Covers	38.37	01-440-4557	Evidence Processing	MQ112016-00	12/14/2016	12/19/2016
ICC/Online Training	69.00	01-441-4380	Training	MT112016-00	12/14/2016	12/19/2016
Eventbrite/ICCMA/ILCMA Luncheon (2)	60.00	01-430-4390	Dues & Meetings	SB112016-00	12/14/2016	12/19/2016
Precise Stamping/Humbee Turret Plates (2)	250.00	01-440-4511	Vehicle Repair and Maint	SBZ112016-0	12/14/2016	12/19/2016
Total:	10,916.17	*Vendor Total				
Fox Valley Youth Ofc Assn.						
038480						
2017 Membership/NAPD	15.00	01-440-4390	Dues & Meetings	2017	12/13/2016	12/19/2016
Total:	15.00	*Vendor Total				
Frost Electric Company, Inc.						
021540						
Replace Villge Hall LED Lights	1,300.00	01-445-4530	Public Grounds Rpr & Mtce	3880	12/12/2016	12/19/2016
Install LED Lights Oak & White Oak	1,375.00	10-445-4661	Street Light Repair/Maint	6881	12/12/2016	12/19/2016
Service Call/Outlets/Park/Evergreen Holiday	115.00	01-445-4530	Public Grounds Rpr & Mtce	6882	12/12/2016	12/19/2016
Install Power to Activity Center Sign	3,100.00	01-445-4530	Public Grounds Rpr & Mtce	6886	12/12/2016	12/19/2016
Streetlight Repairs	997.00	10-445-4661	Street Light Repair/Maint	6887	12/12/2016	12/19/2016
Parking Lot Light Repair/NAPD	257.00	01-445-4530	Public Grounds Rpr & Mtce	6888	12/12/2016	12/19/2016
Maintain Lights/PWks Garage	851.00	01-445-4520	Public Buildings Rpr & Mtce	6889	12/12/2016	12/19/2016
Total:	7,995.00	*Vendor Total				
Fulton Technologies, Inc.						
018000						
Battery for Emergency Siren	777.41	01-445-4520	Public Buildings Rpr & Mtce	001627	12/13/2016	12/19/2016
(4) Sirens/Batteries/EmergencyPM	2,226.61	01-445-4520	Public Buildings Rpr & Mtce	001777	12/13/2016	12/19/2016
Total:	3,004.02	*Vendor Total				
Green Thumb-Brown Boots						
043270						
Grass Cutting/Abatement	28.00	01-441-4531	Grass Cutting	290	12/13/2016	12/19/2016
Credit/Overpayment of #372	-201.00	01-441-4531	Grass Cutting	372 crdt	12/13/2016	12/19/2016
Grass Cutting/Abatement	210.00	01-441-4531	Grass Cutting	378	12/13/2016	12/19/2016
Grass Cutting/Abatement	166.00	01-441-4531	Grass Cutting	398	12/13/2016	12/19/2016
Grass Cutting/Abatement	210.00	01-441-4531	Grass Cutting	587	12/13/2016	12/19/2016
Grass Cutting/Abatement	98.00	01-441-4531	Grass Cutting	597	12/13/2016	12/19/2016
Total:	511.00	*Vendor Total				
G-Way Microwave						
051000						
Indoor Bi-Directional Antennae	2,864.00	01-440-4510	Equipment/IT Maint	160-120816a	12/13/2016	12/19/2016
5 Year Extended Warranty	458.24	01-440-4510	Equipment/IT Maint	160-120816b	12/13/2016	12/19/2016
Fed-Ex Ground Shipping	58.50	01-440-4510	Equipment/IT Maint	160-120816c	12/13/2016	12/19/2016
Total:	3,380.74	*Vendor Total				
HD Supply Waterworks, LTD.						
