



**NORTH AURORA VILLAGE BOARD MEETING
MONDAY, MARCH 5, 2018 – 7:00 p.m.
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

AGENDA

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

ROLL CALL

PUBLIC HEARING

1. Kane DuPage Soil and Water Conservation District – National Pollution Discharge Elimination System (NPDES)

AUDIENCE COMMENTS

TRUSTEE COMMENTS

CONSENT AGENDA

1. Village Board Minutes dated 2/5/2018; Committee of the Whole Minutes dated 2/5/2018
2. Travel and Expenses for Business Purposes in the Amount of **\$35.00**
3. Interim Bills List dated 2/20/2018 in the Amount of **\$179,362.99**
4. Bills List dated 03/05/2018 in the Amount of **\$369,485.70**

NEW BUSINESS

1. Approval of an Ordinance Granting a Special Use pursuant to Title 17, Chapter 8 of the North Aurora Zoning Ordinance to allow a Drive-Through Facility at 24 S. Lincolnway in the B-3 Central Business District
2. Approval of an Ordinance Approving the Site Plan for the Property located at 24 S. Lincolnway
3. Approval of a Resolution Approving a Proposal from Lauterbach and Amen for Auditing Services
4. Approval of an Ordinance Amending Title 5, Chapter 5.08 of the North Aurora Municipal Code Regarding Liquor License Classifications
5. Approval of a Resolution Adopting the Village of North Aurora Strategic Plan

6. Approval of a Resolution Adopting the Village of North Aurora Vision Statement
7. Approval of Fees from Drendel and Janson's Law Group for Legal Services
8. Approval of a Bid from Layne Christensen for Well No. 8 Drilling Project in the Amount of **\$769,662.00**
9. Approval of a Bid from Acres Group for the Public Works Lawn Mowing & Landscape Maintenance Services in the Amount of **\$40,356.00**

OLD BUSINESS

VILLAGE PRESIDENT 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

EXECUTIVE SESSION

ADJOURN

Initials SB



Memorandum

To: Dale Berman, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: January 17, 2018
Re: NPDES IL40 Permit Responsibilities

The Illinois Environmental Protection Agency (IEPA) regulates pollutants entering waters in the State. The National Pollutant Discharge Elimination System is a program administered by the agency to improve water quality. In this program the Village of North Aurora is defined as a Municipal Separate Storm Sewer System (MS4) community. This designation requires that the Village obtain a General NPDES Permit ILR40 and operate and manage its stormwater system in compliance with the regulations outlined in this permit.

This permit requires that the Village submit a Notice of Intent (NOI) which outline the goals of the program and defines best management practices (BMP). There are six categories of BMP outlined by the ILR 40 permit that are developed by staff specific to the Village of North Aurora. The categories are: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post Construction Stormwater Management and Pollution Prevision and Good Housekeeping for Municipal Operations. Activities are then developed under each of the BMP categories with the goal of improving water quality. The public hearing the Village Board is conducting at the March 5, 2018 Board Meeting is an example of one activity that is recognized under the Public Education and Outreach and Public Involvement and Participation BMP categories. Another example of a BMP is the partnership with Kane County. The Village has adopted the Kane County Stormwater Ordinance and signed an intergovernmental agreement that authorizes Kane County to inspect construction sites greater than or equal to two acres. The NPDES reporting year runs from March of the previous year to March of the current year. At the conclusion of each reporting year the Village must submit an Annual Facilities Inspection Report (AFIR) to demonstrate compliance with the NOI and to demonstrate progress on BMPs.

**VILLAGE OF NORTH AURORA
VILLAGE BOARD MEETING MINUTES
FEBRUARY 5, 2018**

CALL TO ORDER

Mayor Berman called the meeting to order.

SILENT PRAYER – MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

In attendance: Mayor Dale Berman, Trustee Mark Gaffino, Trustee Mike Lowery, Trustee Laura Curtis, Trustee Mark Guethle, Village Clerk Lori Murray. **Not in attendance:** Trustees Mark Carroll and Tao Martinez.

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

AUDIENCE COMMENTS – None

TRUSTEE COMMENTS - None

CONSENT AGENDA

1. Village Board Minutes dated 1/15/18; Committee of the Whole Minutes dated 1/15/18.
2. Travel and Expenses for Business Purposes in the Amount of \$65.00
3. Pay Request No. 3, Final in the Amount of \$5,176.19 to National Power Rodding Corp. for the 2016 Sanitary Sewer Televising
4. Interim Bills List dated 1/24/18 in the Amount of \$111,023.98
5. Bills List dated 2/5/18 in the Amount of \$365,890.77

Motion for approval made by Trustee Gaffino and seconded by Trustee Guethle. Roll Call Vote: Trustee Gaffino – yes, Trustee Guethle – yes, Trustee Lowery – yes, Trustee Curtis – yes.

Motion approved (4-0).

NEW BUSINESS

1. Approval of an Intergovernmental Agreement with Kane County for G.I.S. Services

Motion for approval made by Trustee Curtis and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Curtis – yes, Trustee Lowery – yes, Trustee Gaffino – yes, Trustee Guethle – yes.

Motion approved (4-0).

2. Approval of an Ordinance Approving a Temporary Use Permit for the Property at 1175 Oak Street, North Aurora, Illinois as a place of Religious Worship

Trustee Gaffino recused himself from voting on this item due to personal reasons. The request for this ordinance is for a 6-month extension on the current agreement. Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Curtis – yes, Trustee Guethle – yes, Mayor Berman – yes. **Motion approved (4-0).**

3. Approval of an Engineering Agreement in the Amount of \$73,078.00 with Rempe Sharpe & Associates for the 2018 Street Improvements Program

Motion for approval made by Trustee Gaffino and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Gaffino – yes, Trustee Lowery – yes, Trustee Curtis – yes, Trustee Guethle – yes.
Motion approved (4-0).

4. Approval of a Proposal from Rubino Engineering Inc. in the Amount of \$10,800.00 for Materials Testing Engineering

Motion for approval made by Trustee Curtis and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Curtis – yes, Trustee Lowery – yes, Trustee Gaffino – yes, Trustee Guethle – yes.
Motion approved (4-0).

5. Motion to Waive Bids and Approve the Purchase of two MIOX Generator Units from Johnston Matthey MIOX Corporation for the West Treatment Plant in the Amount of \$116,730.00

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Guethle – yes, Trustee Curtis – yes, Trustee Lowery – yes, Trustee Gaffino – yes.
Motion approved (4-0).

OLD BUSINESS – None

VILLAGE PRESIDENT REPORT – None

COMMITTEE REPORTS – None

TRUSTEES' COMMENTS - None

ADMINISTRATOR'S REPORT - None

ATTORNEY'S REPORT - None

FIRE DISTRICT – Absent

VILLAGE DEPARTMENT REPORTS

- 1. Finance** – Bill Hannah reported that the departments are currently in the middle of the budget process.
- 2. Community Development** - None
- 3. Police** – Chief Fisher recognized Sergeant Foltz and Officers Norris, Peat and McCoy from the night shift for a call they had received the previous evening. They had received a call around 10:30 p.m. about a resident who left the Eden's facility in his motorized wheelchair and hadn't returned in an hour. The officers went onto the bike trail and found the resident. He had fallen and the wheelchair was lying on top of him and he was unable to move. Due to the freezing temperatures in the area, Chief Fisher credits the officers as well as the person who reported the resident missing for saving his life.
- 4. Public Works** - None

ADJOURNMENT

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

Respectfully Submitted,

Lori J. Murray
Village Clerk

**.VILLAGE OF NORTH AURORA
COMMITTEE OF THE WHOLE MEETING MINUTES
FEBRUARY 5, 2018**

CALL TO ORDER

Mayor Berman called the meeting to order.

ROLL CALL

In attendance: Mayor Dale Berman, Trustee Mark Gaffino, Trustee Mike Lowery, Trustee Laura Curtis, Trustee Mark Guethle, Village Clerk Lori Murray. **Not in attendance:** Trustees Mark Carroll and Tao Martinez.

Staff in attendance: Village Administrator Steve Bosco, Finance Director Bill Hannah, Community & Economic Development Director Mike Toth, Police Chief David Fisher, Village Attorney Kevin Drendel.

AUDIENCE COMMENTS - None

TRUSTEE COMMENTS - None

DISCUSSION

1. Strategic Plan Update

Staff requested feedback from the Village Board regarding the strategic plan and if any changes needed to be made before formal adoption. The Village Board and Staff also discussed having a vision statement for the Village. The Board decided on the following:

“An attentive municipal organization that connects with nature, community and commerce.”

Bosco said he added the following action steps to the strategic plan. In the Community Vitality section, under the objective to “Continue the Village’s branding and identity program, expand use of new logo and branding elements.” Added actions steps:

1. Utilize the community sign for village promotional opportunities
2. Continue to promote the community through the establishment of a focal point near the Fox River.
3. Evaluate opportunities to enhance customer service capabilities.

Adoption of the Strategic Plan will be on the agenda for the March 5th Board meeting.

Bosco suggested strategic planning be done every other year and after an election rather than every 13 – 14 months. The Board agreed.

AUDIENCE COMMENTS

At this time, Mayor Berman invited the Cub Scouts to come forward with any questions they may have for the Board. The following is a list of those questions:

“Why are you village trustees and not aldermen?”

Berman said that there are different forms of government. When we first started our government we were not a very large community and decided to have a Village President/Trustee form of government. There is no thought of changing this in the future. Berman also noted that an alderman represents the area in which he lives. Trustees represent everyone in the entire Village.

“How much money do you usually have to spend on things?”

Berman said that the Village has an annual budget and we budget for our General Fund to pay for our police, public works and staff.

“Where do you get the money?”

Berman said that the money comes from sales tax from Village businesses and real estate taxes from homes.

“Why did you replace the sign where Share and Care used to be?”

Berman said the old sign was from the 80s. It would take 2 people to manually go out and change the sign message. We have more messages in the community that we’d like to get out. The digital sign would allow the Village to have all kinds of messages from scouts, churches, community events and schools on the sign and it will be much more beneficial for the community.

“What are you going to do with the land where Share and Care was?” Berman said the Village will develop it in the future for retail or apartments in accordance to the Village’s Strategic Plan.

“How many and what kinds of goals do you like to complete in a year?”

Steve Bosco stated that the Board sets goals each year and it depends on the year. Some goals are long term and can take 5 or 10 years. Some goals can be done right away and take just a couple of months. The Village tries to cross off a few goals each year.

EXECUTIVE SESSION

Motion made by Trustee Guethle and seconded by Trustee Gaffino to adjourn to Executive Session for the purpose of discussing Property Acquisition and Collective Bargaining. All in favor. **Motion approved.**

Respectfully Submitted,

Lori J. Murray
Village Clerk

3/5/2018

Travel and Expenses for Business Purposes

NAME	EVENT	EXPENSE or REIMBURSEMENT	AMOUNT	DATE
Dale Berman	Metro West February Board Meeting	Expense	\$35.00	2/22/2018
		Total	\$35.00	

Metro West Council of Government
5 East Downer Place - Ste. E
Aurora, IL 60505
PLEASE NOTE OUR NEW
ADDRESS

Invoice

Date	Invoice #
2/23/2018	3328

Bill To
Village of North Aurora Attn: Accounts Payable 25 East State Street North Aurora, Illinois 60542

Description	Amount
2018 February 22nd Board Meeting-Farandas, DeKalb Dale Berman	35.00
Total	
	\$35.00
Phone #	
630-859-1331	



VILLAGE OF NORTH AURORA TRAVEL REQUEST (FORM A)

If any travel expense(s) or reimbursement requests exceed the maximum allowable amounts per policy, they must be approved by a roll call vote of the Village Board. All Village Board Members expense(s) or reimbursements must be approved by a roll call vote of the Village Board.

Training / Travel Information

Name:	<u>Dale Berman</u>	Event:	<u>Metro West</u>
Position:	<u>Village President</u>	Purpose:	
Date From:	<u>2/22/18</u>	Date To:	<u>2/22/18</u>
Destination:		Method of Travel:	
Department:		Zip Code:	
GL Account Number:			

Expense Information (Please see the back of this form for limitations and the excerpt for Section 9.10 of the HR Manual)

Expense	Estimate (\$)	Actual (\$)	Reimbursement (\$)	Per Diem Rates for North Aurora and Kane County (1)
Transportation To/From Event				Breakfast: \$11.00 Lunch: \$12.00 Dinner: \$23.00 **Per Diems Include Tips and Gratuities **Localities outside this proximity may result in different per diem rates and can be found at gsa.gov
Lodging				
Transportation During Event				
Registration	<u>35.00</u>	<u>35.00</u>		
Meal & Tips / Gratuities				
Miscellaneous				
Describe Miscellaneous:				
TOTAL EXPENSES	<u>35.00</u>	<u>35.00</u>		

Signatures

By signing below, the employee/official affirms that he/she understands the Village's travel policy (Sec. 9.10 of the Village's HR Manual) and certifies all expenses are allowable to the best of their knowledge.

Estimate Expense Approval

Employee	<u>Dale Berman ct</u>	Date	<u>2/22/18</u>
Immediate Supv:		Date	
Executive Asst.:	<u>Cindy Terraco</u>	Date	<u>2/22/18</u>

Actual Expense Approval

Employee	<u>Dale Berman ct</u>	Date	<u>2/23/18</u>
Dept. Head:		Date	
Executive Asst.:	<u>Cindy Terraco</u>	Date	<u>2/23/18</u>

Do any actual expense(s) or reimbursable requests exceed the maximum allowable amounts per policy? ☒ No ☐ Yes If Yes, Explain Below

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Village Board Roll Call Vote Approval, if necessary:

☐ YEA

☐ NAY

Date

Accounts Payable

To Be Paid Proof List

User: Ablaser
 Printed: 02/20/2018 - 11:21AM
 Batch: 00503.02.2018



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
1st Ayd Corporation						
039020						
VH Custodial Supplies	547.77	01-445-4421	Custodial Supplies	PSI169149	1/25/2018	02/16/2018
PD Custodial Supplies	589.65	01-445-4421	Custodial Supplies	PSI169151	1/25/2018	02/16/2018
Total:	1,137.42	*Vendor Total				
Aaron Anderson						
043760						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/7/2018	02/16/2018
Total:	50.00	*Vendor Total				
Accela, Inc. #774375						
034670						
Web Payments/Jan 2018	952.00	60-445-4510	Equipment/IT Maint	INV-ACC374	1/31/2018	02/16/2018
Total:	952.00	*Vendor Total				
Ace Hardware						
000030						
Nuts, Fastners, Washers	99.73	01-445-4510	Equipment/IT Maint	1505	1/31/2018	02/16/2018
Propane Tank Refills	133.94	01-445-4520	Public Buildings Rpr & Mtce	1505	1/31/2018	02/16/2018
Trash Bags, Napkins, Sponge, Soap	41.01	01-445-4421	Custodial Supplies	1505	1/31/2018	02/16/2018
Total:	274.68	*Vendor Total				
Aflac						
030540						
Employee Aflac/Feb 2018	225.58	01-000-2053	AFLAC	093430	2/15/2018	02/16/2018
Total:	225.58	*Vendor Total				
Alignment Pros Plus						
046610						
Alignment & Service/Unit 79	848.51	01-440-4511	Vehicle Repair and Maint	1127	2/2/2018	02/16/2018
Total:	848.51	*Vendor Total				
Anderson Pest Solutions						
019770						
Pest Control/VH	123.33	01-445-4520	Public Buildings Rpr & Mtce	4617970	2/1/2018	02/16/2018
Pest Control/PD	91.00	01-445-4520	Public Buildings Rpr & Mtce	4618944	2/1/2018	02/16/2018
Pest Control/Treatment Plant	85.00	60-445-4567	Treatment Plant Repair/Maint	4619281	2/1/2018	02/16/2018
Pest Control/Well 5	35.00	60-445-4567	Treatment Plant Repair/Maint	4621256	2/1/2018	02/16/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	334.33	*Vendor Total				
Anna Helene Tuohy						
044040						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018
Total:	50.00	*Vendor Total				
Aurora Area Convention						
003770						
NA Hotel Tax/Dec 2017/Akshar	1,867.87	15-430-4752	90% Tourism Council	022018	2/2/2018	02/16/2018
Total:	1,867.87	*Vendor Total				
Aurora Fastprint						
029610						
Meter Warning Tags	121.59	60-445-4507	Printing	22650	2/2/2018	02/16/2018
Total:	121.59	*Vendor Total				
B & B Networks, Inc.						
039930						
Remote Labor/UX Mail Directory Update	50.00	01-440-4510	Equipment/IT Maint	17815	2/13/2018	02/16/2018
Total:	50.00	*Vendor Total				
B & F Construction						
015600						
Plan Review/McDonald's	525.00	01-441-4276	Inspection Services	48638	1/29/2018	02/16/2018
Total:	525.00	*Vendor Total				
Bonnell Industries						
035410						
Nuts, Bolts, Plow Lights, Wiring Harness	1,587.20	01-445-4511	Vehicle Repair and Maint	0178811-IN	2/1/2018	02/16/2018
Repair Parts	1,725.56	01-445-4511	Vehicle Repair and Maint	0178964-IN	2/6/2018	02/16/2018
Total:	3,312.76	*Vendor Total				
Brackett, Michael						
005890						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018
Total:	50.00	*Vendor Total				
Butler Chemical Company, Inc.						
046060						
Water Treatment/VH & PD	200.00	01-445-4520	Public Buildings Rpr & Mtce	23052	2/5/2018	02/16/2018
Total:	200.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
C & R Specialists						
008640						
Squad #29 Repair	398.86	01-440-4511	Vehicle Repair and Maint	01312018	1/31/2018	02/16/2018
Squad #76 Repair	170.00	01-440-4511	Vehicle Repair and Maint	02012018	2/1/2018	02/16/2018
Total:	568.86	*Vendor Total				
Cargill, Inc.						
039780						
Road Salt	5,606.74	10-445-4439	Salt	2903912107	1/31/2018	02/16/2018
Road Salt	9,775.51	10-445-4439	Salt	2903921852	2/5/2018	02/16/2018
Road Salt	4,152.26	10-445-4439	Salt	2903925607	2/6/2018	02/16/2018
Total:	19,534.51	*Vendor Total				
Carus Corporation						
033300						
Chemicals/West Treatment Plant	3,465.00	60-445-4437	Chlorine	SLS 1006459: 1/22/2018		02/16/2018
Total:	3,465.00	*Vendor Total				
City of Aurora						
027870						
New Const. Samples/Randall Crossing Townho	27.00	90-000-E055	NA Lodging 1, LLC	194523	2/5/2018	02/16/2018
Total:	27.00	*Vendor Total				
Clark Baird Smith, LLP						
046070						
Anti-Harassment Training	3,625.00	01-430-4380	Training & Testing	9548	1/31/2018	02/16/2018
Total:	3,625.00	*Vendor Total				
Commonwealth Edison						
000330						
Streetlights/1200 Orchard	342.14	10-445-4660	Street Lighting and Poles	1344158042	2/8/2018	02/16/2018
Total:	342.14	*Vendor Total				
Compsych						
032850						
Employee Assist Prgm/Annual Service Fee	1,950.00	01-430-4799	Misc.	18030457	2/1/2018	02/16/2018
Total:	1,950.00	*Vendor Total				
Connie Holbrook						
034000						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018
Total:	50.00	*Vendor Total				
Doug Botkin						
047330						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	50.00	*Vendor Total				
Drendel & Jansons Law Group						
028580						
Publication Fee/Chicago Trib	146.14	01-441-4506	Publishing	11	12/31/2017	02/16/2018
Legal Services/Liquor	578.00	01-430-4260	Legal	116	12/31/2017	02/16/2018
Legal Services/Liquor	1,946.50	01-430-4260	Legal	117	1/31/2018	02/16/2018
PUD Review	97.50	90-000-E222	Springs at Orchard Rd	15	1/31/2018	02/16/2018
Legal Services/Admin Sprint	450.00	01-430-4260	Legal	15	1/31/2018	02/16/2018
Legal Services	459.00	01-441-4260	Legal	178	12/31/2017	02/16/2018
Legal Services/TIF	561.00	12-438-4260	Legal	178	12/31/2017	02/16/2018
Legal Services	1,190.00	01-441-4260	Legal	179	1/31/2018	02/16/2018
Legal Services	594.00	90-000-E220	T-Mobile Reinstall East Tower	179	1/31/2018	02/16/2018
Legal Services/Police	1,377.00	01-440-4260	Legal	182	1/31/2018	02/16/2018
Admin/Fin- Dec	3,931.25	01-430-4260	Legal	183	12/31/2017	02/16/2018
Legal Services/Police	1,411.00	01-440-4260	Legal	183	1/31/2018	02/16/2018
Police/Adjudication	510.00	01-440-4260	Legal	184	1/31/2018	02/16/2018
General Admin/Fin	1,045.50	01-430-4260	Legal	184	1/31/2018	02/16/2018
<hr/>						
Total:	14,296.89	*Vendor Total				
Dustcatchers & Logo Mat, Inc.						
023610						
Towel & Rug Cleaning	32.93	01-445-4520	Public Buildings Rpr & Mtce	43954	1/10/2018	02/16/2018
Towel & Rug Cleaning	32.93	01-445-4520	Public Buildings Rpr & Mtce	44508	1/24/2018	02/16/2018
<hr/>						
Total:	65.86	*Vendor Total				
Feece Oil						
031060						
10W30 Oil/PW	432.85	01-445-4440	Gas & Oil	1721830	1/29/2018	02/16/2018
5W30 Oil/PD	310.20	01-440-4440	Gas & Oil	1721830	1/29/2018	02/16/2018
Mid-Gradel Fuel	2,798.70	71-000-1340	Gas/Diesel Escrow	3527083	2/5/2018	02/16/2018
Diesel Fuel	1,729.83	71-000-1340	Gas/Diesel Escrow	3527364	2/7/2018	02/16/2018
Diesel Fuel	1,269.31	71-000-1340	Gas/Diesel Escrow	3528051	2/10/2018	02/16/2018
<hr/>						
Total:	6,540.89	*Vendor Total				
Fifth Third Bank						
028450						
Il Tollway/Tolls	60.25	01-445-4799	Misc. Expenditures	BH012018-00 1/4/2018		02/16/2018
IGFOA/Chapter Training - Hannah	35.00	01-430-4380	Training & Testing	BH012018-00 1/11/2018		02/16/2018
IGFOA/Chapter Training - Flatt	35.00	01-430-4380	Training & Testing	BH012018-00 1/11/2018		02/16/2018
Il Tollway/Replenish I-Pass	20.00	01-430-4799	Misc.	BH012018-00 1/17/2018		02/16/2018
GFOA/CAFR Award	435.00	01-430-4799	Misc.	BH012018-00 1/17/2018		02/16/2018
Labor Law Center/Poster Compliance 3 year	188.97	01-430-4799	Misc.	BH012018-00 1/22/2018		02/16/2018
Newegg.com/Battery for Water Tablet	55.98	01-430-4420	IT Supplies	DA012018-00 1/5/2018		02/16/2018
American/Travel (GIS Training)	210.60	01-430-4370	Conferences & Travel	DA012018-00 1/8/2018		02/16/2018
Amazon/iPhone Screen Protectors (3)	11.98	01-430-4420	IT Supplies	DA012018-00 1/25/2018		02/16/2018
Amazon/iPhone Cases (3)	47.91	01-430-4420	IT Supplies	DA012018-00 1/25/2018		02/16/2018
Chicago Crains/Subscription	119.00	01-410-4411	Office Expenses	DB012018-00 1/16/2018		02/16/2018
OfficeDepot/Office Supplies	388.75	01-440-4411	Office Expenses	DC012018-00 1/8/2018		02/16/2018
OfficeDepot/Office Supplies	245.08	01-440-4411	Office Expenses	DC012018-00 1/12/2018		02/16/2018
ILACP/Membership Dues	220.00	01-440-4390	Dues & Meetings	DF012018-00 1/4/2018		02/16/2018
IACP/Membership Dues	150.00	01-440-4390	Dues & Meetings	DF012018-00 1/10/2018		02/16/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
LexisNexis/Monthly Fee	50.00	01-440-4555	Investigations	JD012018-00	1/15/2018	02/16/2018
AliceTraining/Peat&Dilley	1,190.00	01-440-4383	Firearm Training	JG012018-00	1/7/2018	02/16/2018
UPS/Shipping	10.66	01-440-4505	Postage	JG012018-00	1/8/2018	02/16/2018
QT/LESO Pick-Up Breakfast(2)	10.47	01-440-4799	Misc.	JG012018-00	1/22/2018	02/16/2018
PantherSteakHouse/LESO Pick-Up Lunch(2)	26.86	01-440-4799	Misc.	JG012018-00	1/22/2018	02/16/2018
QT/LESO Pick-Up Gas(2)	61.00	01-440-4440	Gas & Oil	JG012018-00	1/22/2018	02/16/2018
Phillips 66/LESO Pick-Up Gas	76.00	01-440-4440	Gas & Oil	JG012018-00	1/22/2018	02/16/2018
MavericksSteaks&MPI/LESO Pick-Up Dinner(20.55	01-440-4799	Misc.	JG012018-00	1/22/2018	02/16/2018
BP/LESO Pick-Up Gas	26.00	01-440-4440	Gas & Oil	JG012018-00	1/22/2018	02/16/2018
Casey'sGeneralStore/LESO Pick-Up Gas	40.00	01-440-4440	Gas & Oil	JG012018-00	1/22/2018	02/16/2018
MainstreamAutomotive/Tires	205.28	01-440-4511	Vehicle Repair and Maint	JG012018-01	1/22/2018	02/16/2018
MidwayUSA/Holster Adapters	474.15	01-440-4383	Firearm Training	JG012018-01	1/25/2018	02/16/2018
IAFSM/Conference John	420.00	01-445-4370	Conferences & Travel	JL012018-00	1/18/2018	02/16/2018
HawkFord/Valve Assembly	50.61	01-445-4511	Vehicle Repair and Maint	JL012018-00	12/29/2017	02/16/2018
Galls/Traffic Vest (Majerus)	65.81	01-440-4799	Misc.	MQ012018-0	1/3/2018	02/16/2018
NAPA/Battery/Oil for ATV	106.76	01-440-4511	Vehicle Repair and Maint	MQ012018-0	1/18/2018	02/16/2018
ICC/Code Book	42.00	01-441-4411	Office Expenses	MT012018-0	1/12/2018	02/16/2018
United/APA Conference Airfare	373.60	01-441-4370	Conferences & Travel	MT012018-0	1/22/2018	02/16/2018
APA/APA National Conference	735.00	01-441-4370	Conferences & Travel	MT012018-0	1/19/2018	02/16/2018
QC Supply/2, 10kw Heaters - TP	1,287.65	60-445-4567	Treatment Plant Repair/Maint	PY012018-00	1/3/2018	02/16/2018
APWA/Paul Training	70.00	60-445-4380	Training	PY012018-00	1/9/2018	02/16/2018
APWA/Dave H Training	80.00	01-430-4380	Training & Testing	PY012018-00	1/9/2018	02/16/2018
Product Components/PVC nuts & bolts	257.37	60-445-4567	Treatment Plant Repair/Maint	PY012018-00	1/23/2018	02/16/2018
Blain's Farm & Fleet/Cook Coat/Bibs	158.90	60-445-4160	Uniform Allowance	PY012018-00	1/24/2018	02/16/2018
OakStRestaurant/Employee Holiday Party	1,544.90	01-430-4799	Misc.	SB012018-00	1/26/2018	02/16/2018
HomeDepot/Lg Evidence Bags	27.58	01-440-4557	Evidence Processing	SBZ012018-0	1/8/2017	02/16/2018
Shell/Gas while away at meeting	28.00	01-440-4440	Gas & Oil	SBZ012018-0	1/10/2018	02/16/2018
ILEASviaPayPal/Registration/Buziecki&S.McC	200.00	01-440-4370	Conferences & Travel	SBZ012018-0	1/12/2018	02/16/2018
MainstreamAutomotive/Tires for Trailer from I	271.40	01-440-4511	Vehicle Repair and Maint	SBZ012018-0	1/12/2018	02/16/2018
ProhibitionJunction/Lunch while at Training	10.42	01-440-4380	Training	SBZ012018-0	1/16/2018	02/16/2018
BuoanBeef/Lunch while at Training	9.74	01-440-4380	Training	SBZ012018-0	1/17/2018	02/16/2018
TapHouseGrill/Lunch while at Training	14.53	01-440-4380	Training	SBZ012018-0	1/18/2018	02/16/2018
Portillos/Lunch while at Training	9.29	01-440-4380	Training	SBZ012018-0	1/19/2018	02/16/2018
TaylorStPizza/Dinner while Training	11.22	01-440-4380	Training	SBZ012018-0	1/27/2018	02/16/2018