039040						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Freight from Invoice #G417762	8.47	60-445-4870	Equipment	freight	12/13/2016	12/19/2016
Total:	8.47	*Vendor Total				
Heather Rarey						
050990						
Refund of Credit/Water Account	2.12	18-320-3350	Sewer Collection	414 Hdn Crk	12/13/2016	12/19/2016
Refund of Credit/Water Account	26.10	60-320-3340	Water Collections	414 Hdn Crk	12/13/2016	12/19/2016
Total:	28.22	*Vendor Total				
Industrial Door Company						
044430						
Annual Maintenance/Salt Barn Door	1,442.19	01-445-4520	Public Buildings Rpr & Mtce	100622	12/13/2016	12/19/2016
Total:	1,442.19	*Vendor Total				
Jennifer Duncan						
032260						
Meeting Fees 91)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
JSN Contractors Supply						
041440						
Gloves	2.99	01-445-4870	Equipment	80497	12/13/2016	12/19/2016
Total:	2.99	*Vendor Total				
Konica Minolta						
024860						
Copier Usage/Billing	39.22	01-441-4411	Office Expenses	9003018763a	12/12/2016	12/19/2016
Copier Usage/Billing	39.22	01-430-4411	Office Expenses	9003018763b	12/12/2016	12/19/2016
Copier Usage/Billing	39.23	01-445-4411	Office Expenses	9003018763c	12/12/2016	12/19/2016
Copier Usage/Billing	39.23	60-445-4411	Office Expenses	9003018763d	12/12/2016	12/19/2016
Total:	156.90	*Vendor Total				
Lori Murray						
024960						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
Mark Bozik						
042430						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016
Total:	50.00	*Vendor Total				
Mark Rivecco						
039210						
Meeting Fees (1)	50.00	01-410-4016	Per Diem - Plan Commission	12062016	12/13/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	50.00	*Vendor Total				
Mark Shillair						
032310						
Training Reimbursement	70.50	01-440-4380	Training	11152016	12/13/2016	12/19/2016
Total:	70.50	*Vendor Total				
McCrometer, Inc.						
049930						
New Meterboard for Well 5 Meter	350.80	60-445-4480	New Meters,rprs. & Rplcmnts.	485708	12/12/2016	12/19/2016
Total:	350.80	*Vendor Total				
Menards						
016070						
Repair Parts	14.92	01-445-4511	Vehicle Repair and Maint	43996	12/13/2016	12/19/2016
Garbage Bags	17.95	01-445-4421	Custodial Supplies	43999	12/13/2016	12/19/2016
Ext Cords/Tape/Etc/Holiday event	107.96	01-445-4530	Public Grounds Rpr & Mtce	44027	12/13/2016	12/19/2016
Ext Cord/Spike/Light/Holiday event	17.95	01-445-4530	Public Grounds Rpr & Mtce	44076	12/13/2016	12/19/2016
Vacuum Cleaners (2) Bags	228.78	01-445-4520	Public Buildings Rpr & Mtce	44077	12/13/2016	12/19/2016
Misc. Tools	41.12	60-445-4799	Misc. Expenditures	44160	12/13/2016	12/19/2016
Tools/Sppls/Tmnt Plants	264.84	60-445-4567	Treatment Plant Repair/Maint	44862	12/13/2016	12/19/2016
Various Screws/Water	10.14	60-445-4510	Equipment/IT Maint	44894	12/13/2016	12/19/2016
Total:	703.66	*Vendor Total				
Midwest Awards						
001540						
Award/Glock	58.95	01-410-4799	Misc. Expenditures	21702	12/13/2016	12/19/2016
Total:	58.95	*Vendor Total				
Mooney & Thomas, Pc						
001040						
Police Pension Payments/Dec 2016	60.00	80-430-4581	Banking Services/Fees		12/13/2016	12/19/2016
Stock Payroll Checks	173.00	01-430-4267	Finance Services	1116311 checl	12/13/2016	12/19/2016
Payroll Svcs (2), November 2016	580.00	01-430-4267	Finance Services	1116311 pol p	12/13/2016	12/19/2016
Total:	813.00	*Vendor Total				
North Aurora NAPA, Inc.						