Total: 10,189.27 *Vendor Total

Fox Valley Park Foundation

051750

Hole Sponsor/Golf For Kids	300.00	01-410-4799	Misc. Expenditures	02092018	2/9/2018	02/16/2018
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Total: 300.00 *Vendor Total

Global Emergency Products

042750

Light Bulbs/Truck 176	42.08	01-445-4511	Vehicle Repair and Maint	AG61067	1/31/2018	02/16/2018
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Total: 42.08 *Vendor Total

Grainger

031900

Storage/Organizing Bins	119.28	60-445-4567	Treatment Plant Repair/Maint	874064660	2/5/2018	02/16/2018
Treatment Plant Misc. Supplies	38.69	60-445-4567	Treatment Plant Repair/Maint	9689055979	2/5/2018	02/16/2018

Total: 157.97 *Vendor Total

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
ILLCO Inc.						
040110						
PVC Valves & Fittings/TP Repairs	240.61	60-445-4567	Treatment Plant Repair/Maint	1330594	1/23/2018	02/16/2018
PVC Fittings/TP Repairs	141.16	60-445-4567	Treatment Plant Repair/Maint	1331145	2/2/2018	02/16/2018
Total:	381.77	*Vendor Total				
Industrial Door Company						
044430						
Salt Barn Door Maint.	827.00	01-445-4520	Public Buildings Rpr & Mtce	104059	1/31/2018	02/16/2018
Salt Barn Door Repair	776.00	01-445-4520	Public Buildings Rpr & Mtce	104060	1/31/2018	02/16/2018
Total:	1,603.00	*Vendor Total				
Intergovernmental Personnel Benefit Cooperative						
467637						
Health Insurance-PD	35,326.04	01-440-4130	Health Insurance	022018-001	2/15/2018	02/16/2018
Health Insurance-Admin	7,681.95	01-430-4130	Health Insurance	022018-002	2/15/2018	02/16/2018
Health Insurance-CommDev	2,757.67	01-441-4130	Health Insurance	022018-003	2/15/2018	02/16/2018
Health Insurance-PW	10,532.62	01-445-4130	Health Insurance	022018-004	2/15/2018	02/16/2018
Health Insurance-Water	10,862.49	60-445-4130	Health Insurance	022018-005	2/15/2018	02/16/2018
Health Insurance-Retirees	1,226.93	01-000-2055	Payroll Deductions	022018-006	2/15/2018	02/16/2018
Health Insurance-Police Pension	2,093.98	01-000-2055	Payroll Deductions	022018-007	2/15/2018	02/16/2018
Health Insurance-COBRA	2,009.84	01-000-2055	Payroll Deductions	022018-008	2/15/2018	02/16/2018
Life Ins Feb 2018-PD	104.50	01-440-4135	Life Insurance	022018-009	2/15/2018	02/16/2018
Life Ins Feb 2018-PW	33.10	01-445-4135	Life Insurance	022018-010	2/15/2018	02/16/2018
Life Ins Feb 2018-Admin	15.50	01-430-4135	Life Insurance	022018-011	2/15/2018	02/16/2018
Life Ins Feb 2018-Comm Dev	12.40	01-441-4135	Life Insurance	022018-012	2/15/2018	02/16/2018
Life Ins Feb 2018-Water	15.50	60-445-4135	Life Insurance	022018-013	2/15/2018	02/16/2018
Voluntary Life Feb 2018	277.45	01-000-2052	Voluntary Life Insurance	022018-014	2/15/2018	02/16/2018
Total:	72,949.97	*Vendor Total				
Janco Chemical Supply, Inc						
000660						
Custodial Supplies/NAPD	162.92	01-445-4421	Custodial Supplies	274487	2/2/2018	02/16/2018
Total:	162.92	*Vendor Total				
Kane County Chiefs of						
001920						
Annual Membership Fee/Fisher, Buziecki, DeL	120.00	01-440-4390	Dues & Meetings	02022018	2/2/2018	02/16/2018
Total:	120.00	*Vendor Total				
Konica Minolta						
024860						
Copier Usage/Jan 2018	91.23	01-430-4411	Office Expenses	9004281942	2/1/2018	02/16/2018
Copier Usage/Jan 2018	91.23	60-445-4411	Office Expenses	9004281942	2/1/2018	02/16/2018
Copier Usage/Jan 2018	91.23	01-445-4411	Office Expenses	9004281942	2/1/2018	02/16/2018
Copier Usage/Jan 2018	91.22	01-441-4411	Office Expenses	9004281942	2/1/2018	02/16/2018
Total:	364.91	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Marberry Cleaners						
008430						
Prisoner Blanket Cleaning	44.00	01-440-4450	Prisoner Mtce & Supplies	80095	2/5/2018	02/16/2018
Prisoner Blanket Cleaning	44.00	01-440-4450	Prisoner Mtce & Supplies	81440	2/5/2018	02/16/2018
Total:	88.00	*Vendor Total				
Mark Bozik						
042430						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018
Total:	50.00	*Vendor Total				
Menards						
016070						
Misc Tools & Equip/Treatment Plants	33.97	60-445-4567	Treatment Plant Repair/Maint	80241	2/2/2018	02/16/2018
Temporary Mailboxes	184.45	01-445-4540	Streets & Alleys Rpr & Mtce	80688	2/8/2018	02/16/2018
Mortar Mix/Treatment Plants	35.10	60-445-4567	Treatment Plant Repair/Maint	80962	2/12/2018	02/16/2018
Total:	253.52	*Vendor Total				
Metro West COG						
032210						
Board Meeting/Jan2018/Berman	35.00	01-410-4390	Dues & Meetings	3320	1/31/2018	02/16/2018
Board Meeting/Jan2018/Bosco	35.00	01-430-4390	Dues & Meetings	3320	1/31/2018	02/16/2018
Total:	70.00	*Vendor Total				
Miner Electronics Corporation						
3383						
Squad Repair/Car #74	95.00	01-440-4511	Vehicle Repair and Maint	264687	1/24/2018	02/16/2018
Squad Repair/Electronics	130.00	01-440-4511	Vehicle Repair and Maint	264821	1/30/2018	02/16/2018
Squad Repair	192.50	01-440-4511	Vehicle Repair and Maint	264942	1/24/2018	02/16/2018
Total:	417.50	*Vendor Total				
Mooney & Thomas, Pc						
001040						
Payroll Writing/Jan 2018	975.00	01-430-4267	Finance Services	1217125	1/31/2018	02/16/2018
W2/Annual Forms/Set-up	1,453.00	01-430-4267	Finance Services	1217125	1/31/2018	02/16/2018
Total:	2,428.00	*Vendor Total				
North Aurora NAPA, Inc.						
038730						
Floor Cleaner	13.98	01-445-4511	Vehicle Repair and Maint	258677	1/18/2018	02/16/2018
Vehicle Equipment	73.45	01-440-4511	Vehicle Repair and Maint	284557	1/18/2018	02/16/2018
Fan Belt For Treatment Plant	24.78	60-445-4567	Treatment Plant Repair/Maint	284975	1/24/2018	02/16/2018
Oil/Truck 170	170.91	01-445-4511	Vehicle Repair and Maint	285163	1/26/2018	02/16/2018
Battery, Skid Steer	150.94	01-445-4511	Vehicle Repair and Maint	285350	1/29/2018	02/16/2018
Shop Towels/PW Garage	23.98	01-445-4511	Vehicle Repair and Maint	285901	2/5/2018	02/16/2018
Cotter Pin/Truck 185	2.94	01-445-4511	Vehicle Repair and Maint	285953	2/6/2018	02/16/2018
Windshield Wipers/Truck 170	21.16	01-445-4511	Vehicle Repair and Maint	286062	2/7/2018	02/16/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	482.14	*Vendor Total				
Office Depot						
035720						
Office Supplies/NAPD	133.60	01-440-4411	Office Expenses	2154597812	1/26/2018	02/16/2018
Total:	133.60	*Vendor Total				
Office Depot						
039370						
Office Supplies	26.02	01-430-4411	Office Expenses	10189902700	1/26/2018	02/16/2018
Office Supplies	87.40	01-441-4411	Office Expenses	10189902700	1/26/2018	02/16/2018
Office Supplies	8.42	01-445-4411	Office Expenses	10189902700	1/26/2018	02/16/2018
Copier Paper	20.99	01-410-4411	Office Expenses	10189902700	1/29/2018	02/16/2018
Copier Paper	20.99	60-445-4411	Office Expenses	10189902700	1/29/2018	02/16/2018
Copier Paper	20.99	01-445-4411	Office Expenses	10189902700	1/29/2018	02/16/2018
Copier Paper	21.00	01-441-4411	Office Expenses	10189902700	1/29/2018	02/16/2018
Office Supplies	45.31	01-430-4411	Office Expenses	99782226400	1/16/2018	02/16/2018
Office Supplies	90.58	01-441-4411	Office Expenses	99782226400	1/16/2018	02/16/2018
Office Supplies	46.48	01-445-4411	Office Expenses	99782226400	1/16/2018	02/16/2018
Total:	388.18	*Vendor Total				
Ottosen Britz Kelly Cooper						
031590						
Legal MAP	675.00	01-440-4260	Legal	104283	1/31/2018	02/16/2018
Total:	675.00	*Vendor Total				
Paddock Publications, Inc.						
026910						
Legal Ad/Grass Cutting	82.80	01-445-4506	Publishing	T4491713	1/23/2018	02/16/2018
Total:	82.80	*Vendor Total				
Preventative Maintenace Systems						
000260						
Coolant Leak Repair/Headlight Repair	811.88	01-445-4511	Vehicle Repair and Maint	122162	1/9/2018	02/16/2018
Transmission Repair/Truck 176	273.43	01-445-4511	Vehicle Repair and Maint	122169	1/4/2018	02/16/2018
Total:	1,085.31	*Vendor Total				
Priority Products, Inc.						
041340						
Valve Repair/Bolts	227.73	60-445-4568	Watermain Rprs. & Rplcmts.	918597	2/2/2018	02/16/2018
Total:	227.73	*Vendor Total				
Russo Power Equipment Inc.						
036290						
Foam Buster	38.97	01-445-4511	Vehicle Repair and Maint	4687443	1/30/2018	02/16/2018
Total:	38.97	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Somonauk Water Lab, Inc.						
030510						
Water Samples	209.00	60-445-4562	Testing (water)	180110	1/31/2018	02/16/2018
Total:	209.00	*Vendor Total				
Speer Financial, Inc.						
011710						
2017 Continuing Disclosure Svs	820.00	01-430-4267	Finance Services	d11/17-22	2/3/2018	02/16/2018
Total:	820.00	*Vendor Total				
Third Millennium Assoc. , Inc.						
033470						
Past Due/Finals	491.53	60-445-4507	Printing	21654	1/31/2018	02/16/2018
Total:	491.53	*Vendor Total				
Thomas Lenkart						
032550						
Plan Commission Mtg Fee 2.6.18	50.00	01-410-4016	Per Diem - Plan Commission	02062018	2/6/2018	02/16/2018
Total:	50.00	*Vendor Total				
Traffic Control & Protection						
021520						
Stop Signs	131.00	01-445-4545	Traffic Signs & Signals	91642	2/1/2018	02/16/2018
Total:	131.00	*Vendor Total				
Tri-County						
027350						
Snow Removal/2.4.18	4,560.00	01-445-4538	Snow Removal	18-02-5812	2/5/2018	02/16/2018
Snow Removal/2.5.18 & 2.6.18	13,625.00	01-445-4538	Snow Removal	18-02-5814	2/6/2018	02/16/2018
Snow Removal/2.7.18	4,755.00	01-445-4538	Snow Removal	18-02-5816	2/7/2018	02/16/2018
Total:	22,940.00	*Vendor Total				
Valley Fire Prot Systems, LLC						
027570						
Toliet Repair/NAPD	295.00	01-445-4520	Public Buildings Rpr & Mtce	150559	1/29/2018	02/16/2018
Total:	295.00	*Vendor Total				
Vesco Reprographic						
048980						
Canon Ink	121.57	01-441-4411	Office Expenses	41262	1/26/2018	02/16/2018
Total:	121.57	*Vendor Total				
Water Products Company						
001170						
Dual Check Valves	811.36	60-445-4480	New Meters,rprs. & Rplcmts.	0278687	2/2/2018	02/16/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	811.36	*Vendor Total				
Weblinx Incorporated						
031420						
Website Maintenance	200.00	01-430-4512	Website Maintenance	25673	2/3/2018	02/16/2018
Total:	200.00	*Vendor Total				
Xerox Corporation						
040890						
Copier Maintenance	85.00	01-440-4510	Equipment/IT Maint	092076436	2/1/2018	02/16/2018
Total:	85.00	*Vendor Total				
Report Total:	179,362.99					
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Accounts Payable

To Be Paid Proof List

User: mmahon
 Printed: 03/01/2018 - 2:25PM
 Batch: 00501.03.2018



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
AIM						
046510						
Flex-February 2018	168.00	01-430-4267	Finance Services	00029105	3/1/2018	03/05/2018
Total:	168.00	*Vendor Total				
Anderson Pest Solutions						
019770						
Pest Control/Well #5	35.00	60-445-4565	Water Well Rpr & Mtce	4651442	3/1/2018	03/05/2018
Pest Control/VH	123.33	01-445-4520	Public Buildings Rpr & Mtce	4669476	3/1/2018	03/05/2018
Pest Control/PD	91.00	01-445-4520	Public Buildings Rpr & Mtce	4670000	3/1/2018	03/05/2018
Pest Control/Treatment Plant	85.00	60-445-4565	Water Well Rpr & Mtce	4670089	3/1/2018	03/05/2018
Total:	334.33	*Vendor Total				
Applied Controls, Inc.						
046460						
PD HVAC Project For Controls/Final	8,716.05	01-445-4520	Public Buildings Rpr & Mtce	2582	12/28/2017	03/05/2018
Total:	8,716.05	*Vendor Total				
AT&T Global Services, Inc.						
023770						
Maintenance Contract/Mar 2018	157.17	01-430-4651	Telephone	IL831243	2/14/2018	03/05/2018
Total:	157.17	*Vendor Total				
AT&T						
001620						
Phone/Internet/PW Garage	170.21	01-445-4651	Telephone	03072018	2/7/2018	03/05/2018
Total:	170.21	*Vendor Total				
Aurora Area Convention						
003770						
Hotel Tax/NA Hotel/Jan 2018	799.86	15-430-4752	90% Tourism Council	012018	2/26/2018	03/05/2018
Total:	799.86	*Vendor Total				
B & F Construction						
015600						
Plan Review	300.00	01-441-4276	Inspection Services	48787	2/16/2018	03/05/2018
Total:	300.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
BDK Door Company						
030150						
Salt Shed/Removal of Broken Key	99.00	01-445-4520	Public Buildings Rpr & Mtce	18002	2/21/2018	03/05/2018
Total:	99.00	*Vendor Total				
Call One						
043480						
25 E. State St. Lines	173.62	01-430-4651	Telephone	02152018-0012	2/15/2018	03/05/2018
25 E. State St. Lines	173.63	01-441-4651	Telephone	02152018-002	2/15/2018	03/05/2018
25 E. State St. Lines	173.63	01-445-4651	Telephone	02152018-003	2/15/2018	03/05/2018
25 E. State St. Lines	173.62	60-445-4651	Telephone	02152018-004	2/15/2018	03/05/2018
314 Butterfield Lines	80.60	01-445-4651	Telephone	02152018-005	2/15/2018	03/05/2018
316 Butterfield Lines	43.67	60-445-4651	Telephone	02152018-006	2/15/2018	03/05/2018
PRI Village Hall/Police	267.51	01-440-4652	Communications	02152018-007	2/15/2018	03/05/2018
PRI Village Hall/Police	267.51	01-430-4652	Communications	02152018-008	2/15/2018	03/05/2018
200 S. Lincolnway Lines	1,291.02	01-440-4651	Telephone	02152018-009	2/15/2018	03/05/2018
Total:	2,644.81	*Vendor Total				
Camic Johnson, LTD.						
03989						
Admin Tow Hearing	116.67	01-440-4260	Legal	157	2/8/2018	03/05/2018
Total:	116.67	*Vendor Total				
Canon Solutions America, Inc.						
034960						
Copier Maintenance/PD	183.57	01-440-4510	Equipment/IT Maint	4025052722	2/3/2018	03/05/2018
Total:	183.57	*Vendor Total				
Cargill, Inc.						
039780						
Road Salt	2,828.12	10-445-4439	Salt	2903947704	2/14/2018	03/05/2018
Road Salt	5,435.44	10-445-4439	Salt	2903950738	2/15/2018	03/05/2018
Road Salt	1,370.96	10-445-4439	Salt	2903951344	2/15/2018	03/05/2018
Road Salt	5,176.89	10-445-4439	Salt	2903954193	2/16/2018	03/05/2018
Road Salt	1,359.26	10-445-4439	Salt	2903954620	2/16/2018	03/05/2018
Total:	16,170.67	*Vendor Total				
Comcast Cable						
040740						
Internet Service/WTP	192.63	60-445-4652	Communications	02092018	2/9/2018	03/05/2018
TV Service/NAPD	21.06	01-440-4652	Communications	02102018	2/10/2018	03/05/2018
Internet/Cable/VH 5.17 - 2.18	1,497.86	01-430-4652	Communications	877120061001	1/20/2018	03/05/2018
Total:	1,711.55	*Vendor Total				
Commercial Tire Services, Inc.						
038680						
Truck #186/2 New Tires/Flat Repair	1,333.94	01-445-4511	Vehicle Repair and Maint	3330017706	2/21/2018	03/05/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	1,333.94	*Vendor Total				
Commonwealth Edison						
000330						
Streetlights/4 S. Willow Way	96.10	10-445-4660	Street Lighting and Poles	0146092024	2/9/2018	03/05/2018
Streetlights/Butterfield & Laurel	5.33	10-445-4660	Street Lighting and Poles	0445305000	2/9/2018	03/05/2018
Streetlights/1802 Orchard Gateway Blvd	250.68	10-445-4660	Street Lighting and Poles	0562144049	2/8/2018	03/05/2018
Streetlight/355 Moorfield Ave.	9.44	10-445-4660	Street Lighting and Poles	0795092063	2/20/2018	03/05/2018
Streetlights/1901 Orchard Gateway Blvd	60.32	10-445-4660	Street Lighting and Poles	083508216	2/8/2018	03/05/2018
Streetlight/1197 Comiskey	9.44	10-445-4660	Street Lighting and Poles	0903075187	2/20/2018	03/05/2018
Streetlights/1051 Kettle Ave	50.38	10-445-4660	Street Lighting and Poles	1083133047	2/7/2018	03/05/2018
318 Butterfield Tower	8.98	60-445-4662	Utility	1313136025	2/12/2018	03/05/2018
Streetlights/Rt. 56 & Rt. 25	149.35	10-445-4660	Street Lighting and Poles	1425064018	2/12/2018	03/05/2018
Streetlights/Randall Rd & Ice Cream Dr	10.31	10-445-4660	Street Lighting and Poles	1543019148	2/8/2018	03/05/2018
Streetlight/1193 Comiskey	9.44	10-445-4660	Street Lighting and Poles	1743032047	2/20/2018	03/05/2018
Streetlights/Comiskey & Orchard	110.30	10-445-4660	Street Lighting and Poles	2313121105	2/8/2018	03/05/2018
Streetlights/19 N. Lincolnway	69.09	10-445-4660	Street Lighting and Poles	2985029045	2/9/2018	03/05/2018
<hr/>						
Total:	839.16	*Vendor Total				
Constellation NewEnergy, Inc.						
034130						
Streetlights/Orch Gateway & Deerpath	76.44	10-445-4660	Street Lighting and Poles	0043579046	2/9/2018	03/05/2018
Streetlights/1600 Orchard & Gateway	196.56	10-445-4660	Street Lighting and Poles	0043579067	2/9/2018	03/05/2018
Streetlights/Orchard & Oak	166.96	10-445-4660	Street Lighting and Poles	0043579076	2/9/2018	03/05/2018
Streetlights/Orchard & Orchard Gateway	213.09	10-445-4660	Street Lighting and Poles	0043579078	2/9/2018	03/05/2018
Streetlights/Orchard & White Oak	126.49	10-445-4660	Street Lighting and Poles	0043579142	2/9/2018	03/05/2018
Streetlights	3,059.15	10-445-4660	Street Lighting and Poles	0043750963	2/21/2018	03/05/2018
Streetlights/211 River Rd.	2,336.26	10-445-4660	Street Lighting and Poles	0043787048	2/23/2018	03/05/2018
<hr/>						
Total:	6,174.95	*Vendor Total				
Convergint Technologies LLC						
043000						
Electronics Work	486.00	01-440-4652	Communications	W552536	2/23/2018	03/05/2018
<hr/>						
Total:	486.00	*Vendor Total				
D&A Powertrain Components, INC						
467649						
Hose Repair/Truck 185	99.68	01-445-4511	Vehicle Repair and Maint	220791	2/6/2018	03/05/2018
Hose Repair/Truck 170	82.22	01-445-4511	Vehicle Repair and Maint	220799	2/7/2018	03/05/2018
<hr/>						
Total:	181.90	*Vendor Total				
Duke & Lee's Service Corp.						
045190						
'03 Int'l 4400 Repair/No Start	202.50	01-445-4511	Vehicle Repair and Maint	6923	1/24/2018	03/05/2018
<hr/>						
Total:	202.50	*Vendor Total				
Dynegy Energy Services						
048750						
Well #7/1.10-2.08	4,463.88	60-445-4662	Utility	0915059095	2/24/2018	03/05/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Well #4/WTP/1.09-2.07	9,263.93	60-445-4662	Utility	1383089059	2/24/2018	03/05/2018
Well #5/1.10-2.08	9,773.74	60-445-4662	Utility	3915126049	2/24/2018	03/05/2018
Well #3/1.09-2.07	234.29	60-445-4662	Utility	5587066023	2/24/2018	03/05/2018
Well #6/1.05-2.05	3,834.09	60-445-4662	Utility	6707024008	2/24/2018	03/05/2018
Total:	27,569.93	*Vendor Total				
Euclid Managers						
049670						
Short-Term Disability/Mar 2018	319.74	01-000-2057	Short-Term Disability	3/1-3/31	2/16/2018	03/05/2018
Total:	319.74	*Vendor Total				
Eye For Design						
040200						
Business Cards/Angie Blaser	70.00	01-430-4507	Printing	EFD5350	2/22/2018	03/05/2018
Total:	70.00	*Vendor Total				
Feece Oil						
031060						
Diesel Fuel	1,326.36	71-000-1340	Gas/Diesel Escrow	3528928	2/16/2018	03/05/2018
Mid-Grade Fuel	1,538.79	71-000-1340	Gas/Diesel Escrow	3528929	2/16/2018	03/05/2018
Total:	2,865.15	*Vendor Total				
Frost Electric Company, Inc.						
021540						
Community Sign/Restore Power	300.00	01-445-4530	Public Grounds/Parks Maint	7363	2/15/2018	03/05/2018
Streetlight Repair/KellyDr & Fox Crossing	720.00	10-445-4661	Street Light Repair/Maint	7365	2/15/2018	03/05/2018
West Water Trmmt Plnt Elec Check	560.00	60-445-4567	Treatment Plant Repair/Maint	7367	2/23/2018	03/05/2018
Total:	1,580.00	*Vendor Total				
FullLife Safety Center						
041360						
Water/Uniform Allowance	516.09	60-445-4160	Uniform Allowance	37003	10/19/2017	03/05/2018
Total:	516.09	*Vendor Total				
Gordon Flesch Co Inc.						
025070						
Copier Maintenance/2-14 - 5-13	72.00	01-441-4510	Equipment/IT Maint	IN12176634	2/14/2018	03/05/2018
Total:	72.00	*Vendor Total				
Hach Company						
014100						
Lab Equipment	160.15	60-445-4567	Treatment Plant Repair/Maint	10844540	2/19/2018	03/05/2018
Total:	160.15	*Vendor Total				
Harners Bakery And Restaurant						
025570						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Reim. Attny Rvw Land Dedication Agrmnt	235.00	01-430-4260	Legal	02242018	2/15/2018	03/05/2018
Total:	235.00	*Vendor Total				
ILLCO Inc.						
040110						
Bushings and Repair Fittings	30.05	60-445-4567	Treatment Plant Repair/Maint	1331738	2/16/2018	03/05/2018
PVC Cement	10.80	60-445-4567	Treatment Plant Repair/Maint	1331739	2/16/2018	03/05/2018
4 Water Valves for MIOX	20.04	60-445-4567	Treatment Plant Repair/Maint	1331946	2/21/2018	03/05/2018
ETP Hypo Pipe Repair	30.05	60-445-4567	Treatment Plant Repair/Maint	1373328-1	2/15/2018	03/05/2018
TP Repair Parts	10.80	60-445-4567	Treatment Plant Repair/Maint	1373841-1	2/15/2018	03/05/2018
Total:	101.74	*Vendor Total				
Illini Power Products Company						
467624						
ETP Generator Leak Check	785.62	60-445-4567	Treatment Plant Repair/Maint	SWO018756-	2/15/2018	03/05/2018
Total:	785.62	*Vendor Total				
Illinois Public Works						
039690						
2018 Annual Membership Dues	250.00	01-445-4390	Dues & Meetings	2654	2/9/2018	03/05/2018
Total:	250.00	*Vendor Total				
Industrial Door Company						
044430						
Tanner Rd. Salt Barn-Lift Charge	616.00	01-445-4520	Public Buildings Rpr & Mtce	104058	1/31/2018	03/05/2018
Tanner Rd. Salt Barn-Replace Button	616.00	01-445-4520	Public Buildings Rpr & Mtce	104061	1/31/2018	03/05/2018
PW Garage/West & East Door Repair	1,985.00	01-445-4520	Public Buildings Rpr & Mtce	104154	2/15/2018	03/05/2018
Total:	3,217.00	*Vendor Total				
Judges LLC						
039730						
Squad Washes	194.00	01-440-4511	Vehicle Repair and Maint	100	2/16/2018	03/05/2018
Total:	194.00	*Vendor Total				
Layne Christensen Company						
025170						
Well 7 Airline Gauges	96.00	60-445-4565	Water Well Rpr & Mtce	92085710	2/20/2018	03/05/2018
Total:	96.00	*Vendor Total				
LocalGovNews.org						
038690						
News Subscription	150.00	01-445-4390	Dues & Meetings	3292018	1/8/2018	03/05/2018
News Subscription	150.00	01-441-4390	Dues & Meetings	3292018	1/8/2018	03/05/2018
News Subscription	300.00	01-430-4390	Dues & Meetings	3292018	1/8/2018	03/05/2018
News Subscription	290.00	01-440-4390	Dues & Meetings	3292018	1/8/2018	03/05/2018
Total:	890.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
MB Financial Bank, N.A.as Escrowee, Rubloff Nort						
038490						
NATC Rebate June 17-Aug17	76,547.01	01-490-4781	Sales Tax Rebates	02242018	2/19/2018	03/05/2018
NATC Rebate Sept 17-Nov17	73,397.43	01-490-4781	Sales Tax Rebates	02242018	2/19/2018	03/05/2018
Total:	149,944.44	*Vendor Total				
Menards						
016070						
Tow Strap/Vehicle Pulling	7.99	60-445-4511	Vehicle Repair and Maint	584	2/15/2018	03/05/2018
Total:	7.99	*Vendor Total				
Metro West COG						
032210						
Metro West Meeting	35.00	01-410-4390	Dues & Meetings	3328	2/23/2018	03/05/2018
Total:	35.00	*Vendor Total				
Muller & Muller, Ltd.						
467647						
Engineering For Silo	39,502.99	12-438-4260	Legal	171014-02	2/21/2018	03/05/2018
Total:	39,502.99	*Vendor Total				
North Aurora NAPA, Inc.						
038730						
Wiper Blades/PD	48.56	01-440-4511	Vehicle Repair and Maint	285820	2/5/2018	03/05/2018
Oil & Lube/PW	23.24	01-445-4511	Vehicle Repair and Maint	285820	2/5/2018	03/05/2018
Winter Blades/PW Trucks	194.55	01-445-4511	Vehicle Repair and Maint	285924	2/6/2018	03/05/2018
Parts/PD	9.98	01-440-4511	Vehicle Repair and Maint	286211	2/8/2018	03/05/2018
Connectors/PW Bobcat Snow Blower	13.93	01-445-4511	Vehicle Repair and Maint	286496	2/13/2018	03/05/2018
PW Keys	11.08	01-445-4511	Vehicle Repair and Maint	286497	2/13/2018	03/05/2018
PW Keys	2.08	01-445-4511	Vehicle Repair and Maint	286554	2/13/2018	03/05/2018
Tire Val	42.11	01-445-4511	Vehicle Repair and Maint	286719	2/15/2018	03/05/2018
Vehicle Maint. Bulbs	4.43	60-445-4511	Vehicle Repair and Maint	286830	2/16/2018	03/05/2018
Oil Filter	11.16	01-445-4511	Vehicle Repair and Maint	286998	2/20/2018	03/05/2018
Steering Fluid & Gray Primer	16.59	01-445-4511	Vehicle Repair and Maint	287043	2/20/2018	03/05/2018
Total:	377.71	*Vendor Total				
Office Depot						
035720						
Office Supplies/NAPD	76.53	01-440-4498	Community Service	2161462988	2/15/2018	03/05/2018
Supplies/Citizen's Police Academy	38.67	01-440-4498	Community Service	2163332089	2/21/2018	03/05/2018
Total:	115.20	*Vendor Total				
Office Depot						
039370						
Office/Kitchen Supplies	35.66	60-445-4411	Office Expenses	10619027800	2/9/2018	03/05/2018
Office/Kitchen Supplies	35.66	01-441-4411	Office Expenses	10619027800	2/9/2018	03/05/2018
Office/Kitchen Supplies	60.65	01-430-4411	Office Expenses	10619027800	2/9/2018	03/05/2018
Office/Kitchen Supplies	111.78	01-445-4411	Office Expenses	10619027800	2/9/2018	03/05/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Coffee	18.99	01-430-4411	Office Expenses	10619190000	2/9/2018	03/05/2018
Coffee	18.99	01-441-4411	Office Expenses	10619190000	2/9/2018	03/05/2018
Coffee	19.00	01-445-4411	Office Expenses	10619190000	2/9/2018	03/05/2018
Coffee	19.00	60-445-4411	Office Expenses	10619190000	2/9/2018	03/05/2018
Coffee-Decaf	11.99	01-430-4411	Office Expenses	10619190100	2/9/2018	03/05/2018
Office Supplies/Stationery	39.42	01-430-4411	Office Expenses	10666657800	2/12/2018	03/05/2018
Note Pads/Stationery	17.19	01-441-4411	Office Expenses	10666657800	2/12/2018	03/05/2018
Date Stamp	35.99	01-441-4411	Office Expenses	99782202600	1/18/2018	03/05/2018
Office Supplies	28.58	60-445-4411	Office Expenses	99782226400	1/16/2018	03/05/2018
Office Supplies	36.96	01-445-4411	Office Expenses	99782226400	1/16/2018	03/05/2018
Office Supplies/Envelopes	81.05	01-441-4411	Office Expenses	99782226400	1/16/2018	03/05/2018
Office Supplies	35.78	01-430-4411	Office Expenses	99782226400	1/16/2018	03/05/2018
Office Supplies	11.34	60-445-4411	Office Expenses	99935590900	1/22/2018	03/05/2018
Office Supplies	11.34	01-445-4411	Office Expenses	99935590900	1/22/2018	03/05/2018
Office Supplies	24.29	01-441-4411	Office Expenses	99935590900	1/22/2018	03/05/2018
Office Supplies/Toner	119.56	01-430-4411	Office Expenses	99935590900	1/22/2018	03/05/2018
Total:	773.22	*Vendor Total				
Olsson Roofing Company, Inc.						
042370						
PD Men's Bathroom Leak Repair	1,085.00	01-445-4520	Public Buildings Rpr & Mtce	18000181	1/31/2018	03/05/2018
Total:	1,085.00	*Vendor Total				
Paddock Publications, Inc.						
026910						
Mowing RFP Notice	29.90	01-441-4506	Publishing	T4493135	2/9/2018	03/05/2018
Public Hearing Notice NPDES	28.75	01-445-4506	Publishing	T4493137	2/9/2018	03/05/2018
Publication	80.50	01-441-4506	Publishing	T4493565	2/15/2018	03/05/2018
Total:	139.15	*Vendor Total				
PAHCS II						
467650						
Random DOT Consortium 2018	189.00	01-445-4799	Misc. Expenditures	215326	2/1/2018	03/05/2018
Total:	189.00	*Vendor Total				
Petty Cash						
007570						
Dues/Meetings	30.00	01-440-4390	Dues & Meetings	001	3/1/2018	03/05/2018
Community Service	18.19	01-440-4498	Community Service	002	3/1/2018	03/05/2018
Postage	144.06	01-440-4505	Postage	003	3/1/2018	03/05/2018
Total:	192.25	*Vendor Total				
Preventative Maintenace Systems						
000260						
Oil Leak Repair/Truck 186	2,628.76	01-445-4511	Vehicle Repair and Maint	122228	1/18/2018	03/05/2018
Batties & Wiring Repairs/Truck 04 IH4400	729.00	01-445-4511	Vehicle Repair and Maint	122281	1/24/2018	03/05/2018
Total:	3,357.76	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Pump Supply, Inc.						
467652						
4 New Dampners For TP Heat Pumps	1,682.99	60-445-4567	Treatment Plant Repair/Maint	59461-01	2/4/2018	03/05/2018
Total:	1,682.99	*Vendor Total				
PWE Productions, LLC.						
467653						
NA Day Band Deposit/Spaz	1,750.00	15-430-4751	North Aurora Days Expenses	02262018	2/26/2018	03/05/2018
Total:	1,750.00	*Vendor Total				
Rempe Sharpe & Associates						
000970						
2018 Misc. Infrastructure	6,865.14	21-450-4255	Engineering	26122	1/4/2018	03/05/2018
Eng Visit/Data Review/Well 7 Problems	137.77	60-445-4255	Engineering	26162	2/13/2018	03/05/2018
Research Grade 1 Cost for Laskowski	392.00	01-445-4255	Engineering	26162	2/13/2018	03/05/2018
NPDES	370.25	01-445-4255	Engineering	26163	2/13/2018	03/05/2018
Engineering/Fox Valley Golf	9,033.21	90-000-E232	DR Horton - FV Golf Course	26164	2/13/2018	03/05/2018
Engineering	1,105.29	90-000-E222	Springs at Orchard Rd	26165	2/13/2018	03/05/2018
Water Map Update	1,267.00	60-445-4255	Engineering	26166	2/13/2018	03/05/2018
MIOX Equip Review	459.02	60-445-4255	Engineering	26167	2/13/2018	03/05/2018
Project Close Out/Final Pay	175.50	18-445-4255	Engineering	26168	2/13/2018	03/05/2018
Engineering	3,452.31	90-000-E055	NA Lodging 1, LLC	26169	2/13/2018	03/05/2018
Total:	23,257.49	*Vendor Total				
Russo Power Equipment Inc.						
036290						
Belts & Blade Kit	18.98	01-445-4511	Vehicle Repair and Maint	4716890	2/12/2018	03/05/2018
Total:	18.98	*Vendor Total				
S. B. Friedman & Company						
467654						
Lincolnway Site Analysis	5,249.33	12-438-4280	Professional/Consulting Fees	1	2/7/2018	03/05/2018
Total:	5,249.33	*Vendor Total				
Secretary of State						
002690						
Police Trailer Registration	105.00	01-440-4799	Misc.	01222018	1/22/2018	03/05/2018
Total:	105.00	*Vendor Total				
Sun Life Financial						
033620						
Dental Insurance-Mar 18/Admin	255.52	01-430-4136	Dental Insurance	032018-001	3/1/2018	03/05/2018
Dental Insurance-Mar 18/Comm Dev	-7.61	01-441-4136	Dental Insurance	032018-002	3/1/2018	03/05/2018
Dental Insurance-Mar 18/Police	784.06	01-440-4136	Dental Insurance	032018-003	3/1/2018	03/05/2018
Dental Insurance-Mar 18/PW	229.46	01-445-4136	Dental Insurance	032018-004	3/1/2018	03/05/2018
Dental Insurance-Mar 18/Water	125.08	60-445-4136	Dental Insurance	032018-005	3/1/2018	03/05/2018
Dental Insurance-Mar 18/Employee	1,658.33	01-000-2054	Insurance Employee Reimburse	032018-006	3/1/2018	03/05/2018

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
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Total:	3,044.84	*Vendor Total				
Technology Management Rev Fund						
007390						
IWIN Fees/Jan 2018	723.32	01-440-4652	Communications	T1822637	2/13/2018	03/05/2018
Total:	723.32	*Vendor Total				
Teska Associates, Inc.						
024820						
Research-TIF	105.00	12-438-4280	Professional/Consulting Fees	8356	2/20/2018	03/05/2018
Total:	105.00	*Vendor Total				
Thom Jungels						
039460						
Plumbing Inspections (32)	1,120.00	01-441-4276	Inspection Services	Thru 2.23.18	2/23/2018	03/05/2018
Total:	1,120.00	*Vendor Total				
Treasurer, State of Illinois						
009370						
Traffic Signal Maint.	2,730.00	01-445-4652	Communications	54022	2/7/2018	03/05/2018
Total:	2,730.00	*Vendor Total				
Tri-County						
027350						
Snow Plowing 2.09.18	25,770.00	01-445-4538	Snow Removal	18-02-5824	2/14/2018	03/05/2018
Snow Plowing 2.10.18	1,845.00	01-445-4538	Snow Removal	18-02-5825	2/14/2018	03/05/2018
Snow Plowing 2.11.18	18,487.50	01-445-4538	Snow Removal	18-02-5826	2/14/2018	03/05/2018
Snow Plowing 2.17.18	1,840.00	01-445-4538	Snow Removal	18-02-5831	2/20/2018	03/05/2018
Total:	47,942.50	*Vendor Total				
Verizon Wireless						
025430						
Cell Phone-PW-1/13/18-2/12/18	125.03	01-445-4652	Communications	9801641204-C	2/12/2018	03/05/2018
Cell Phone-PD-1/13/18-2/12/18	21.36	01-440-4652	Communications	9801641204-C	2/12/2018	03/05/2018
Cell Phone-PD-1/13/18-2/12/18	307.96	01-440-4652	Communications	9801641205-C	2/12/2018	03/05/2018
Cell Phone-PW-1/13/18-2/12/18	172.23	01-445-4652	Communications	9801641205-C	2/12/2018	03/05/2018
Cell Phone-Admin-1/13/18-2/12/18	-81.69	01-430-4652	Communications	9801641205-C	2/12/2018	03/05/2018
Cell Phone-Comm Dev-1/13/18-2/12/18	67.79	01-441-4652	Communications	9801641205-C	2/12/2018	03/05/2018
Cell Phone-Water-1/13/18-2/12/18	74.54	60-445-4652	Communications	9801641205-C	2/12/2018	03/05/2018
Total:	687.22	*Vendor Total				
Vision Service Plan (IL)						
042720						
Employee Vision/March 2018	493.72	01-000-2056	VSP - Employee Contributions	804875945	2/17/2018	03/05/2018
Total:	493.72	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Water Resources						
010380						
Meter/Remote Wire 3000 Ft	420.00	60-445-4480	New Meters,rprs. & Rplcmts.	32084	2/6/2018	03/05/2018
3" Meter/My Place Hotel	2,005.00	60-445-4480	New Meters,rprs. & Rplcmts.	32120	2/22/2018	03/05/2018
Total:	2,425.00	*Vendor Total				
WBK Engineering, LLC						
467655						
Silo-Map Survey	2,717.84	12-438-4255	Engineering	18741	2/20/2018	03/05/2018
Total:	2,717.84	*Vendor Total				
Report Total:	369,485.70					

VILLAGE OF NORTH AURORA BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR
FROM: MIKE TOTH, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
SUBJECT: PETITION 18-01: 24 S. LINCOLNWAY
AGENDA: 3/5/2018 REGULAR VILLAGE BOARD MEETING

ITEMS

- 1) An Ordinance granting a Special Use pursuant to Title 17, Chapter 8 of the North Aurora Zoning Ordinance to allow a Drive-Through Facility at 24 S. Lincolnway in the B-3 Central Business District, Village of North Aurora, Illinois
- 2) Ordinance approving the Site Plan for the property located at 24 S. Lincolnway in the Village of North Aurora

DISCUSSION

The petitioner is requesting a special use to allow a Drive-Through Facility on the subject property. The subject property is located in the B-3 Central Business District. Drive-Through Facilities are classified as a special use in the B-3 Central Business District. Per the Zoning Ordinance, site plan review shall be required for each building permit application for commercial development for which a site plan has not already been approved.