038730						
Headlight Lamp	33.12	01-445-4511	Vehicle Repair and Maint	233775	12/13/2016	12/19/2016
Fuel Filter	11.65	01-445-4511	Vehicle Repair and Maint	237612	12/13/2016	12/19/2016
Steering Fluid	3.29	01-445-4511	Vehicle Repair and Maint	237903	12/13/2016	12/19/2016
Oil Filter	45.78	01-445-4511	Vehicle Repair and Maint	240265	12/13/2016	12/19/2016
Oil Dry	46.14	01-445-4511	Vehicle Repair and Maint	245481	12/13/2016	12/19/2016
Hydraulic Filter	7.27	01-445-4511	Vehicle Repair and Maint	245787	12/13/2016	12/19/2016
Trailer Plug	4.48	01-445-4511	Vehicle Repair and Maint	246050	12/13/2016	12/19/2016
Duct Tape	8.33	01-445-4511	Vehicle Repair and Maint	246421	12/13/2016	12/19/2016
Air Filters	313.74	01-445-4511	Vehicle Repair and Maint	246478	12/13/2016	12/19/2016
Oil Filter	91.78	01-445-4511	Vehicle Repair and Maint	246536	12/13/2016	12/19/2016
Oil Filter	91.78	01-445-4511	Vehicle Repair and Maint	246824	12/13/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Oil Filter	45.24	01-445-4511	Vehicle Repair and Maint	246950	12/13/2016	12/19/2016
Fuel & Air Filter	125.97	01-445-4511	Vehicle Repair and Maint	246988-	12/13/2016	12/19/2016
Total:	828.57	*Vendor Total				
North East Multi-Regional						
001520						
Training/Swoboda/Jensen	70.00	01-440-4380	Training	213478	12/13/2016	12/19/2016
Total:	70.00	*Vendor Total				
Office Depot						
039370						
Various Office Supplies	48.70	01-430-4411	Office Expenses	88130473000	12/13/2016	12/19/2016
Various Office Supplies/Envelopes/Pens	154.41	01-441-4411	Office Expenses	88130473000	12/13/2016	12/19/2016
Various Office Supplies	48.70	01-445-4411	Office Expenses	88130473000	12/13/2016	12/19/2016
Various Office Supplies	48.70	60-445-4411	Office Expenses	88130473000	12/13/2016	12/19/2016
Kitchen Supplies	3.99	01-430-4411	Office Expenses	88130661900	12/13/2016	12/19/2016
Kitchen Supplies	3.99	01-441-4411	Office Expenses	88130661900	12/13/2016	12/19/2016
Kitchen Supplies	4.00	01-445-4411	Office Expenses	88130661900	12/13/2016	12/19/2016
Kitchen Supplies	4.00	60-445-4411	Office Expenses	88130661900	12/13/2016	12/19/2016
Binder/CD	13.49	01-441-4411	Office Expenses	88396801600	12/13/2016	12/19/2016
Desk Supplies/New Employee	87.83	60-445-4411	Office Expenses	88396801600	12/13/2016	12/19/2016
Drawer Organizer	3.69	60-445-4411	Office Expenses	88396817300	12/13/2016	12/19/2016
Total:	421.50	*Vendor Total				
Paddock Publications, Inc.						
026910						
Legal Ad/Tax Levy	257.60	01-430-4506	Publishing/Advertising	T4457550	12/13/2016	12/19/2016
Total:	257.60	*Vendor Total				
Paul L Buddy-Plumbing & Heatng						
021070						
Urinal Repair/PWks Garage	355.62	01-445-4520	Public Buildings Rpr & Mtce	26832	12/13/2016	12/19/2016
Total:	355.62	*Vendor Total				
Performance Chemical & Supply, Inc.						
048030						
Garbage Bags/NAPD	77.40	01-445-4421	Custodial Supplies	207312	12/13/2016	12/19/2016
Total:	77.40	*Vendor Total				
Petty Cash						
007570						
Dues & Meetings	60.00	01-440-4390	Dues & Meetings	001	12/12/2016	12/19/2016
Prisoner Meals	26.19	01-440-4450	Prisoner Mtce & Supplies	002	12/12/2016	12/19/2016
Community Service	42.96	01-440-4498	Community Service	003	12/12/2016	12/19/2016
Postage	102.12	01-440-4505	Postage	004	12/12/2016	12/19/2016
Misc.	8.00	01-440-4799	Misc.	005	12/12/2016	12/19/2016
Equipment	35.82	01-440-4558	Emergency Management	006	12/12/2016	12/19/2016

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	275.09	*Vendor Total				
Rubino Engineering, Inc.						
039500						
2017 Street Rehab	7,500.00	21-450-4255	Engineering	3259	12/12/2016	12/19/2016
Total:	7,500.00	*Vendor Total				
Russo Power Equipment Inc.						