This Village Board discussed concept plan at their December 18, 2017 Committee of the Whole meeting. While favorable towards the overall concept plan, comments were made regarding the need to screen the ground mechanicals (as shown in the pictures provided of other Moka locations). To satisfy this, staff included a condition that all ground-based and rooftop mechanicals are to be screened, which is already required per Section 12.3.D of the Zoning Ordinance.

A public hearing was held before the Plan Commission at their February 6, 2018 meeting. The Plan Commission was also supportive of the overall development plan, but echoed the same concern of the Village Board relative to the screening of ground and roof mechanical units. The majority of the Plan Commission conversation involved the flow of traffic to/from the property. More specifically, concern was made in reference to the south entrance/exit off of Route 31. If there is a large volume of vehicles, it could potentially conflict with the John/31 intersection. Plan Commissioners asked if it would be better served as a right-in/right-out. After discussing the traffic flow in detail, it was determined that the proposed plan was optimal for traffic flow to/from the property. The Plan Commission unanimously recommended approval of the petition.

Staff notes that the building footprint presented before the Plan Commission has been reduced from 672 square feet to 656 square feet as the floor plan has since been reconfigured. Also, the landscape plan has also since changed as certain landscape quantities are being reduced to provide greater visibility to the site. The final landscape plan does not include the six (6) foot privacy fence as the previous landscape plan did; therefore, the installation of fence or wall not less than five feet in height has become a condition of final approval.

Attachments:

1. Staff report to the Plan Commission.
2. An Ordinance granting a Special Use pursuant to Title 17, Chapter 8 of the North Aurora Zoning Ordinance to allow a Drive-Through Facility at 24 S. Lincolnway in the B-3 Central Business District, Village of North Aurora, Illinois
3. Ordinance approving the Site Plan for the property located at 24 S. Lincolnway in the Village of North Aurora

**STAFF REPORT TO THE VILLAGE OF NORTH AURORA PLANNING COMMISSION
FROM: MIKE TOTH, COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

GENERAL INFORMATION

Meeting Date: February 6, 2018

Petition Number: #18-01

Petitioner: Miller Coffee Property, LLC

Requests: 1) Special use to allow a Drive-Through Facility 2) Site Plan Review.

Location: 24 S. Lincolnway

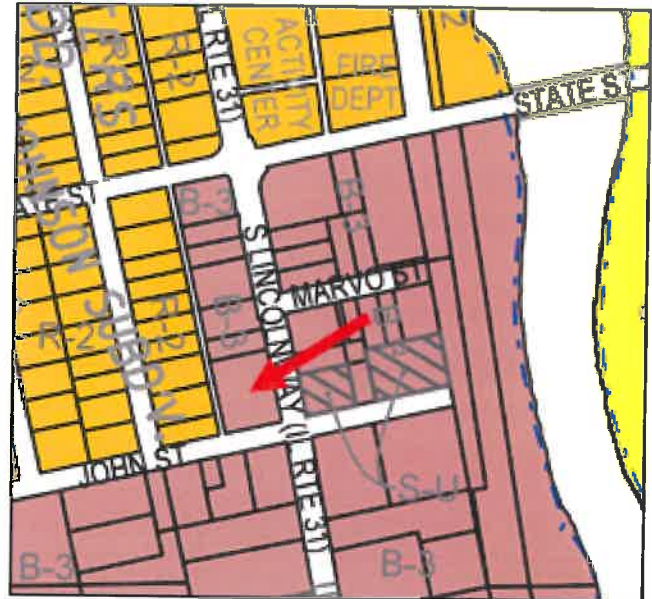
Parcel Number(s): 15-04-254-018

Size: 0.55 acres

Current Zoning: B-3 Central Business District

Contiguous Zoning: North: B-3 Central Business District, South: B-3 Central Business District, East: B-3 Central Business District, West: R-2 Single Family Residence District

Comprehensive Plan Designation: 'Village Center/Mixed Use'



PROPOSAL

The Village purchased the subject property in February, 2016, demolished all on-site structures, removed the underground storage tanks and advertised the property for sale. Staff has been working with the petitioner who interested in opening a drive through coffee shop on the subject property. The submitted plan includes a 672 square foot standalone coffee shop with a drive through. Parking would be provided on the western portion of the property. The proposed plan utilizes three points of egress on the property. Right-in access would be provided on the northeast corner of the property, right-in, right-out access would be provided along the southeast corner of the property and a full access point along John Street. The drive through would be centrally-located in the property and travel from north to south. In order to reduce the impact on the residential properties located to the west of the subject property, a six (6) foot privacy fence and buffer landscaping would be provided along the western property line. The plan also includes an outdoor seating area located along the eastern building elevation.

The subject property is located in the B-3 Central Business District. Coffee Shops/Teahouses are classified as a permitted use in the B-3 District; however, the Drive-Through Facility would require special use approval.

SITE PLAN REVIEW

Per Section 17.4.4(B) of the Zoning Ordinance, site plan review shall be required for each building permit application for multi-family, townhouse, commercial, and industrial development for which a site plan has not already been approved. The standards for site plan review are established in Chapter 4.4 - Site Plan Review of the North Aurora Zoning Ordinance.

Upon review of the submitted site, architectural and landscape plans; staff found the site plan review provisions of the Zoning Ordinance satisfactorily addressed. Given the subject property's adjacency to residential land uses, staff also reviewed the proposed use for compliance with the landscape screening and buffer yard requirements.

COMPREHENSIVE PLAN

The Village of North Aurora Comprehensive Plan designates the subject property as 'Village Center/Mixed Use'. Per the 2015 Comprehensive Plan, *the 'Village Center/Mixed Use' area is located in the historic core of North Aurora along IL 31 and the State Street bridge. Development in this area includes small-lot commercial uses residential structures repurposed for small office or service uses, and uses that support nearby neighborhoods.*

Staff finds the proposed use to be consistent with the future land use goals of the Comprehensive Plan.

FINDINGS & RECOMMENDATION

The Community Development Department finds that the information presented meets the Standards for Specials Uses as submitted by the petitioner, made part of this petition and as set forth in the Zoning Ordinance. The proposed site plan for 24 S. Lincolnway meets Site Plan Review Standards, North Aurora Zoning Ordinance. Based on the above considerations, staff recommends that the Plan Commission make the following motion recommending **approval** of Petition #18-01, subject to the following conditions:

- 1) All dumpsters located on the subject property shall be enclosed per Section 14.11.A of the Zoning Ordinance.
- 2) The petitioner shall be responsible for completing the necessary platting to establish the subject property as one consolidated lot of record prior to building permit issuance.
- 3) A photometric lighting plan shall be approved prior to building permit issuance to ensure safety.
- 4) All ground-based and rooftop mechanicals shall be screened per Section 12.3.D of the Zoning Ordinance.

APPLICATION FOR SPECIAL USE

VILLAGE OF NORTH AURORA
Board of Trustees
25 East State Street
North Aurora, IL 60542

PETITION NO.: 18-01

FILE NAME: 24 S LINCOLNWAY SPECIAL USE

DATE STAMP: _____

RECEIVED

JAN 31 2018

**VILLAGE OF
NORTH AURORA**

I. APPLICANT AND OWNER DATA

Name of Applicant* Miller Coffee Property, LLC (Scott Miller, Manager)

Address of Applicant 2S575 Deerpath Rd., Batavia, IL 60510

Telephone Numbers 630-536-4579

Email Address scott@foremosttrading.com

Name of Owner(s)* Village of North Aurora (Applicant is Contract Purchaser)

Telephone Numbers 630-897-8700

If Applicant is other than owner, attach letter of authorization from Owner.

Title of Record to the real estate was acquired by Owner on February 5, 2016

II. ADDRESS, USE AND ZONING OF PROPERTY

Address of Property 24 S. Lincolnway, North Aurora, IL 60542
(indicate location if no common address)

Legal Description THE SOUTH HALF OF LOT 9 AND ALL OF LOTS 10, 11 AND
12 IN BLOCK 2 OF SCHNEIDER'S ADDITION TO NORTH
AURORA, IN THE VILLAGE OF NORTH AURORA, KANE
COUNTY, ILLINOIS.

Parcel Size .55 acres m.o.l.

Present Use Vacant
(business, manufacturing, residential, etc.)

Present Zoning District B-3 Central Business District (Special Use)
(Zoning Ordinance Classification)

*In the event that the applicant or owner is a trustee of a land trust or a beneficiary or beneficiaries of a land trust, a statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be attached hereto. Such statement shall be verified by the trustee or by a beneficiary.

III. PROPOSED SPECIAL USE

Proposed Special Use B-3 with Special Use – Stand-alone Coffee Shop with Drive-Thru
(Zoning Ordinance Classification)

Code Section that authorizes Special Use Section 8.2; Table 8-1

Has the present applicant previously sought to rezone or request a special use for the property or any part thereof? No.

If so, when? N/A to what district? N/A

Describe briefly the type of use and improvement proposed Applicant is proposing a stand-alone coffee shop with a drive-thru.

What are the existing uses of property within the general area of the Property in question? The adjacent properties on all sides are zoned B-3 Central Business District. The Properties to the North, East and South are all business uses. The properties to the East are residential uses.

To the best of your knowledge, can you affirm that there is a need for the special use at the particular location? (Explain) The property is ideally suited for a drive-thru coffee shop given its location in the Central Business District, its frontage on State Route 31 and its proximity to the I-88 corridor.

Attach hereto a statement with supporting data that the proposed special use will conform to the following standards: Statement of Special Use Standards is attached.

1. The proposed special use is, in fact, a special use authorized in the zoning district in which the property is located.
2. The proposed special use is deemed necessary for the public convenience at that location.
3. The proposed special use does not create excessive additional impacts at public expense for public facilities and services and will be beneficial to the economic welfare of the community.
4. The proposed use is in conformance with the goals and policies of the Comprehensive Plan, and all Village codes and regulations.
5. The proposed special use will be designed, located, operated, and maintained so as to be harmonious and compatible in use and appearance with the existing or intended character of the general vicinity.
6. The proposed special use will not significantly diminish the safety, use, enjoyment, and value of other property in the neighborhood in which it is located.

7. The proposed special use is compatible with development on adjacent or neighboring property.
8. The proposed special use minimizes potentially dangerous traffic movements and provides adequate and safe access to the site.
9. The proposed special use provides the required number of parking spaces and maintains parking areas, in accordance with the requirements of this Ordinance.
10. The proposed special use is served by adequate utilities, drainage, road access, public safety, and other necessary facilities.
11. The proposed special use conforms with the requirements of this Ordinance and other applicable regulations.

IV CHECKLIST FOR ATTACHMENTS

The following items are attached here to and made a part hereof:

1. Legal Description (may be included in items 2 or 6 below)
2. Two (2) copies of an Illinois Land Surveyor's plat of survey showing the nearest dedicated east-west and north-south streets, the right-of-way width and the distance of each street from the property in question.
3. Twenty five (25) copies of a plot plan, 8 ½" x 11 or 8 ½" x 14" showing existing and proposed structures and parking areas.
4. A written certified list containing the names of registered owners, their mailing addresses and tax parcel numbers, of all properties within 250 feet of the property for which the special use is requested.
5. Statement and supporting data regarding Standards for Special Uses (above).
6. A copy of owner's title insurance policy or the deed for the subject property.
7. Filing fee in the amount of \$4,300.00, if paid by check make payable to the Village of North Aurora.
8. Letter of authorization letter from owner, if applicable.
9. Disclosure of beneficiaries of land trust, if applicable.

Completed forms for the following must accompany application

10. Visit the Illinois Department of Natural Resources' website www.dnr.state.il.us and initiate a consultation using DNR's EcoCat online application
11. Visit the Kane DuPage Soil and Water Conservation District's website www.kanedupageswcd.org for a Land Use Opinion Application

The Applicant authorizes the Village of North Aurora representatives to enter on to the property to make inspection during the hearing process.

The Applicant is responsible for publishing a legal notice in the newspaper, sending certified mail notices to properties within 250 feet, and posting a sign on the property advertising the public hearing. These shall be in accordance with village Ordinances at the times decided by the Village of North Aurora.

The undersigned hereby agrees to reimburse the Village for all costs of court reporter fees for attendance at and transcript of hearing(s) and other professional service fees for services rendered in connection with this application as defined in Appendix B of the North Aurora Zoning Ordinance. Such reimbursement shall be made promptly upon receipt of invoices from the Village, whether or not this application for special use is approved.

I (we) certify that all of the above statements and the statements contained in any documents submitted herewith are true to the best of my (our) knowledge and belief.


Applicant or Authorized Agent

1/31/18
Date

Owner

Date

CERTIFICATION

I, Scott Miller, Manager of Applicant and Contract Purchaser, have attached hereto the names and addresses of all properties within 250 feet of the property in questions for which the special use being is being requested.

Further, after being first duly sworn on oath, I certify that all the above statements and the statements contained in any papers or plans submitted herewith are true and correct.


Applicant Signature

1/31/18
Date

SUBSCRIBED AND SWORN TO

Before me this 31st day of JANUARY, 20 18.


Notary Public



STATEMENT OF SPECIAL USE STANDARDS

1. The proposed special use is, in fact, a special use authorized in the zoning district in which the property is located.

The special use is authorized pursuant to Section 8.2, Table 8-1 of the Village of North Aurora Zoning Ordinance.

2. The proposed special use is deemed necessary for the public convenience at that location.

The special use is necessary for public convenience at the location. The property is ideally suited for a drive-thru coffee shop given its location in the Central Business District, its frontage on State Route 31 and its proximity to the I-88 corridor.

3. The proposed special use does not create excessive additional impacts at public expense for public facilities and services and will be beneficial to the economic welfare of the community.

The proposed special use creates no excessive additional impacts on public services or expenses. The proposed use will place a currently unproductive, Village-owned property back on the tax rolls creating additional tax revenues for the Village and other taxing bodies. The use will also generate additional sales tax revenues. These additional revenues will be generated while placing minimal additional impact on the Village's resources.

4. The proposed use is in conformance with the goals and policies of the Comprehensive Plan, and all Village codes and regulations.

The proposed use is in keeping with the Village's Comprehensive Plan and zoning ordinance. Among other items, the proposed use facilitates the Comprehensive Plan's goal of enhancing the visual quality and identity along Route 31, as well as the goal of planning commercial growth along primary Village thoroughfares. It also conforms to the Zoning Ordinance's goal of accommodating commercial uses which foster a town center in the vicinity of Route 31 and State Street.

5. The proposed special use will be designed, located, operated, and maintained so as to be harmonious and compatible in use and appearance with the existing or intended character of the general vicinity.

The proposed use is designed to be compatible with its surroundings. The uses to the North, East and West are all commercial uses. The uses to the West are residential uses, separated from the proposed use by an alley-way. The site plan calls for generous landscaping along the western boundary and will use existing points of ingress and egress so as not to disturb the established traffic flows. The design of the physical improvements is also intended to provide visual appeal to the surrounding uses.

6. The proposed special use will not significantly diminish the safety, use, enjoyment, and value of other property in the neighborhood in which it is located.

The proposed use not significantly diminish the safety, use, enjoyment or value of neighboring properties. To the contrary, the proposed use will eliminate currently unproductive, vacant, Village-owned property and place it back on the tax rolls creating additional tax revenues for the Village and other taxing bodies which will benefit the neighboring properties. Putting a productive use on the vacant site will also eliminate the stigma often created by unproductive sites which is likely to add to both the safety and overall value of the neighborhood.

7. The proposed special use is compatible with development on adjacent or neighboring property.

As previously set forth, the proposed use is compatible with the development on adjacent properties. The uses to the North, East and West are all commercial uses. The uses to the West are residential uses, separated from the proposed use by an alley-way. The site plan calls for generous landscaping along the western boundary and will use existing points of ingress and egress so as not to disturb the established traffic flows. The design of the physical improvements is also intended to provide visual appeal to the surrounding uses.

8. The proposed special use minimizes potentially dangerous traffic movements and provides adequate and safe access to the site.

The proposed use utilizes already existing access points to Route 31 and John Street in order to minimize any potentially dangerous traffic movements. Additionally, the site plan allows for ample stacking for the drive-thru window as well as a separate lane for pass-thru traffic to avoid any problematic traffic movements.

9. The proposed special use provides the required number of parking spaces and maintains parking areas, in accordance with the requirements of this Ordinance.

The proposed use complies with all parking requirements in the Ordinance. The proposed use calls for 10 standard parking spaces measuring 9' x 18.5' as well as one handicap space, in conformity with the Ordinance.

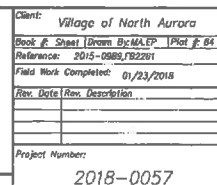
10. The proposed special use is served by adequate utilities, drainage, road access, public safety, and other necessary facilities.

The proposed use will be served by existing utilities, drainage facilities, road accesses, public safety and other facilities. The proposed use will not require any additional.

11. The proposed special use conforms with the requirements of this Ordinance and other applicable regulations.

The proposed use conforms with the requirements of the Village Ordinance in all other respects.

COMMONLY KNOWN AS: 74 SOUTH LINCOLNWAY, NORTH AURORA, ILLINOIS.



ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE PURSUANT TO TITLE 17,
CHAPTER 8 OF THE NORTH AURORA ZONING ORDINANCE TO ALLOW A
DRIVE-THROUGH FACILITY AT 24 S. LINCOLNWAY IN THE B-3 CENTRAL
BUSINESS DISTRICT, VILLAGE OF NORTH AURORA, ILLINOIS**

(Petition #18-01; 24 S. Lincolnway)

WHEREAS, the President and Board of Trustees of the Village of North Aurora have heretofore adopted the North Aurora Zoning Ordinance, otherwise known as Title 17 of the Code of North Aurora, Illinois; and,

WHEREAS, the Subject Property as defined below is zoned B-3 – Central Business District; and,

WHEREAS, an application has been filed requesting approval of a special use pursuant to Title 17, Chapter 8 of the North Aurora Zoning Ordinance to allow a Drive-Through Facility; and

WHEREAS, a public hearing on the forgoing application was conducted by the Village of North Aurora Plan Commission on February 6, 2018 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 special use described herein; and,

WHEREAS, the President and Board of Trustees determines that the findings and recommendations of the Plan Commission are reasonable and appropriate and that the approval of the requested special use for the Subject Property is consistent with the criteria for special uses as recommended by the Plan Commission and is in the best interests of the Village.

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: The recitals set forth above are incorporated in this Ordinance as material finding of the President and the Board of Trustees.

SECTION 2: That a special use is hereby granted for the Subject Property, as described in Section 3 below and subject to the conditions specified in Section 4 below, pursuant to Title 17, Chapter 8 of the North Aurora Zoning Ordinance to allow a Drive-Through Facility.

SECTION 3: That this Ordinance is limited and restricted to the property located at 24 S. Lincolnway, North Aurora, Illinois and legally described as follows:

THE SOUTH HALF OF LOT 9 AND ALL OF LOTS 10, 11 AND 12 IN BLOCK 2 OF SCHNEIDER'S ADDITION TO NORTH AURORA, IN THE VILLAGE OF NORTH AURORA, KANE COUNTY, ILLINOIS

Parcel Number: 15-04-254-018; (the "Subject Property")

SECTION 4: The special use, as provided for in Section 1 of this Ordinance shall be granted subject to compliance with the following conditions:

- 1) All dumpsters located on the subject property shall be enclosed per Section 14.11.A of the Zoning Ordinance.
- 2) The petitioner shall be responsible for completing the necessary platting to establish the subject property as one consolidated lot of record prior to building permit issuance.
- 3) A photometric lighting plan shall be approved prior to building permit issuance to ensure safety.
- 4) All ground-based and rooftop mechanicals shall be screened per Section 12.3.D of the Zoning Ordinance.
- 5) The western property line shall be effectively screened from adjacent residential properties with a wall or solid fence not less than five feet in height.

SECTION 5: Each and every provision of this Ordinance is severable from each and every other provision of this Ordinance; and if any provision of this Ordinance is deemed invalid and/or unenforceable, such provision shall be deemed severed from this Ordinance, leaving each and every other provision in this Ordinance in full force and effect.

SECTION 6: This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2018, A.D.

Ordinance No. _____
Re: Petition #18-01
Page 3

Passed by the Board of Trustees of the Village of North Aurora, Kane County,
Illinois this _____ day of _____, 2018, A.D.

Mark Carroll	_____	Laura Curtis	_____
Mark Gaffino	_____	Mark Guethle	_____
Michael Lowery	_____	Tao Martinez	_____

Approved and signed by me as President of the Board of Trustees of the Village of
North Aurora, Kane County, Illinois this _____ day of _____, 2018, A.D.

Dale Berman, Village President

ATTEST:

Lori Murray, Village Clerk

ORDINANCE NO.

**ORDINANCE APPROVING THE SITE PLAN
FOR THE PROPERTY LOCATED AT 24 S. LINCOLNWAY
IN THE VILLAGE OF NORTH AURORA**

WHEREAS, the North Aurora Plan Commission has reviewed the site plan for the property located at 24 S. Lincolnway (hereinafter the “Property”) pursuant to the application for site plan review filed by Miller Coffee Property, LLC for the Property; and

WHEREAS, the North Aurora Plan Commission has considered the site plan for the Property in light of the general standards and specific standards for site plan review set forth in Title 17 (Zoning), Chapter 4, Section 4.4 (Site Plan Review), Subsection A and Subsection D of the North Aurora Code; and

WHEREAS, the North Aurora Plan Commission made a formal recommendation of approval for the site plan at their February 6, 2018 meeting.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of North Aurora 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 North Aurora Board has considered the Plan Commission recommendation and all of the general and specific site plan standards set forth in Title 17, Chapter 4, Section 4.4 of the North Aurora Code and finds that all of the standards have been satisfied.
3. The site plan in the form attached hereto and incorporated herein by reference as Exhibit “A”, the building elevation plans in the form attached hereto and incorporated herein by reference as Exhibit “B” and the landscape plan in the form attached hereto and incorporated herein by reference as Exhibit “C” is hereby approved, subject to the following condition:
4. This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

Ordinance # _____

Presented to the Board of Trustees of the Village of North Aurora, Kane County,
Illinois this ____ day of _____, 2018, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County,
Illinois this ____ day of _____, 2018, A.D.

Mark Carroll _____

Laura Curtis _____

Mark Gaffino _____

Mark Guethle _____

Michael Lowery _____

Tao Martinez _____

Approved and signed by me as President of the Board of Trustees of the Village
of North Aurora, Kane County, Illinois this ____ day of _____, 2018, A.D.

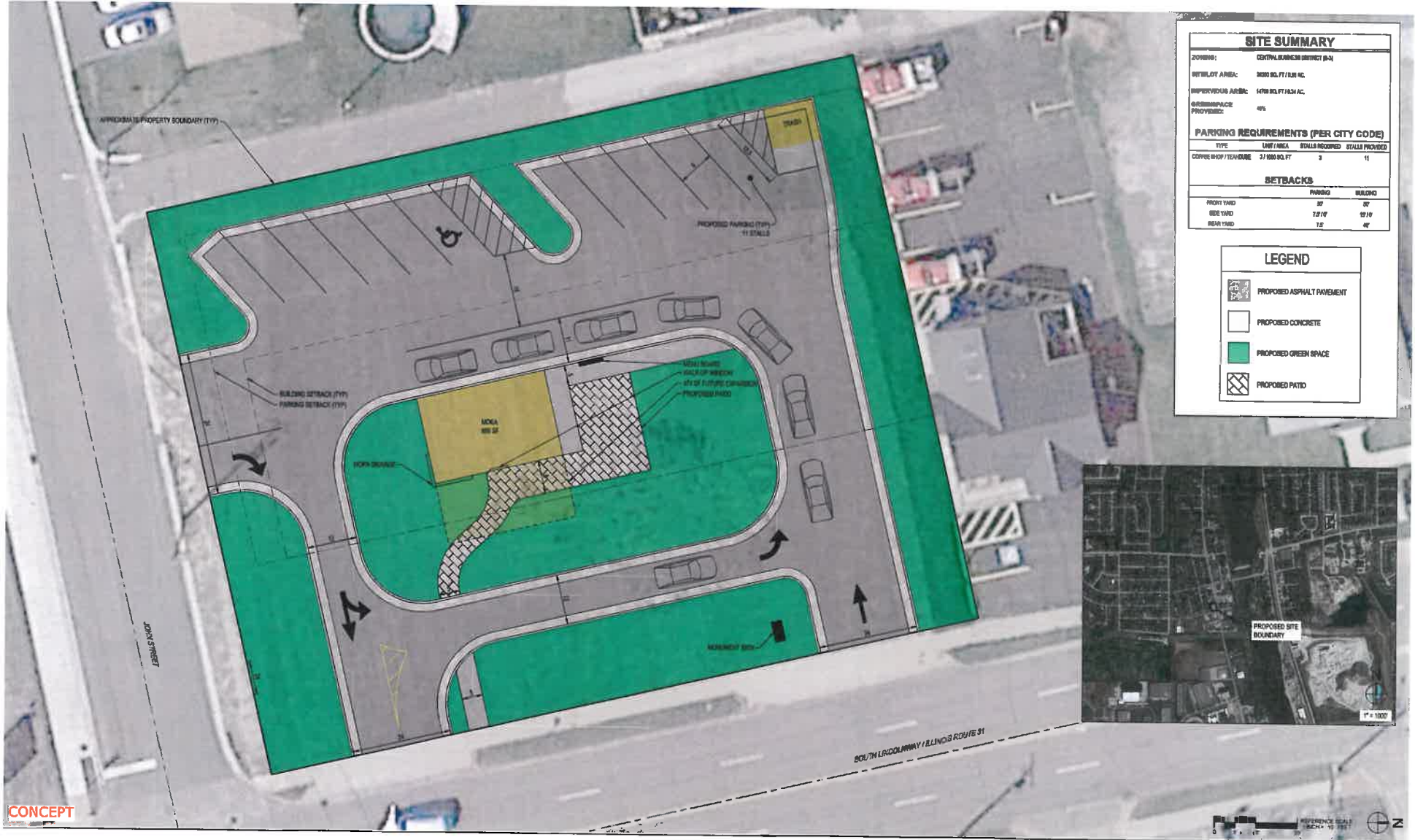
ATTEST:

Village President

Village Clerk

Ordinance # _____

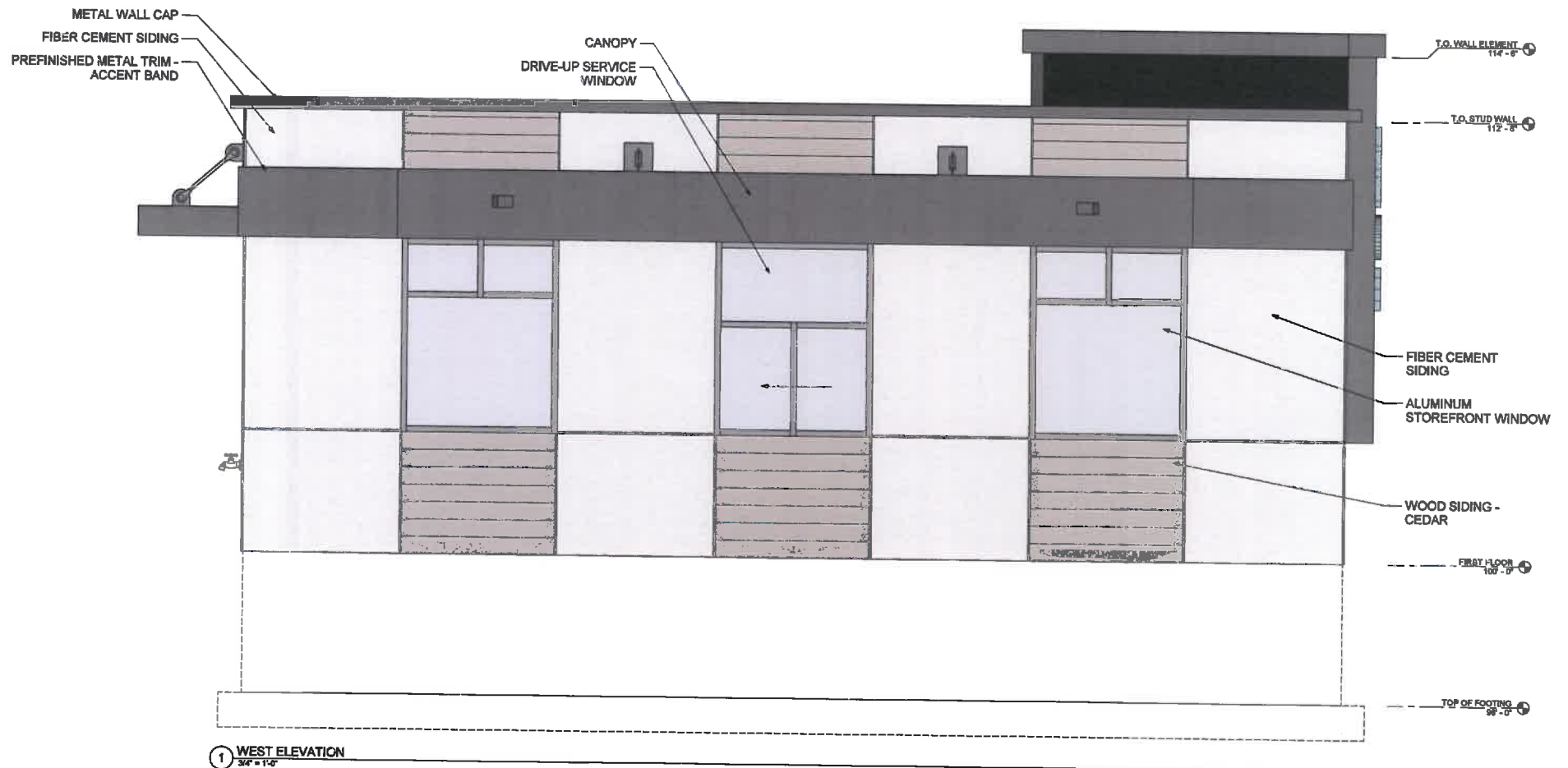
EXHIBIT "A" – SITE PLAN



Ordinance # _____

EXHIBIT "B" – BUILDING ELEVATION PLANS

SHEET NUMBER A1-02



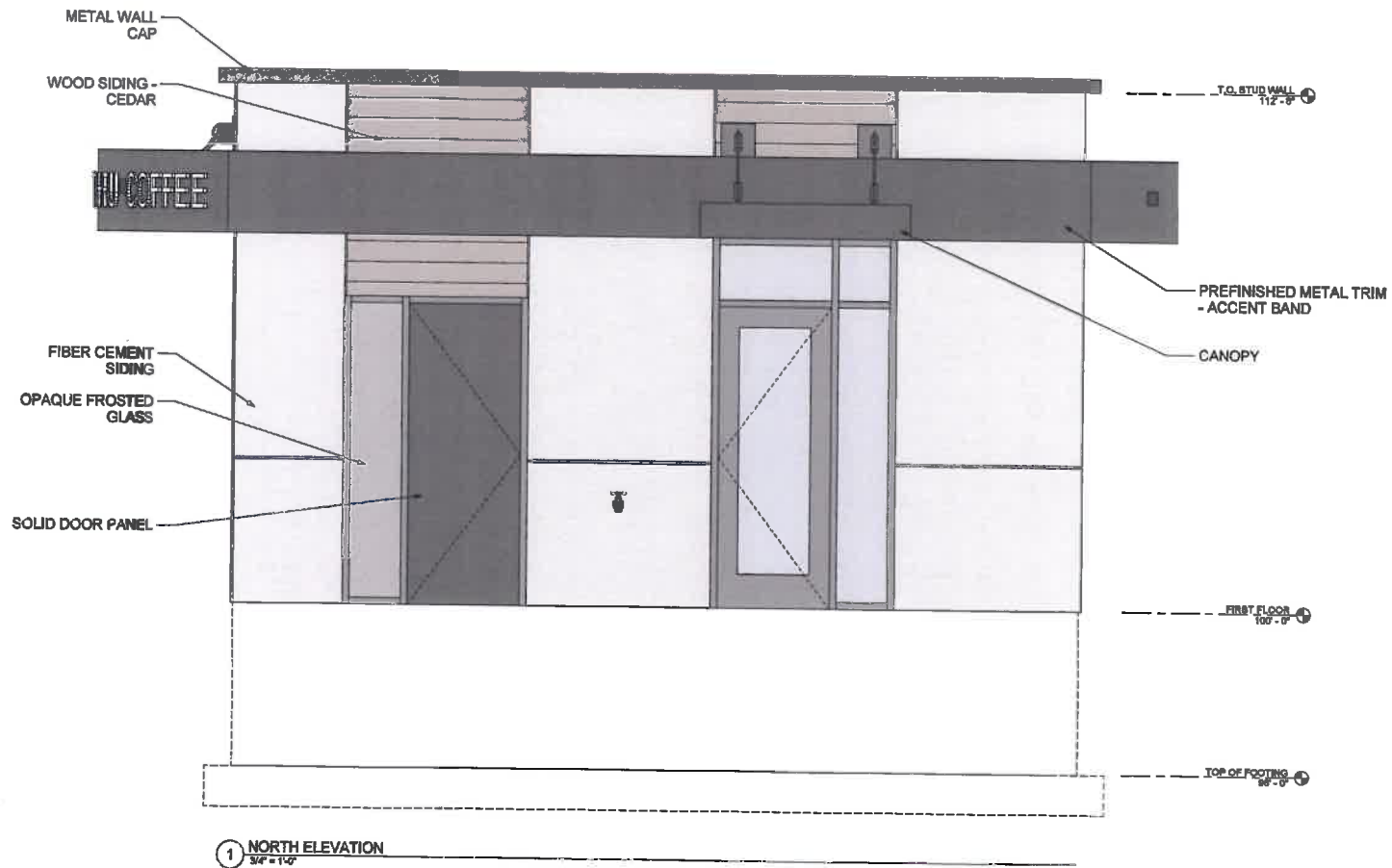
PRELIMINARY WEST ELEVATION

ARCHITECTURE + ENGINEERING + ENVIRONMENTAL + PLANNING www.is-grp.com

MOKA - NORTH AURORA
NORTH AURORA, ILLINOIS
FEBRUARY 25, 2018
17-21127



SHEET NUMBER A1-03



PRELIMINARY NORTH ELEVATION

ARCHITECTURE + ENGINEERING + ENVIRONMENTAL + PLANNING www.ls-grp.com

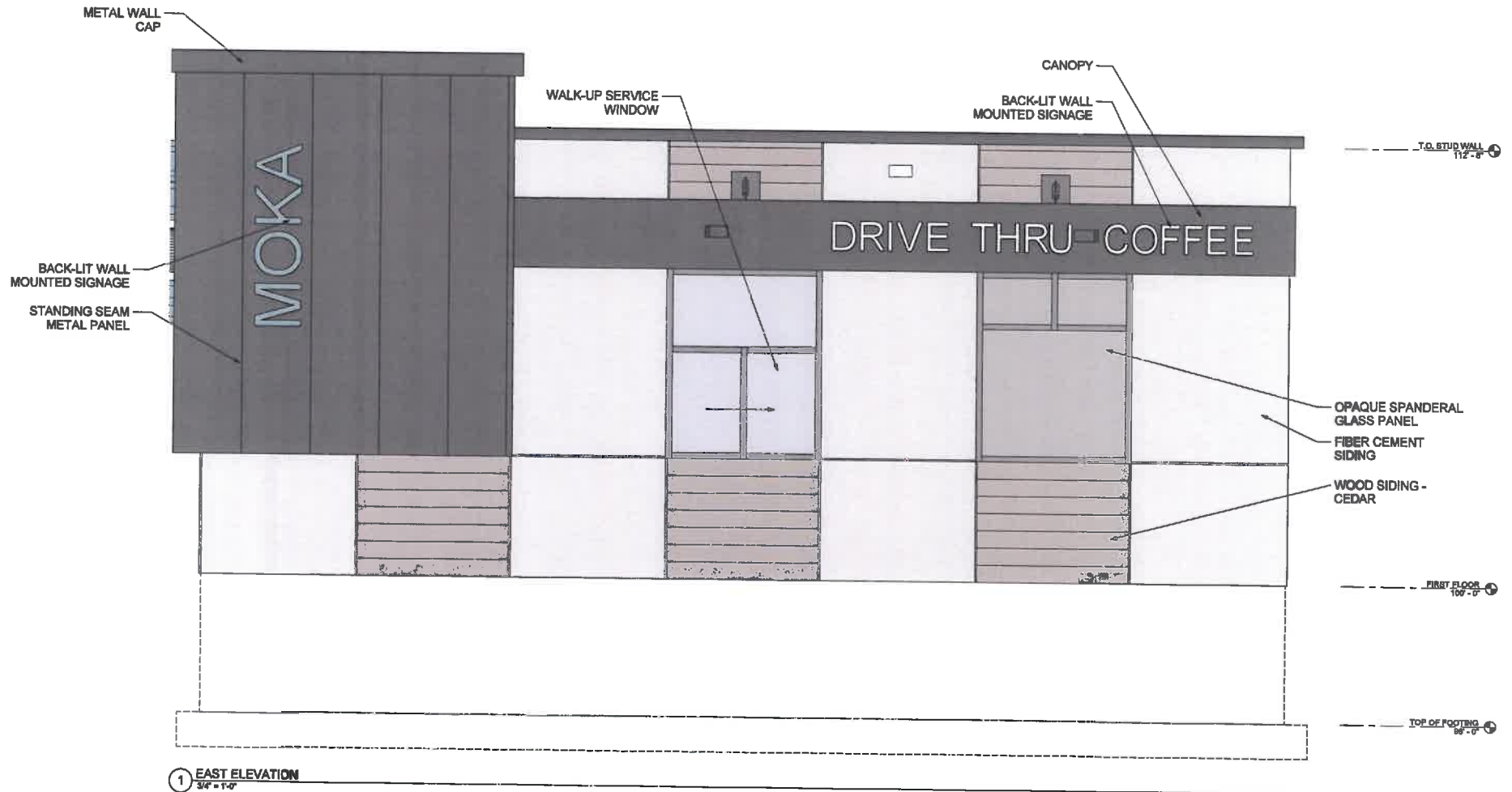
MOKA - NORTH AURORA
NORTH AURORA, ILLINOIS
FEBRUARY 25, 2018
17-21127

1" = 8'-0" 1" = 4'-0" 1" = 2'-0" 1" = 1'-0" 1" = 6"-0" 1" = 3'-0" 1" = 1'-0" 1" = 6"-0" 1" = 3'-0" 1" = 1'-0"

MOKA
DESIGNED BY MOKA

ISG

SHEET NUMBER A1-04



PRELIMINARY EAST ELEVATION

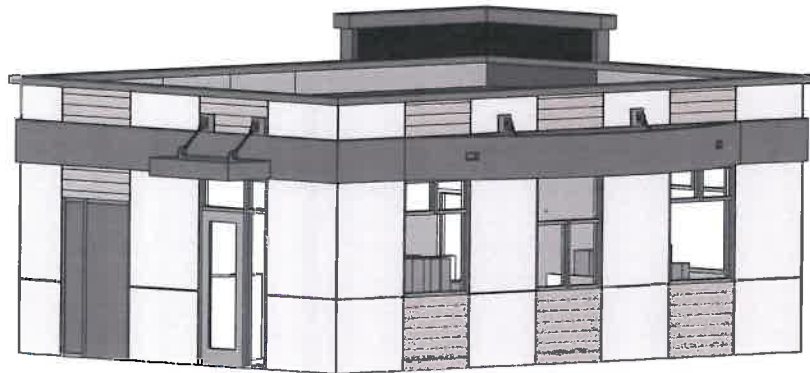
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MOKA - NORTH AURORA
NORTH AURORA, ILLINIOS
FEBRUARY 25, 2018
17-21127





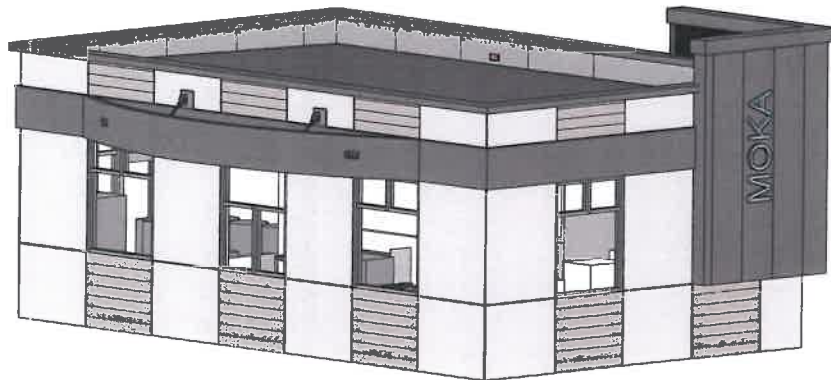
PRELIMINARY SOUTH ELEVATION



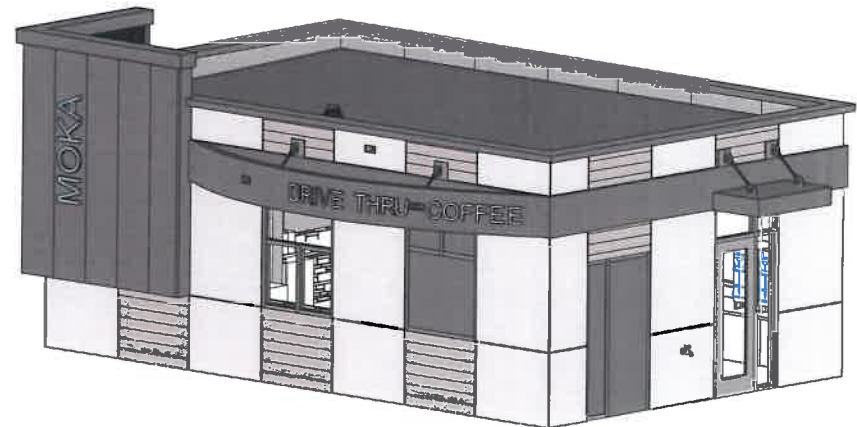
① VIEW FROM NORTH WEST
NOT TO SCALE



② VIEW FROM SOUTH EAST
NOT TO SCALE



③ VIEW FROM SOUTH WEST
NOT TO SCALE



④ VIEW FROM NORTH EAST
NOT TO SCALE

PRELIMINARY 3D VIEWS

Ordinance # _____

EXHIBIT "C" – LANDSCAPE PLAN



Village of North Aurora

Memorandum



To: Village Board of Trustees

From: Bill Hannah, Finance Director

CC: Steve Bosco, Village Administrator

Date: February 26, 2018

RE: Auditing Services Request for Proposals (RFP)

The Village recently completed a three-year agreement with Sikich LLP for auditing services for the fiscal years ending 2015, 2016 and 2017. The Village has retained Sikich as auditors for the last twenty (20) years and were instrumental in helping the Village achieve its first Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association (GFOA) in 2001, as well as assisting the Village with the implementation of many new accounting standards defining and modifying generally accepted accounting principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB).