036290						
Sidewalk Salt/Shovels	212.95	01-445-4530	Public Grounds Rpr & Mtce	3636905	12/13/2016	12/19/2016
Total:	212.95	*Vendor Total				
SFVCTC						
027530						
40% of 3rd Quarter Franchise Fee	22,464.77	01-490-4789	Public Access Cable	3rd Quarter	12/12/2016	12/19/2016
Total:	22,464.77	*Vendor Total				
Somonauk Water Lab, Inc.						
030510						
Coliform/Nitrate & DBP Sampling	415.00	60-445-4562	Testing (water)	161158	12/12/2016	12/19/2016
Total:	415.00	*Vendor Total				
Stacy Ferguson						
040090						
Riverfront Park Surveying	950.00	01-441-4255	Engineering	2016-202	12/13/2016	12/19/2016
Total:	950.00	*Vendor Total				
Steiner Electric Company						
006810						
Light Bulb Eyes	183.60	10-445-4661	Street Light Repair/Maint	S005575552.0	12/13/2016	12/19/2016
Total:	183.60	*Vendor Total				
Swoboda Mark D.						
027380						
Training Reimbursement	221.60	01-440-4380	Training	11152016	12/13/2016	12/19/2016
Total:	221.60	*Vendor Total				
The Wild Rose Florist						
026200						
Veterans Day Wreath	135.00	01-410-4799	Misc. Expenditures	11112016	12/12/2016	12/19/2016
Total:	135.00	*Vendor Total				
Third Millennium Assoc. , Inc.						
033470						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Late/Final Water Bills/Nov 2016	513.69	60-445-4507	Printing	20128	12/12/2016	12/19/2016
Total:	513.69	*Vendor Total				
Traffic Control & Protection						
021520						
Curve Sign/Bracket/LED Lens	264.25	01-445-4545	Traffic Signs & Signals	88504	12/13/2016	12/19/2016
Total:	264.25	*Vendor Total				
Tri-County						
027350						
Grass Cutting/Water Wonder Maint	4,406.09	01-445-4531	Grass Cutting	16-12-5225	12/12/2016	12/19/2016
Snowplowing/12/4/2016	12,841.10	01-445-4538	Snow Removal	16-12-5248	12/12/2016	12/19/2016
Snowplowing 12/10/16	2,874.30	01-445-4538	Snow Removal	16-12-5251	12/12/2016	12/19/2016
Snowplowing/12/11/16	11,295.20	01-445-4538	Snow Removal	16-12-5252-	12/12/2016	12/19/2016
Snowplowing/12/11/16 #2	12,841.70	01-445-4538	Snow Removal	16-12-5253	12/12/2016	12/19/2016
Total:	44,258.39	*Vendor Total				
Trugreen						
045160						
Fall/Winter Application/Automall Tower	155.00	60-445-4569	Water Tower Rpr & Mtce	56859084	12/12/2016	12/19/2016
Well Site & Trmt Plant Laen Fertilization	256.00	60-445-4567	Treatment Plant Repair/Maint	58170243	12/12/2016	12/19/2016
Total:	411.00	*Vendor Total				
University of Illinois						
002780						
Training Class/Peat	545.00	01-440-4380	Training	UPIN8557	12/13/2016	12/19/2016
Total:	545.00	*Vendor Total				
Victor E. Puscas, Jr.						
038560						
Admn Tow Hearing Officer FOE	116.67	01-440-4260	Legal	142	12/13/2016	12/19/2016
Total:	116.67	*Vendor Total				
Water Products Company						
001170						
Misc. Tools/Water	149.02	60-445-4565	Water Well Rpr & Mtce	0270633	12/12/2016	12/19/2016
Manhole Hook/Water	9.98	60-445-4870	Equipment	0270680	12/12/2016	12/19/2016
Total:	159.00	*Vendor Total				
Weblinx Incorporated						
031420						
Website Mtce Pkg/Dec 2016	200.00	01-430-4512	Website Maintenance	23833	12/12/2016	12/19/2016
Total:	200.00	*Vendor Total				
Xerox Corporation						
040890						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Coipier Maintenance/NAPD	85.00	01-440-4510	Equipment/IT Maint	087120331	12/13/2016	12/19/2016
Total:	85.00	*Vendor Total				
Report Total:	202,373.61					