The agreement entered into with Sikich in 2015 agreed to rotate out most of the audit team from Sikich including the engagement partner and manager, in order to provide a new audit perspective, but retain the overall expertise and knowledge of the Village that Sikich has obtained. As that three-year agreement has now expired, the Village issued a request-for-proposal for auditing services with the intent to evaluate all proposals received, including Sikich.

The Village received five (5) responses to its request-for proposal. In evaluating the proposals, the Village took into account:

- Qualifications and years of experience of the proposed audit engagement team
- Experience of the firm with governmental entities similar to the Village
- References and other feedback from other municipalities
- Involvement of the firm and assigned individuals in technical committees of the industry including the AICPA and IGFOA
- Cost of providing the services as delineated in the RFP and ability, willingness to provide ongoing assistance throughout the year and responsiveness of proposal

Of the five proposals submitted the Village identified the top three based on the above criteria as:

- BKD, LLP CPA's and Advisors
- Lauterbach & Amen
- Sikich, LLP

The Village's Operations Committee discussed the proposals at the February 5, 2018 Committee meeting and recommended that the Village accept the proposal from Lauterbach & Amen, LLP. Base annual auditing fees (excluding other services) for the 2018 audit would be \$19,750 and increase incrementally thereafter as outlined in their proposal, a decrease from last year's base fees of \$25,509.

RESOLUTION NO. _____

RESOLUTION APPROVING PROPOSAL FOR AUDIT SERVICES

WHEREAS, the Village of North Aurora has completed its most recent audit engagement for the May 31, 2017 audit; and

WHEREAS, the Village recently issued a request-for-proposals (RFP) for professional auditing services for the five-year period beginning with the audit of the Village's financial statements for the year ending May 31, 2018; and

WHEREAS, the Village's Operations Committee discussed the proposals at the February 5, 2018 Operations meeting.

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 Village hereby determines that it is in the best interest of the Village to accept the auditing services proposal from Lauterbach & Amen, LLP dated January 19, 2018.
3. The proposal from Lauterbach & Amen referenced above is attached to this Resolution as Exhibit "A" and also includes the RFP issued by the Village under which this proposal was made.
4. 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 _____, 2018, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2018, A.D.

Laura Curtis _____

Mark Guethle _____

Mark Gaffino _____

Mark Carroll _____

Tao Martinez _____

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 _____, 2018 A.D.

Village President

ATTEST:

Village Clerk

Proposal to Provide
Professional Auditing Services to

VILLAGE OF NORTH AURORA, ILLINOIS



For the Years Ending May 31, 2018, 2019, 2020, 2021 and 2022



Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com

VILLAGE OF NORTH AURORA, ILLINOIS

PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES

For the Years Ending
May 31, 2018, 2019, 2020, 2021 and 2022

Submitted by:

Lauterbach & Amen, LLP
Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
630.393.1483 Phone
630.393.1483 Fax
www.lauterbachamen.com

Contact:

Ronald J. Amen, Partner
630.393.1483 Phone
ramen@lauterbachamen.com

January 19, 2018



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<i>Appendices</i>	Peer Review Report

Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com





January 19, 2018

Bill Hannah, Finance Director/Treasurer
Village of North Aurora
25 E. State Street
North Aurora, IL 60542

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Village of North Aurora (Village).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L & A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 100 years of exclusive government experience, with past experience in not-for-profit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Village. L & A possesses the resources and drive to continually exceed your expectations.

At L & A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L & A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L & A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

- ◆ Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices, etc.
- ◆ Providing professional audit and consulting services to over 250 local governments on an annual basis, and providing compilation and benefit services to over 250 police and firefighters' pension funds.
- ◆ Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.
- ◆ Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L & A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.

- ◆ Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- ◆ Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- ◆ Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- ◆ Maintaining a program of continuity for multi-year engagements, including minimal rotation of staff and in-charge auditors, allowing for the establishment of efficient working relationships with the Village.
- ◆ Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the Village, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- ◆ Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- ◆ Customizing our audit approach to focus on those areas that represent significant risk to the Village and any of the Village's uniquely complex issues.
- ◆ Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the Village the highest level of service.

We are very excited about the opportunity to serve the Village and are committed to providing the Village with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Village. This proposal is a firm and irrevocable offer for 120 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

LAUTERBACH & AMEN, LLP



Ronald J. Amen
Partner



Jamie L. Wilkey
Partner

FIRM PROFILE



Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com



FIRM PROFILE

Our office is located in Naperville, Illinois, and staffed professionally as follows:

Partners	5
Managers/Senior Accountants	35
Staff Accountants	85
TOTAL	125

L&A was founded 21 years ago with the goal of providing an unrivaled level of service and expertise to local governments. We are different from most accounting firms in that we are specialized in the governmental sector, and specifically in the area of governmental auditing and consulting. In addition, we provide a wide range of

accounting services, some of which include: tax, monthly accounting and bookkeeping for local governments, and a specialty in Police and Firefighter Pension accounting and consulting. *As a client of L&A, you will be served by a team whose experience and depth of knowledge will become a valuable management resource.*

Close Working Relationship with Management

A close working approach also allows for relationship with management, L & A can best respond to and help initiate programs that lead to improved operations and efficiencies. This close working relationship with the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a knowledge. This close working

"L & A is specialized in the governmental sector and strives for client service excellence"

An Audit is a People-Oriented Endeavor

The team at L & A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- ◆ *To create an environment that encourages a high level of communication between the client and our team*
- ◆ *To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth*
- ◆ *To continually improve the quality of our services*
- ◆ *To support our financial, business, professional and social communities*



FIRM PROFILE

Firm Philosophy

We have a ***full-time commitment*** to governmental accounting and reporting. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance

practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other

governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.



Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting local governments.



FIRM PROFILE

A Strong Commitment to the Industry We Serve

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:

- ◆ *Government Finance Officers Association (GFOA)*
- ◆ *Illinois Government Finance Officers Association (IGFOA)*
- ◆ *Illinois CPA Society Committees on Governmental Accounting*
- ◆ *AICPA Government Audit Quality Center*
- ◆ *American Institute of Certified Public Accountants*
- ◆ *Illinois Municipal Treasurers Association (IMTA)*
- ◆ *Illinois Association of Park Districts/ Illinois Parks & Recreation Association (IAPD/IPRA)*
- ◆ *Illinois Association of School Board Officials*
- ◆ *Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA*
- ◆ *Illinois Library Association*
- ◆ *Township Officials of Illinois*
- ◆ *Technical Account and Review Committee (TARC) - IGFOA (Responds to GASB Pronouncement Exposure Drafts)*
- ◆ *Illinois Public Pension Fund Association (IPPPFA)*
- ◆ *Illinois Department of Insurance—Task Force*

In addition, we have written articles for publication, instructed training courses and done public presentations for a number of the organizations listed above.



FIRM PROFILE

Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to governmental entities:

- ◆ Financial Reporting-Assistance in the implementation of authoritative pronouncement requirements
- ◆ Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the GFOA
- ◆ Utility or Enterprise Funds-Analysis, forecasting, rate structure, and consulting services
- ◆ Federal, State and Local Grant Reporting requirements
- ◆ Budget-Assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- ◆ Personnel Issues-Evaluation and executive search
- ◆ Policies and procedures documentation and implementation
- ◆ Temporary staffing and training
- ◆ Pension fund related issues, including benefit calculations, funding analysis, etc.
- ◆ Human Resources-Taxability issues, fringe benefits, policies, etc.
- ◆ Outsourced finance and accounting department functions, including all levels of finance functions
- ◆ Taxpayer Compliance-Specialized audits for selected revenue sources

Communication is the Key

We consider it *essential* to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.



FIRM PROFILE

Quality Assurance

We are committed to proving the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L & A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.



Peer Review

The appendix of our proposal provides a copy of our successful completion of an independent peer review of our accounting and auditing practice. This review was undertaken as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and

organizations. The feedback from these independent reviews of our clients' financial statements indicates that L&A's reports not only meet, but exceed, industry standards and reporting requirements. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of

independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the Village of North Aurora.

KEY ENGAGEMENT PERSONNEL

RONALD J. AMEN

MANAGING PARTNER

Mr. Amen has over 25 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, Universities and other governments.

University of Nebraska

Certified Public Accountant

American Institute of Certified Public Accountants

Member of Government Finance Officers Association (GFOA) and
Illinois GFOA

Member of AICPA Government Audit Quality Center

Member of Illinois Municipal Treasurers Association (IMTA)

Member of Illinois Association of Park Districts/Illinois Parks &
Recreation Association (IAPD/IPRA)

GFOA Special Review Committee for the Certificate of Achievement for Excellence in
Financial Reporting

Instructor for IGFOA Training Courses

Instructor for IMTA Training Courses

Mr. Amen has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, Mr. Amen is often used as a resource for providing creative solutions to issues affecting local governments. Mr. Amen functions as a working partner, in that he is available and present during each phase of the audit process.

Mr. Amen has also participated in the management of some large commercial and not-for-profit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and not-for-profit clients.

EDUCATIONAL AND MEMBERSHIP BACKGROUND

GOVERNMENTAL ACCOUNTING AND AUDITING EXPERIENCE



KEY ENGAGEMENT PERSONNEL

JAMIE L. WILKEY

TECHNICAL PARTNER

Ms. Wilkey has over 15 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Truman State University

Northern Illinois University

Member of Illinois Government Finance Officers Association (IGFOA)

Member of Technical Accounting Review Committee (TARC) with IGFOA

Member of Illinois Municipal Treasurers Association (IMTA)

Member of Illinois Association of Park Districts/Illinois Parks &

Recreation Association (IAPD/IPRA)

GFOA Special Review Committee for the Certificate of Achievement for Excellence in
Financial Reporting

Instructor for IGFOA Training Courses

Instructor for IMTA Training Courses

Instructor for IPPFA Training Courses

Ms. Wilkey's experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Ms. Wilkey has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award from the GFOA in the first year of their submittal to the program or maintained their CAFR standing.

Ms. Wilkey also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, include, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Ms. Wilkey has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.

EDUCATIONAL AND MEMBERSHIP BACKGROUND

GOVERNMENTAL ACCOUNTING AND AUDITING EXPERIENCE



KEY ENGAGEMENT PERSONNEL

MATT R. BERAN

OPERATIONS PARTNER

Mr. Beran has 13 years of professional accounting experience, 8 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a Supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, not-for-profits and various other units of government.

Truman State University

Certified Public Accountant

American Institute of Certified Public Accountants

Member of Illinois Government Finance Officers Association (IGFOA)

Member of Illinois Municipal Treasurers Association (IMTA)

Member of Illinois Association of School Board Officials (IASBO)

Instructor for IMTA Training Courses

Instructor for IASBO Training Courses

Mr. Beran's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Mr. Beran has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Mr. Beran passes along this knowledge to clients to ensure they understand what is changing.

Mr. Beran has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Mr. Beran will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.

EDUCATIONAL AND MEMBERSHIP BACKGROUND

GOVERNMENTAL ACCOUNTING AND AUDITING EXPERIENCE



KEY ENGAGEMENT PERSONNEL

AUDIT TEAM KEY PERSONNEL

Monika has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and not-for-profit entities and also specializes in internal control assessment for all governmental clients.

**MONIKA
ADAMSKI**

Sean has 17 years of professional accounting experience, 12 of those years are exclusively in the governmental sector. He is a graduate of St. Xavier University and is a Certified Public Accountant. Sean specializes in municipal audits and Uniform Grant Guidance single audit testing, reporting and submission.

**SEAN
HICKEY**

Lia has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Illinois at Chicago. Lia specializes in Library, Pension and Fire Protection District audits.

**LIA
LOPEZ**

Jen has 7 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

**JEN
MARTINSON**

Don has 8 years of professional accounting experience, 6 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

**DON
SHAW**

Erin has 7 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Missouri State University. Erin specializes in auditing municipalities and internal control testing for all government clients. She has completed various agreed upon procedures for clients and prepared reports on their internal controls.

**ERIN
SORDO**

Ann has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann is one of L&A's report writers who handles the draft process of the Comprehensive Annual Financial Reports. She also specializes in auditing and performing consulting

**ANN
VANVOOREN**



AUDIT APPROACH



Lauterbach and Amen, LLP

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668 N. River Road
Naperville, Illinois 60563
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AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the Village. The partners of L&A will be involved in all phases of the audit of the Village as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

	<u>PHASE</u>	<u>NAME</u>	<u>TIMING</u>	<u>EST. HOURS</u>
	Phase 1	Planning	May 2018	12 Hours
	Phase 2	Preliminary Fieldwork	June 2018	12 Hours
	Phase 3	Fieldwork	Late August 2018	125 Hours
	Phase 4	Drafts	Early September 2018	24 Hours
	Phase 5	Audit Completion	Late September 2018	24 Hours

AUDIT APPROACH

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program. We have assisted many clients in obtaining their CAFR's and have submitted ***hundreds*** of CAFR's to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of ***eighty*** reports to the GFOA on an annual basis and are in ***the top ten firms nationally*** that submit to the program.



Audit Scope and Standards

L&A will issue an opinion on the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the Village's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Comprehensive Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in *Governmental Auditing Standards* (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

AUDIT APPROACH



Planning Phase

May 2018

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the Village to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- ◆ Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- ◆ Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the Village.
- ◆ Developing a schedule for completing the subsequent phase of the audit.



Preliminary Fieldwork Phase

June 2018

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the Village and its finances through a review of various documents and through discussions with the Village. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the Village for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

AUDIT APPROACH



Preliminary Fieldwork Phase-Continued

June 2018

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- ◆ We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the Village.
- ◆ We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- ◆ We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.



Fieldwork Phase

Late August 2018

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.

AUDIT APPROACH



Fieldwork Phase-Continued

Late August 2018

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Proprietary Revenues/Receivables	Fund Balance/Net Position
Inventories	Grants
Interfunds	Risk Management
Capital Assets	

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and Village policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the Village during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.

AUDIT APPROACH



Drafts Phase

Early September 2018

The final completion and quality review of the initial draft of the Comprehensive Annual Financial Report will be completed at the our office and a draft of the Comprehensive Annual Financial Report and related communication letters will be provided to the Village no later than the date agreed to during the entrance conference. The Village will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the Village's location for the final draft where we will review the Village's questions and/or changes to the Comprehensive Annual Financial Report as well as the client communication letters and submit a final draft of the Comprehensive Annual Financial Report to the Village.



Audit Completion Phase

Late September 2018

Upon approval of the drafts by the Village, we will deliver final, bound financial Comprehensive Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- ◆ Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- ◆ Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- ◆ Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- ◆ Findings relative to compliance with the applicable rules and regulations.
- ◆ Comments regarding compliance with laws.
- ◆ Other comments or recommendations and best practices that we believe may be relevant.
- ◆ Upcoming GASB Pronouncements or auditing standards that may affect the Village's financial statements in the future.

L&A strives for continual communication with Village staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Comprehensive Annual Financial Report and communication letters with representatives of the Village.

PRICE AND BILLING



Lauterbach and Amen, LLP

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Naperville, Illinois 60563
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PRICE AND BILLING

See Appendix for required “AUDIT PROPOSAL FORM”

PRICE AND BILLING

	Percent
Partner	15%
Manager	50%
In - Charge	35%
	100%

In twenty-one years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future GASB's.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the Village. We encourage clients to contact us with questions that may arise. In addition, we provide client training to introduce new GASB pronouncements and auditing standards that may affect the Village, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the Village personnel and that the Village will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the Village to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.

REFERENCES



Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com



REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following individuals or any other governments who have been serviced by our firm.

Village of Glen Ellyn *
Christina Coyle
535 Duane Street
Glen Ellyn, IL 60137
630.547.5215
ccoyle@glenellyn.org

City of West Chicago *
Linda Martin
475 Main Street
West Chicago, IL 60185
630.293.2200
lmartin@westchicago.org

Village of Montgomery *
Justin VanVooren
200 N. River Road
Montgomery, IL 60538
331.212.9031
jvanvooren@ci.montgomery.il.us

Village of Lombard *
Anne Fairburn
255 E. Wilson Avenue
Lombard, IL 60148
630.620.5916
fairbairna@villageoflombard.org

City of Warrenville *
Kevin Dahlstrand
3S258 Manning Avenue
Warrenville, IL 60555
630.393.9427
kdahlstrand@warrenville.il.us

Additional references can be provided upon request.

All municipal audit clients served by L&A include the following:

MUNICIPALITIES			
Antioch *	Elwood *	Lincolnwood *	Schaumburg
Arlington Heights *	Fox River Grove	Lindenhurst	Sleepy Hollow
Barrington *	Frankfort *	Lombard *	South Barrington
Barrington Hills	Freeport	Manhattan *	South Chicago Heights
Bartlett *	Gilberts *	Maple Park	South Elgin *
Beach Park *	Glen Ellyn *	Midlothian	Stone Park
Beecher	Glencoe *	Montgomery	Streamwood *
Bensenville	Glenview *	Naperville*	Sugar Grove *
Bradley	Golf	Normal*	Sycamore
Brookfield *	Grayslake *	North Riverside *	Thornton *
Burlington	Gurnee *	Northbrook *	Timberlane
Campton Hills	Hampshire	Northfield *	University Park
Cary *	Harvey	Palos Park *	Volo
Champaign *	Homewood	Pingree Grove *	Warrenville *
Cherry Valley	Inverness	Plano	Wauconda *
Cortland	Johnsburg	Poplar Grove	West Chicago *
Country Club Hills	Justice	Riverdale	Wilmette *
Dolton	Kenilworth	Riverside *	Winnetka *
East Hazel Crest	Kildeer *	Rockford *	Yorkville *
Elburn	Lake Barrington	Rolling Meadows *	
Elk Grove *	Libertyville *	Rosemont	

* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.

CLIENT LISTING



Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com



AUDIT CLIENT LISTING

PARK DISTRICTS SPECIAL RECREATION DISTRICTS FOREST PRESERVE DISTRICTS			
Bensenville Park District	Glencoe Park District	Morton Grove Park District *	Veterans Park District
Bloomington Park District *	Glenview Park District *	Mundelein Park District *	Warrenville Park District *
Bolingbrook Park District *	Gurnee Park District *	Naperville Park District *	Waukegan Park District*
Butterfield Park District	Highland Park Park District *	Norridge Park District	Wheaton Park District*
Byron Park District	Huntley Park District	Northbrook Park District *	Wilmette Park District *
Carol Stream Park District*	Joliet Park District	Northfield Park District	Winnetka Park District *
Cary Park District *	Kenilworth Park District	Oak Brook Park District *	Northern Suburban Special Recreation Assoc.
Crystal Lake Park District *	LaGrange Park District *	Oak Lawn Park District	Northern Will County Special Recreation Assoc.
Downers Grove Park District *	LaGrange Park Park District	Park Ridge Park District *	Northwest Special Recreation Association
Elk Grove Park District *	Lake Bluff Park District	Plainfield Township Park District *	South East Association for Special Parks and Rec
Elmhurst Park District *	Lan-Oak Park District	Round Lake Area Park District	West Suburban Special Recreation Association
Geneseo Park District *	Lemont Park District *	Schaumburg Park District	Western DuPage Special Recreation Association
Geneva Park District *	Manhattan Park District	St. Charles Park District *	DuPage County Forest Preserve District
Glen Ellyn Park District *	Memorial Park District	Sycamore Park District	Kane County Forest Preserve District
SCHOOL DISTRICTS REGIONAL OFFICES OF EDUCATION			
Calumet Public School District 132	LaGrange Highlands School District 106	Lincolnwood School District 74	Regional Office of Education 34
Cary Community Consolidated School District 26*	Lemont-Bromberek Combined School Dist. 113A	Mokena School District 159	
DuPage County School District 45	Lemont Township High School District 210	Regional Office of Education 19	
LIBRARIES			
Addison Public Library	Elk Grove Public Library	Helen Plum Memorial Public Library	Thornton Public Library
Algonquin Public Library	Forest Park Public Library	Joliet Public Library	Villa Park Public Library
Arlington Heights Library	Fountaindale Public Library District	LaGrange Public Library	Warren-Newport Public Library
Batavia Public Library	Fox River Grove Memorial Library	Lake Villa Public Library District	Winfield Public Library
Brookfield Public Library	Fox River Valley Public Library	Lincolnwood Public Library District	Winnetka-Northfield Public Library District
Cary Area Public Library District	Glen Ellyn Public Library	Plainfield Public Library District	
Des Plaines Public Library	Geneva Public Library District	Riverside Public Library	
Eisenhower Public Library District	Glenview Public Library	St. Charles Public Library	
OTHER ENTITIES			
AllenForce	Fox Lake Fire Protection District	Mokena Fire Protection District	Regional Emergency Dispatch
Broadview Westchester Joint Water Agency	Glenbard Waste Water Authority	New Milford Fire Protection District	Rutland Dundee Fire Protection District
Carpentersville & Countryside Fire Protection Dist.	Grayslake Fire Protection District	Northeastern Illinois Public Safety Training Acad.	Solid Waste Agency of Northern Cook County
Central Lake County Joint Water Agency	Homer Township Fire Protection District	North Aurora Fire Protection District	Southern Combined Dispatch & Comm Sys.
Co-Op 90's Medical and Dental Plans	Illinois Metropolitan Investment Fund	North Suburban Employee Benefit	Southern Kane County Training Association
Cooperative Computer Services	Library Insurance Mgmt. & Risk Control Combo.	Northfield Township	Southwest Central Dispatch
Cuba Township	Lincolnshire Riverwoods Fire Protection District	Northlake Fire Protection District	Stillman Fire Protection District
Darien-Woodridge Fire Protection District	Lincolnway Dispatch Center	Northwest Central Dispatch System	Tri-State Fire Protection District
Deerfield-Bannockburn Fire Protection District	Long Grove Fire Protection District	Northwest Suburban Municipal JAWA	Troy Fire Protection District
Downers Grove Sanitary District	MABAS - IL	Northwest Water Commission	Warrenville Fire Protection District
DuPage Public Safety Communications	MABAS - Northbrook	Norwood Park Fire Protection District	Wauconda Fire Protection District
East Dundee Countryside Fire Protection District	McHenry County Mental Health Board	Oregon Fire Protection District	West Suburban Consolidated Dispatch Center
Elburn & Countryside Fire Protection District	Metro Risk Management Agency	PrairieCat	Zion Township
PENSION FUNDS			
Bellwood Police Pension	Franklin Park Fire Pension	Markham Police Pension	University Park Fire Pension
Bloomington Fire Pension	Harwood Heights Police Pension	Maywood Police Pension	University Park Police Pension
Bloomington Police Pension	Homer Township Fire Pension	Naperville Fire Pension	Villa Park Police Pension
Calumet City Police Pension	Justice Police Pension	Pleasantview Fire Pension	West Chicago Fire Pension
Countryside Police Pension	Lemont Fire Pension	Round Lake Beach Police Pension	West Chicago Police Pension
Dolton Fire Pension	Lincolnwood Police Pension	Sauk Village Fire Pension	Willow Springs Police Pension
East Dundee Countryside Fire Pension	Lyons Police Pension	Stickney Police Pension	Zion Police Pension
Elburn and Countryside Fire Pension	Markham Fire Pension	Summit Police Pension	
L & A services over 125 Firefighters' Pension Funds for monthly accounting/administration services			
L & A services over 125 Police Pension Funds for monthly accounting/administration services			

* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.

APPENDIX



Lauterbach and Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
www.lauterbachamen.com



Thomas G. Wieland
David A. Grotkin
Joel A. Joyce
Brian J. Mechenich



Carrie A. Gindt
Patrick G. Hoffert
Jason J. Wrasse

System Review Report

July 8, 2015

To the Partners of Lauterbach & Amen, LLP
and the Illinois CPA Society Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'Reilly, Penner & Benton LLP'.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP
1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

www.rpb.biz

IX. AUDIT PROPOSAL FORM

- A. Each proposal shall fully meet the requirements as set forth on the attached "Audit Proposal Form." Proposals shall be quoted on the total annual cost basis for the audit and CAFR report, management letter, single audit, and by hourly cost quotes for services that may be requested beyond the scope of the audit. Attached is a proposal that bidders shall use in submitting their proposals.

VILLAGE OF NORTH AURORA AUDIT PROPOSAL FORM

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Financial Audit and CAFR	19,750	20,300	20,850	21,400	21,950
TIF Audit Compliance Report (Per TIF)	1,900	1,950	2,000	2,050	2,100
Police Pension IDOI Report Financial Completion (If Requested)	400	410	420	430	440
Single Audit Report (If Necessary)	3,500	3,600	3,700	3,800	3,900

The above Audit Fees represents the annual maximum "not to exceed" fee for a series of one year engagements for a total of five years. These fees should include all expenses. Proposed auditing fees shall include the implementation of all current and foreseeable Governmental Accounting Standards Board (GASB) pronouncements and Statement on Auditing Standards (SASs).

The (If Necessary) Single Audit Fees are the additional fees the firm would charge if a Single Audit is deemed necessary.

Payment will be made upon receipt of progress billings with final payment made after receipt of the Annual Financial Report.

At the end of each one year engagement, the contract is considered automatically extended for one year unless the Village notifies the independent auditor, in writing by no later than November 30th, of the calendar year to be audited, that the Village will not renew the engagement.

The Auditor and the Village agree that an equitable adjustment in the contract price may be negotiated if the cost or the time required for performance of the audit service is increased pursuant to a change in scope requested by the Village.



REQUEST FOR PROPOSALS

Professional Auditing Services

For The Fiscal Years Ending

May 31, 2018, 2019, 2020, 2021, 2022

PROPOSALS MUST BE RECEIVED BY

January 19, 2018 at 4:30 pm

VILLAGE OF NORTH AURORA

25 E. STATE ST.

NORTH AURORA, IL 60542

VILLAGE OF NORTH AURORA REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Village of North Aurora (hereafter “North Aurora” or “Village”) is soliciting proposals from qualified firms of certified public accountants to audit the Village’s financial statements for fiscal years ending May 31, 2018, 2019, 2020, 2021 and 2022. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office’s (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act and the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, *if applicable* and any other applicable state or federal laws. Any special compliance and reporting requirements of the State of Illinois for Tax Increment Financing Districts shall be followed.

There is no expressed or implied obligation for the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process the Village reserves the right, where it may serve the Village’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

B. Term of Engagement

A five-year agreement is contemplated, subject to annual review, the satisfactory negotiation of terms (including a price acceptable to both the Village of North Aurora and the selected firm), the concurrence of the Board of Trustees and the annual availability of a budgeted expenditure.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The Village of North Aurora desires the auditor to express an opinion on the fair presentation of the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information in conformity with generally accepted accounting principles.

The Village of North Aurora also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the Comprehensive Annual Financial Report. However, the auditor is to provide an “in-relation-to” opinion on

the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

If applicable, the auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an “in-relation-to” report on that schedule based on the auditing procedures applied during the audit of the financial statements.

Following the completion of the audit of the fiscal year’s financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards “in relation to” the audited financial statements, if applicable.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements, if applicable.
3. A report on compliance and internal control over compliance applicable to each major federal program, if applicable.
4. A report on the allocation of pension amounts for the Illinois Municipal Retirement Fund between the Village and the Messenger Public Library
5. A report(s) on compliance for the Route 31 TIF District in accordance with Public Act 85-1142 and any other TIF districts that may meet the threshold requiring a separate report in the future.

The Village will prepare and file with the State of Illinois the annual Comptroller Report.

The Village will also request a fee proposal should the Village request that the firm prepare the financial sections of the Illinois Department of Financial and Professional Regulation (IDFPR) for the Police Pension Fund.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

B. Funds to be Audited

The Village of North Aurora uses the following funds and fund types in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number with Legally Adopted Annual Budgets</u>
General Fund	1	1
Special Revenue Funds	8	8
Debt Service Funds	2	2
Capital Projects Funds	1	1
Enterprise Funds	1	1
Internal Service Funds	2	1
Trust and Agency Funds	3	1

The Village also maintains a General Governmental Activities Capital Asset Interactive Fund as well as a General Long-Term Debt/Liabilities Interactive Fund

C. Financial Reporting

The Village will provide individual fund financial statements and supporting schedules for the Village's trial balances.

The auditor shall provide the joint requester with a list of all schedules to be prepared by management by May 1st.

While the Village has the ability to prepare the Comprehensive Annual Financial Report, the preparation, editing and printing shall be the responsibility of the auditor, as well as the provision of covers, dividers and labeled spines. The Introductory Section, Management's Discussion and Analysis and Statistical sections, and any necessary letterhead will be provided by the Village. The auditor shall reproduce

- Twenty (20) hard copies of the Comprehensive Annual Financial Report and one (1) electronic PDF
- Fifteen (15) copies of the Single Audit report (if required) and one (1) electronic PDF
- Fifteen (15) copies of the "Management Letter" regarding compliance of internal control required by ILCS and any other Auditor Communication Documents to Management and the Board of Trustees and one (1) electronic PDF of each document
- Twenty (20) copies of the examination report on compliance with Public Act 85-1142 (TIF) of the Route 31 TIF Fund and any other TIF Fund that meets the statutory requirement for a compliance examination and one (1) electronic PDF
- Ten (10) copies of the report on the auditor's opinion on the Schedule of Employer Allocations for the Illinois Municipal Retirement Fund and one (1) electronic PDF

The auditor will provide a draft all financial statements no later than September 21st of each year to allow for preparation of the MD&A section of the report by the Village.

While final responsibility for the financial statements rests with the Village of North Aurora, the Village expects that the auditor possess and demonstrate sufficient expertise in governmental accounting and reporting to assure that all reporting requirements are met.

Demonstration of governmental accounting expertise shall be supported by membership, either current or past, in various governmental accounting and auditing committees and task forces of the Illinois CPA Society or AICPA. Reasonable support can also be shown by appointment to the Special Review Committee for the Governmental Finance Officer Association's Comprehensive Annual Financial Report program or membership in the Technical Accounting Review Committee of the Illinois Government Finance Officers Association.

The auditor shall express an unmodified opinion on all individual funds and accept "in relation to" responsibility for supplemental data. If an unmodified opinion cannot be expressed, the auditor shall bring such matter to the attention of the Village before issuance of the report to determine whether or not the problems leading to a qualification can be resolved.

D. Management Letter and Auditor Communications

If, during the course of the examination, the auditor finds any weaknesses in internal control, the auditor shall summarize such findings and recommendations in the form of a separate management letter to the Village.

The auditor shall be available to meet with elected officials at an evening meeting to answer questions regarding the proposal, the completed audit or management letter, if requested.

The auditor in the person of a partner or manager shall be available not only during the audit preparation period, but also on an as-needed basis to answer questions or provide guidance on any particular issue that may arise throughout the contract period.

E. Special Considerations

The Village will prepare and submit the application for the Village's Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program along with the necessary paperwork. In accordance with this award program, the auditor shall prepare the responses to reviewer comments from the prior year for review by the Village and assure that the Village's CAFR conforms to the provisions of the program. All appropriate and reasonable changes that are required by the prior year's comments are to be incorporated into the current year's report.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The Village of North Aurora, incorporated in 1905, is located in the western suburbs of Chicago in Kane County, situated between the City of Aurora and the City of Batavia in the Fox Valley and occupying a land area of approximately 7.2 square miles. A partial, special census conducted in 2016 certified the Village's population at 17,441 with a median household income estimated to be \$78,948.

The Village provides general services to its citizens, including police protection and investigation, maintenance of streets and related infrastructure, water provision, treatment and service, water lines and maintenance of sanitary and storm sewer lines, building inspection and code enforcement, and general administrative and finance services. The Village employs approximately 58.41 full-time equivalents. Many services provided by the Village are supplemented with contractual services. Solid waste collection and recycling services are administered by the Village through a private firm. Fire protection and EMS services are provided primarily by the North Aurora Fire Protection District, separate from the Village. Sanitary sewer treatment is provided primarily by the Fox Metro Water Reclamation District and recreational services are provided by the Fox Valley Park District. The Messenger Public Library provides books, audio/video recordings and similar services separately from the Village, although the Village approves as a Village Library the Library's appropriation and tax levy.

The Village's fiscal year begins June 1st and ends May 31st. More detailed information on the Village can be found by viewing the Village's Comprehensive Annual Financial Reports at <http://northaurora.org/departments/finance/financial-reports-and-budgets.aspx>

The Village has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the last sixteen (16) fiscal years through May 31, 2016. The Village has also received the GFOA Distinguished Budget Presentation Award for the last twelve (12) fiscal years through the current FY 2017-18 Budget.

B. Pension Plans

The Village of North Aurora participates in the Illinois Municipal Retirement Fund (IMRF), and the employees of the Messenger Public Library also participate with the Village creating a cost-sharing multiple employer agent plan. The Village also participates in a defined-benefit Police Pension Plan for sworn officers.

The Village incorporates IMRF's most recent calendar-year end plan information into its fiscal year end reporting. The Village employs an outside actuary to perform and complete an actuarial valuation of the police pension plan as of the fiscal year end date of the Village.

C. Magnitude of Finance Operations

The Finance Department is directed by William D. Hannah, Finance Director/Treasurer and consists of four (4) full-time and one (1) part time employee. The principal functions performed and the number of employees assigned to each is as follows:

Full-Time

<u>Function</u>	<u>Number of Employees</u>
Finance Director	1
Accounting and Finance Coordinator	1
Fiscal/Utility Billing Specialist	1
Fiscal/Accounts Payable Specialist	0.63
Customer Service Specialist	1

The Village is a member if of the Illinois Municipal League Risk Management Association (IMLRMA) providing coverage for workers' compensation, auto liability, property and other coverages. The Village has been a member of IMLRMA since 1982. The Village recently joined the Intergovernmental Personnel Benefit Cooperative (IPBC) with an effective date of January 1, 2018 for the purpose of providing employee medical coverage and life insurance benefits. Prior to that date the Village was fully-insured for those employee benefits.

D. Computer Systems

The Village uses Springbrook for its financial accounting including general ledger, accounts payable, accounts receivable, cash receipts and utility billing. Payroll processing is performed by an outside vendor but the Village maintains personnel information in its payroll system. Community Development utilizes Cityview Software for its functions.

E. Single Audits and TIF Compliance Audit Reports

The Village of North Aurora has at times received grants for various projects. The Village has not met the threshold for a single audit in at least the last twelve years. As of now there are no indications a single audit will be necessary in the next two years.

The Village currently has three TIF Districts. Only one District currently meets the requirements for a compliance audit. It is possible another TIF District may meet that requirement over the term of the engagement.

F. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Bill Hannah at bhannah@northaurora.org or at (630) 906-7374. The Village of North Aurora will use its best efforts to make prior audit reports and

supporting working papers available to proposers to aid their response to this Request for Proposal.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for Proposal Issued	December 19, 2017
Last Day to Submit Questions/Clarifications	January 5, 2018
Due Date for Proposals	January 19, 2018
Government Operations Committee Discussion	February 5, 2018
Board of Trustees Action	February 19, 2018

B. Notification and Contract Dates

Selected firm notified by management after official Board of Trustees action.

C. Date Audit May Commence

The Village of North Aurora will have all records ready for audit and all management personnel available to meet with the firm's personnel at an agreed upon schedule.

V. PROPOSAL REQUIREMENTS

A. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Bill Hannah, Finance Director/Treasurer
Village of North Aurora
25 E. State St.
North Aurora, IL 60542
(630) 906-7374
bhannah@northaurora.org

The Village will respond to all questions and inquiries submitted up to January 5, 2018 and email responses to those who have either submitted questions or have indicated an intention to submit a proposal to this RFP.

B. Submission of Proposals

The following material is required to be received by January 19, 2018 for a proposing firm to be considered:

1. Title Page
State the RFP subject.

2. Table of Contents
Clearly identify the material by section and page number.

3. Letter of Transmittal (limited to three pages)

Briefly outline and summarize the key elements of the proposal as to experience, qualifications, references, technical expertise, audit standards, understanding of the work to be performed, timing and fee.

4. Profile of the Proposer

- a. Describe the types of services provided.
- b. State the location of the office and the total number of Partners and professional staff from that office.
- c. Identify the Partners, Managers/Supervisors and In-Charge Accountants who will perform the audit. Include resumes for each person listed detailing educational background, years of experience and client names for audits similar to the proposed examination.
- d. Describe firm audit experience similar to the proposed examination. (Multi-office firms should discuss experience for only the office of the firm from which the personnel will be assigned.) Provide client names, contact persons and telephone numbers of all municipal / applicable local government audit clients who have been served in the last two years – at least five references shall be provided. Also provide a recent Annual Financial Report prepared by your firm.
- e. Discuss governmental industry experience in terms of years of service, training, organizational involvement, etc.

5. Audit Process

- a. Describe your audit approach.
- b. Detail (in percentage) the amount of time to be put in on the audit by the following categories:

	<u>Percent</u>
Partner/Manager	_____
In-Charge Accountants (Seniors)	_____
Staff Accountants (Junior)	_____
Total	100%

6. Fees and Billings

- a. It is the intention of the Village to retain the same audit firm for a minimum of five years. Provide a maximum “not-to-exceed” fee proposal using the attached Audit Proposal Form.
- b. Describe the circumstances under which you would propose to increase the fee and how you would communicate such a potential increase to the Village.
- c. List the hourly rate that is charged for phone calls and meeting attendance if applicable. Indicate if the firm is available throughout the audit year for minor questions that may arise and indicate how questions should be presented during the course of the year that do not directly relate to the audit process.

VI. SUBMISSION OF PROPOSALS

- A. All proposals should be addressed to:

Bill Hannah, Finance Director/Treasurer
Village of North Aurora
25 E. State St.
North Aurora, IL 60542

Two (2) copies of the proposal are required and should be sealed in envelopes addressed to the above and clearly marked “Village of North Aurora 2018 RFP Auditing Services”. Responders should also provide an email PDF of their response to the following email address bhannah@northaurora.org

- B. Proposals are due no later than 4:30p.m., January 19, 2018.

Proposals may not be withdrawn after the due date and time listed above for a period of one hundred twenty (120) calendar days. However, proposals may be modified by the proposer and resubmitted prior to the due date, or withdrawn.

VII. TIMELINESS OF REPORT

The final audit fieldwork must be completed and a draft CAFR received by the Village prior to September 21st of each year, unless the Village has caused the audit period to be longer. Failure to deliver a final report in a timely manner may result in reducing the term of the engagement. The Village typically has had the auditor present the CAFR and results of the audit to the Village Board at the first Monday in the month of November.

VIII. EVALUATION OF PROPOSALS

- A. Responses will be evaluated on the basis of which responder best meets the following three sets of criteria identified below. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process (not listed in order of priority).

1. **Mandatory Elements**

- The audit firm is an independent firm
- Licensed to practice in Illinois
- Proposed fees for audit services
- Experience of the firm with Municipality audit services
- Experience of the partner (s) and senior team members proposed
- Professional Personnel have received adequate continuing professional education within the preceding three (3) years pertinent to the audit of governmental agencies
- Commitment to audit team continuity
- Date of last peer or quality review. State whether or not it was an unmodified report;
- Can document quality audit work
- Compliance with specifications
- Provide a link to a sample CAFR prepared by bidder

2. **Technical Qualifications**

- Expertise and experience
 - Past experience and performance on comparable government engagements (complete reference sheet included herein)
 - Professional Personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
 - Single audit experience
 - Government Finance Officers Association ("GFOA") Certificate of Achievement for Excellence in Financial Reporting experience

3. **Audit Approach**

- Adequacy of proposed staffing plan for various segments of the engagement
- Adequacy of sampling techniques
- Adequacy of analytical procedures

B. Oral Interviews

The Village of North Aurora reserves the right to interview proposing firms, if necessary. Please clearly list a contact person with the phone number and email address in the event questions arise.

C. The Village of North Aurora's Board of Trustees will consider final acceptance of the proposal

IX. AUDIT PROPOSAL FORM

- A. Each proposal shall fully meet the requirements as set forth on the attached “Audit Proposal Form.” Proposals shall be quoted on the total annual cost basis for the audit and CAFR report, management letter, single audit, and by hourly cost quotes for services that may be requested beyond the scope of the audit. Attached is a proposal that bidders shall use in submitting their proposals.

VILLAGE OF NORTH AURORA AUDIT PROPOSAL FORM

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Financial Audit and CAFR					
TIF Audit Compliance Report (Per TIF)					
Police Pension IDOI Report Financial Completion (If Requested)					
Single Audit Report (If Necessary)					

The above Audit Fees represents the annual maximum “not to exceed” fee for a series of one year engagements for a total of five years. These fees should include all expenses. Proposed auditing fees shall include the implementation of all current and foreseeable Governmental Accounting Standards Board (GASB) pronouncements and Statement on Auditing Standards (SASs).

The (If Necessary) Single Audit Fees are the additional fees the firm would charge if a Single Audit is deemed necessary.

Payment will be made upon receipt of progress billings with final payment made after receipt of the Annual Financial Report.

At the end of each one year engagement, the contract is considered automatically extended for one year unless the Village notifies the independent auditor, in writing by no later than November 30th, of the calendar year to be audited, that the Village will not renew the engagement.

The Auditor and the Village agree that an equitable adjustment in the contract price may be negotiated if the cost or the time required for performance of the audit service is increased pursuant to a change in scope requested by the Village.



February 20, 2018

The Honorable Mayor
Members of the Board of Trustees
Village of North Aurora, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of North Aurora, Illinois for the year ended May 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village as of and for the year ended May 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, pension plan investment return schedules, and other postemployment benefit obligation funding progress and employer contribution schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Board of Trustees of the Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Village and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Village in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Village of North Aurora, Illinois
February 20, 2018
Page 5

Engagement Administration, Fees, and Other

Our fees for the May 31, 2018 audit will be as stated in our proposal.

We appreciate the opportunity to be of service to the Village of North Aurora, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,



LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of North Aurora, Illinois.

By: _____

Title: _____



MEMORANDUM

TO: North Aurora Village Board

FROM: KGD

DATE: February 2, 2018

RE: Ordinance Revising the Liquor License Classifications

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I have prepared an ordinance that revamps the North Aurora Liquor License Classifications in consultation with the Mayor, Steve Bosco and Cindy Torracco. The current liquor license classifications go back many years and are obsolete and inadequate. They have been a source of confusion for staff who process the licenses and for people who come in seeking licenses. Our goal is to eliminate the confusion and to update the terms.

Attached with this memo is a chart of the current liquor licenses and the licensees who have the various licenses. We tried to make changes that would not shuffle the deck too much, though we did make a few changes as it seemed to make sense. Previously, the licenses were identified only by the class letter, and not by type of license. This ordinance classifies the licenses by category (restaurant, liquor store, etc.). I will address each license in turn and highlight the changes.

We currently have three (3) restaurant licenses, but they are not called restaurant licenses. The distinctions between them did not make as much sense as we would like. As redrafted, all of the restaurant licenses require that food is cooked, prepared and served by a cook/chef from a kitchen on the premises. We have traditionally preferred restaurants as opposed to bars, so the changes keep with that theme. The new ordinance establishes a large restaurant license, which is defined as having a minimum indoor seating capacity for food service of 125 for a stand-alone building and 75 for premises in a multi space building (like a strip mall). Class B is for small restaurants that have less indoor seating, and Class C is for beer and wine only.

Previously, Class A & B licenses were distinguished only by whether full, live entertainment was allowed. Under the new ordinance, we have created a supplemental entertainment license that allows any restaurant licensee to choose between limited entertainment and full entertainment as an add-on license. We recognize that not every establishment wants entertainment, but smaller restaurants may want that option. We also recognize that a solo or duo performance is different than a live band, and we have tried to reflect those differences.

The only other issue with restaurants is video gaming. We cannot regulate video gaming directly, but we can regulate which liquor licenses qualify for video gaming. We have included no restrictions on video gaming for Class A (large restaurant) licenses. Small restaurant licenses must have a minimum indoor seating capacity of 75 for food service unless the establishment has been in continuous business for at least two (2) years, in which case that minimum is lowered to 50. We did this because we don't



## MEMORANDUM

want to have businesses that are video gaming parlors first and only serve food to be able to qualify for video gaming. We also don't want to hurt established businesses that have video gaming. The way we have drafted the limitation, it would allow all of the existing business that have video gaming to continue with video gaming, but it would limit new businesses to the minimum seating requirements (unless they establish a 2-year track record as a restaurant first).

The next group of licenses is for packaged sales (not for consumption on the premises). We had three (3) licenses. One was full liquor, one was beer and wine only and one was beer only. Currently, all three (3) of these licenses cost the same. As a result, no one requested a beer only license because a beer and wine license cost the same. The new Ordinance creates four (4) new packaged sale licenses as follows: A Liquor Store License, Large Area Package License, Small Area Package License, and Gas Station License.

A Class D Liquor Store License is a license for someone who primarily sells liquor. Traditionally, liquor store licenses cost more than licenses where the sale of liquor is secondary to the sale of other things. We added limited sampling because more and more establishments want to bring manufacturers in to promote their products

The next two categories are intended to differentiate a Woodman's, for instance, (with 17,000 square feet of liquor space) from Aldi, CVS, Walgreens and 711, for instance. The floor area devoted to liquor sales in Woodman's is much larger than the floor area devoted to liquor sales in the drugstores, the Aldi and convenience stores. The volume of liquor sales is much greater.

We believe that the cost of a Large Area Package License should be greater than the cost of a Small Area Package License. We have separated out the two in regard to the gross display area devoted to liquor sales, and I have bumped up the large area package license fee to make it the same as the liquor store license fee, but we should spend some time thinking about fees at some point. Staff is doing some research on that and will bring their findings back to the board. One difference between large area and small area licenses is that sampling is only allowed with the large area license.

The other package license that we added is a Gas Station License. You will notice that the other package sale categories do not allow the sale of petroleum products from underground tanks on the premises. The gas station license allows the sale of petroleum products from underground tanks. The cost of the Gas Station License is the same as the Small Package Sale License, which is also the fee that is currently being charged.

All of the package sale licenses allows any liquor sales, except for Gas Station licenses. The Gas Station license allows the sale of beer and wine only. We could create a small area license that is cheaper that would allow beer and wine sales only. We could also create a medium area package license if we need to in the future. For now, we think the definition (300 square feet or less) would include a Jewel type food store. If you think there is a reason to create other classes, we can certainly do that.

We moved the golf course license to Class H. We only have one golf course left in town, but they do

## MEMORANDUM

sell liquor, so we have kept a golf course license. Class I is the event license, Class J includes the two (2) brewery licenses, Class K is the salon license, and Class M is a motel/hotel license. These categories have not changed, but we added a descriptor to the name of the licenses.

We have added a Class L Tavern License. We have not had a tavern license for many years because we have long had a policy not to encourage taverns, but to encourage restaurants. With the changes in the definition of a restaurant, though, Little Red Schoolhouse would no longer qualify for a restaurant license. Therefore, we created a tavern license.

The tavern license is intended to allow the Little Red Schoolhouse to continue to operate as it has. The idea is that we don't want to give out any more tavern licenses. Therefore, we have required a business to have sold food for at least five years in order to qualify for the tavern license. The Little Red Schoolhouse does qualify because they sell food, though the food is not prepared in a kitchen on premises with a full time cook/chef (which is why they don't qualify for a restaurant license).

We also added a Class N Caterer License. This is something we talked about doing last fall, but we never presented an Ordinance to you to approve it. Therefore, we are including it in the new liquor license classifications. I have drafted it broadly to allow any liquor sales, but we could limit it to beer and wine only. This would allow a caterer to bring liquor to serve with the food that is being served wherever the catering is being done.

Previously, we had one Supplemental Outside License that was addressed in a separate Section (5.08.345). We have made no changes to the supplemental outside license, but we moved it up to Class S-O, and we have added a Supplemental Package License (S-P) that would allow a restaurant licensee to sell wine only in the original packages in addition to the sale of liquor for consumption on the premises. Currently, only the Turf Room does this.

We also added a Supplemental Entertainment License (S-E). Previously, entertainment was addressed in the terms of the each of the licenses, and it was only allowed for A, B, and C licenses. Now it is an add-on license for the Restaurant Licenses and Brewery Licenses, and we have distinguished between limited (solo and duo performers using minimal sound amplification) and live full amplified entertainment without regard to the number of performers. I note we may need to define the difference between partial and full amplification, which we could do by policy, but it should be something that we develop and reduce to writing so we are being consistent with how we interpret it.

The limited entertainment licenses are something anybody Class A, B, C or J licensee can obtain. I arbitrarily set the fee at \$50.00 for limited and \$300 for full entertainment. The full entertainment license requires Board approval for the initial approval of the license, and the Board may condition the approval as the Board deems necessary. The liquor commissioner can approve these in subsequent years.

The only other changes that we made is to specify in Section 5.08.400 that no patron shall be allowed to serve him or herself, and all liquor must be sold and served by employees and agents of the liquor licensee and to eliminate Section 5.08.345 (because we move supplemental licenses to 5.08.340).

VILLAGE OF NORTH AURORA



VILLAGE OF NORTH AURORA  
KANE COUNTY, ILLINOIS

Ordinance No. \_\_\_\_\_

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**ORDINANCE AMENDING TITLE 5 CHAPTER 5.08 OF THE**  
**NORTH AURORA MUNICIPAL CODE REGARDING**  
**LIQUOR LICENSE CLASSIFICATIONS**

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Adopted by the  
Board of Trustees and President  
of the Village of North Aurora  
this \_\_\_\_ day of \_\_\_\_\_, 2018

Published in Pamphlet Form  
by authority of the Board of Trustees of the  
Village of North Aurora, Kane County, Illinois,  
this \_\_\_\_ day of \_\_\_\_\_, 2018  
by \_\_\_\_\_.

Signed \_\_\_\_\_

**VILLAGE OF NORTH AURORA**

**ORDINANCE NO.**

**ORDINANCE AMENDING TITLE 5 CHAPTER 5.08 OF THE  
NORTH AURORA MUNICIPAL CODE REGARDING  
LIQUOR LICENSE CLASSIFICATIONS**

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

**SECTION 1** Title 5 (Business Licenses and Regulations) Chapter 5.08 (Alcoholic Beverage Sales) Section 5.08.340 (Classification of Licenses-Fees) is hereby amended in its entirety and replaced as follows:

**5.08.340 - Classification of Licenses-Fees**

A. Class "A" Large Restaurant licenses shall permit the following:

1. The retail sale of any alcoholic liquors for consumption on the premises specified in the license where food is cooked, prepared and served from a kitchen with a full-time cook on the premises, having a minimum indoor seating capacity for food service of 125 for a standalone building or a minimum of 75 for a premises in a multi-space building;
2. Other retail sales are allowed, but limited to sales that are ancillary to the sale of food;
3. Video gaming is allowed with a separate video gaming license subject to all of the state and local video gaming provisions;
4. Entertainment is limited to radio and television programming without a Supplemental Live Entertainment License (Section 5.08.345.B); and
5. The annual fee for a Class "A" Restaurant License is two thousand six hundred fifty dollars (\$2,400.00).

B. Class "B" Small Restaurant licenses shall permit the following:

1. The retail sale of any alcoholic liquors for consumption on the premises specified in the license where food is cooked, prepared and served from a kitchen with a full-time cook on the premises, having indoor seating of less than 125 for a standalone building or less than 75 for a premises in a multi-space building;
2. Other retail sales are allowed, but limited to sales that are ancillary to the sale of food;
3. Video gaming is allowed with a separate video gaming license subject to all of the state and local video gaming provisions providing that there is a minimum indoor seating capacity of 75 for food service or a minimum indoor seating capacity of 50 for food service and the establishment has been in continuous business selling food for at least two (2) years;
4. Entertainment is limited to radio and television programming without a Supplemental Live Entertainment License (Section 5.08.345.B); and
5. The annual fee for a Class "B" Restaurant License shall be two thousand one hundred dollars (\$2,200.00).

C. Class "C" Limited Restaurant licenses shall permit the following:

## VILLAGE OF NORTH AURORA

1. The retail sale of beer and wine only for consumption only on the premises specified in the license where food is cooked, prepared and served from a kitchen with a full-time cook on the premises for which such license is issued.
  2. Other retail sales are allowed, but limited to sales that are ancillary to the sale of food
  3. Video gaming is allowed with a separate video gaming license subject to all of the state and local video gaming provisions providing that there is a minimum indoor seating capacity of 75 for food service or a minimum indoor seating capacity of 50 for food service and the establishment has been in continuous business selling food for at least two (2) years; and
  4. Entertainment is limited to radio and television programming without a Supplemental Live Entertainment License (Section 5.08.345.B)
  5. The annual fee for a Class "C" Restaurant License shall be two thousand one hundred dollars **(\$1,900.00)**.
- D. Class "D" Liquor Store licenses shall permit the following:
1. The retail sale of any alcoholic liquor in original packages only, not for consumption on the premises where sold, in which liquor sales are the primary business.
  2. Sampling of liquor is allowed as long as it does not exceed one ounce of distilled spirits, four (4) ounces of wine, or eight (8) ounces of beer per person per visit.
  3. The annual fee for a Class "D" Liquor Store License shall be two thousand one hundred dollars **(\$2,200.00)**.
- E. Class "E" Large Area Package Licenses shall permit the following:
1. The retail sale of any alcoholic liquor in the original packages only, and not for consumption on the premises, where liquor sales are secondary to the sale of groceries, convenience store items or home goods items.
  2. Sampling of liquor is allowed as long as it does not exceed one ounce of distilled spirits, four (4) ounces of wine, or eight (8) ounces of beer per person per visit
  3. The sale of petroleum products from underground tanks on the premises is prohibited.
  4. The annual fee for a Class "E" Large Area Package License shall be two thousand one hundred dollars **(\$2,400.00)**.
- F. Class "F" Small Area Package Licenses shall permit the following:
1. The retail sale of any alcoholic liquor in the original packages only, and not for consumption on the premises, where the sale of liquor is secondary to the sale of groceries, convenience store items or home goods items and the gross floor area devoted to the display of liquor is no greater than 3000 square feet.
  2. The gross area devoted to liquor sales may be no more than one third (1/3) of the gross floor area devoted to sale of all items on the premises.
  3. Sampling of liquor and the sale of petroleum products from underground tanks on the premises is prohibited.
  4. The annual fee for a Class "F" Small Area Package License shall be one thousand eight hundred eighty dollars **(\$1,900.00)**.

## VILLAGE OF NORTH AURORA

G. Class "G" Gas Station licenses shall permit the following:

1. The retail sale of beer and wine in the original packages only and not for consumption on the premises where sold in conjunction with the sale of petroleum products.
2. The gross area devoted to beer and wine sales may be no more than one third (1/3) of the gross floor area devoted to sale of all convenience and other items sold on the premises.
3. Sampling of liquor is prohibited.
4. The annual fee for a Class "G" Gas Station License shall be one thousand eight hundred eighty dollars **(\$1,900.00)**.

H. Class "H" Golf Course licenses shall permit the following:

1. The retail sale of any alcoholic liquor for consumption only on the premises specified in the license on which a golf course is operated.
2. The annual fee for a Class "H" Golf Course License shall be one thousand eight hundred eighty dollars **(\$1,900.00)**.

I. Class "I" Event Licenses. The following event licenses are available without limit to the number of licenses that can be issued in the village as follows:

1. Class I-1 Non-Profit Special Events Liquor License: The annual fee for a non-profit special events liquor license subject to the provisions of Section 5.08.360 below shall be fifty dollars **(\$50.00)** per event.
2. Class I-2 Non-Profit Outdoor Special Events Liquor License: The annual fee for a non-profit outdoor special events liquor license subject to the provisions of Section 5.08.360 below shall be fifty dollars **(\$50.00)** per event.
3. Class I-3 Retail Special Use Permit Liquor License: The application fee for a retail special use permit liquor license shall be fifty dollars **(\$50.00)** for a one day event or one hundred dollars **(\$100.00)** for a two or more day event or series of events.

J. Class "J" Brewery Licenses shall have sub-classifications which permit the following:

1. Class J-1 "Brewpub" License shall allow the holder of a state brew pub license for the manufacture and storage of beer on the premises to sell its beer at retail in original packaging and for consumption on the premises. The brewpub must maintain the licensed premises as a bona fide eating establishment and maintain suitable food preparation facilities.

Each Brewpub License shall be subject to the following conditions:

- a. The license holder must hold a valid brew pub license from the State of Illinois and follow all the requirements therein.
- b. Retail sale of beer, including packaged beer, intended for consumption off the premises shall only occur if the container is sealed for transport and only during regular hours of operation. Beer intended for off-site consumption shall not be opened or consumed in the brewpub.
- c. The license holder may sell alcoholic liquor not manufactured on the premises so long as it is purchased from a licensed distributor or importing distributor.
- d. Tours and retail sales in original packages and for consumption on the premises shall be allowed consistent with the times for packaged liquor sales in Section 5.08.390(G).

## VILLAGE OF NORTH AURORA

- e. Tours of the facility may be offered with complimentary tastings that shall not exceed three servings of four ounces each.
  - f. Licensee shall obtain a separate food license, if required.
  - g. Licensee shall obtain a supplemental outside liquor license if licensee desires to sell beer outside on the premises, as required by Section 5.08.345.
  - h. The portion of the licensed premises dedicated to the brewing of beer shall be segregated from the remainder of the premises and shall not be generally accessible to the public.
  - i. The annual fee for the J-1 license shall be three thousand dollars (**\$3,000.00**).
2. Class J-2 "Craft Brewery" Licenses shall allow the holder of a state craft brewery license for the manufacture and storage of beer on the premises to sell its beer at retail in original packaging and for consumption on the premises so long as the sale at retail is secondary to the distribution of beer for retail sale off the premises to importing distributors, distributors, and to non-licensees as permitted by the State Liquor Code.

Each Craft Brewery License shall be subject to the following conditions:

- a. The license holder must hold a valid craft brewer's license from the State of Illinois and follow all requirements therein.
  - b. No sales of alcohol, for retail or consumption, of alcohol manufactured off the premises shall be permitted.
  - c. Tours of the facility may be offered with complimentary tastings that shall not exceed three servings of four ounces each.
  - d. Retail sale of beer intended for consumption off the premises shall only occur if the container is sealed for transport and only during regular hours of operation. Beer intended for off-site consumption shall not be opened or consumed on the premises.
  - e. Tours and retail sales for consumption on and off the premises shall be allowed consistent with the times for packaged liquor sales in Section 5.08.390(G).
  - f. The tasting room may have packaged or prepared foods available.
  - g. Licensee shall obtain a supplemental outside liquor license if licensee desires to sell beer outside on the premises, as required by Section 5.08.345.
  - h. The portion of the licensed premises dedicated to the brewing of beer shall be segregated from the remainder of the premises and shall not be generally accessible to the public.
  - i. The annual fee for the J-2 license shall be three thousand dollars (**\$3,000.00**).
3. Each brewery located in the village, even if owned by the same persons, must have a separate Class J license to sell beer at retail on the premises.

K. Class "K" Salon Licenses shall permit the following:

- 1. The retail sale of beer and wine only for consumption only on the premises of a business primarily selling salon, hairdresser, beautician, manicure, pedicure and/or barbershop services and products other than alcoholic liquor:
- 2. Beer and wine shall be sold only in conjunction with the sale of services;

## VILLAGE OF NORTH AURORA

3. The price allocated to the sale of beer and wine shall be indicated if sold as a package together with the services being provided;
4. A notice shall be posted in a conspicuous place indicating that beer and wine may only be purchased in conjunction with a purchase of services;
5. If the sale of salon, hairdresser, beautician, manicure, pedicure and/or barbershop services is not the primary business of the licensee:
  - a. The beer and wine shall only be sold and consumed in the area of the business premises that is devoted to salon, hairdresser, beautician, manicure, pedicure and/or barbershop services;
  - b. The area of the business premises that is devoted to salon, hairdresser, beautician, manicure, pedicure and/or barbershop services shall be separated from other areas of the business premises by barriers allowing one way into the area and one way out; and
  - c. Signs shall be conspicuously posted at the entrance/exit stating in bold or capital letters: "No Alcohol Beyond This Point";
6. The licensee shall comply with [Section 5.08.400](#) and all other sections of [Chapter 5.08](#) generally applicable to the retail sale of alcoholic liquor; and
7. The annual fee for such license shall be one hundred dollars (**\$100.00**).

L. Class "L" Tavern Licenses shall permit the following:

1. The retail sale of any alcoholic liquor for consumption only on the premises of an establishment that serves food ancillary to the sale of alcoholic liquor and the establishment has been continuously in business for a period of five years;
2. A counter or serving bar must separate the stock alcoholic liquor from the patrons and liquor must be served by the licensee and its agents (no self-service).
3. Video gaming is allowed with a separate video gaming license subject to all of the state and local video gaming provisions providing that the establishment has been in continuous business for at least two (2) years; and
4. Entertainment is limited to radio and television programming without a Supplemental Live Entertainment License (Section 5.08.345.B)
5. The annual fee for a Class "L" Restaurant license shall be one thousand eight hundred eighty dollars (**\$2,200.00**).

M. Class "M" Motel/Hotel Licenses shall permit the following:

1. The retail sale of any liquor on the premises of a hotel or motel of a motel or hotel as defined in the Title 17, Chapter 16, Section 16.3;
2. Alcoholic liquor may be sold for consumption on the hotel premises or in packages from a bar, lobby, conference room, restaurant and/or banquet facility in the premises;

## VILLAGE OF NORTH AURORA

3. Alcoholic liquor may be consumed in hotel rooms by registered guests and their invitees;
4. Alcoholic liquor may be sold in packages placed in locked refrigerator units ("minibars") in guest rooms, provided that keys may only be given to guests who are at least 21 years of age; and
5. The annual fee for a hotel/motel license shall be two thousand dollars (**\$2,000.00**).

N. Class "N" Caterer Licenses shall permit the following:

1. The service of any alcoholic liquors for consumption, either on-site or off-site, whether the location is licensed or unlicensed, as an incidental part of food service by a caterer having a State Caterer liquor license when prepared meals (excluding snacks as a primary meal).
2. The cost of the alcoholic liquors must be itemized whether sold as part of a package or per item as agreed upon per contract.
3. The annual fee for a Class "N" Caterer License shall be two hundred dollars (**\$200.00**)

N. Class "S" Supplemental Liquor Licenses may be obtained and shall be effective for the year in which in the license is obtained by existing liquor licensees that qualify and pay the required fee as follows:

1. Class "S-E" Supplemental Entertainment licenses allow the presentation of live entertainment in conjunction with the sale of liquor for an existing Class A Restaurant, Class B Restaurant, Class C Restaurant, Class J-1 Brewpub or Class J-2 Craft Brewery licensee as follows:
  - a. Limited to solo and duo performers using minimal sound amplification may be issued by the Liquor Commissioner without regard to the number of licenses issued for an annual fee of **\$50** in addition to the fee for the underlying liquor license.
  - b. Live, amplified entertainment provided by musicians, vocalists, DJ's, comedians and similar acts without regard to the number of performers may be issued with Board approval in the first year in which the license is sought, subject to any terms and conditions that Board imposes, and may be issued by the Liquor Commissioner in subsequent years for an annual fee of **\$300** in addition to the fee for the underlying liquor license;
2. Class "S-P" Supplemental Package licenses allow the retail sale of wine only in the original packages for an existing Class A, Class B or Class Restaurant licensee for an annual fee of **\$100** in addition to the fee for the underlying liquor license and may be issued by the Liquor Commissioner without regard to the number of licenses issued.
3. Class "S-O" Supplemental Outside Liquor Licenses (**\$50.00**) allow the seasonal outside sales of liquor for consumption of the premises as follows:
  - a. The licensee has an existing Class A Restaurant, Class B Restaurant, Class C Restaurant, Class J-1 Brewpub or Class J-2 Craft Brewery licensee;
  - b. The outside consumption of alcoholic liquor shall be limited to a designated outside area;
  - c. The designated outside area shall be contiguous to the building in which the licensed activities take place and fully enclosed in such a way as to prevent unauthorized access to and from the designated outside area;

## **VILLAGE OF NORTH AURORA**

- d. The primary ingress and egress to the outside area must be through the building in which the licensed activities take place with emergency egress only directly from the outside area, unless there is no reasonably practicable way of providing ingress and egress through the building and sufficient measures are taken to restrict direct, unauthorized access;
- e. Alcoholic liquor may not be consumed outside the premises except in the designated and enclosed outside area;
- f. The outside area must be located completely on the licensed premises or common area immediately adjacent thereto;
- g. The outside area may extend into a parking lot on the premises as long as sufficient remaining parking spaces are available as required by Village Code;
- h. The outside area may not be located closer than fifteen (15) feet from a public road as measured from the nearest curb or five feet from a public sidewalk, bike path or similar public way;
- i. The enclosure for the outside area must be constructed of solid material in harmony with the architecture of the building, at least three feet and no more than six feet in height, of continuous span, except for emergency exits, and otherwise designed in such a way as to prevent unauthorized access;
- j. The outside area shall not encroach on any zoning setback areas, obstruct vehicular or pedestrian traffic, or be in violation of any codes or ordinances;
- k. A licensee shall not allow entertainment with the use of amplified sound in the outside area except in conformance with the requirements of the North Aurora Noise Ordinance;
- l. The outside area shall have sufficient lighting to provide for the safety of the customers in conformance with the restrictions on outside lighting in the North Aurora Code;
- m. The operation and use of the outdoor area shall be carried on so as not to create a health or safety hazard, to create a nuisance or to interfere with the use and enjoyment of surrounding property;
- n. Any designated outside area adjacent to or within five hundred (500) feet of the lot line of residential property may require screening and/or buffering in a way as to reduce noise;
- o. The consumption of liquor outside shall be limited to:
  - i. Sunday: 10:00 a.m. until 11:00 p.m.;
  - ii. Monday through Thursday: 10:00 a.m. until 11:00 p.m.; and
  - iii. Friday and Saturday: 10:00 a.m. until 12:00 p.m.;
- p. Every holder of a Supplemental Outside Liquor License shall cause a framed sign, at least eight and one-half inches by eleven (11) inches, to be hung in plain view in the outside area with the hours for the sale of alcoholic liquors as follows:

**ALCOHOLIC LIQUORS MAY LAWFULLY BE CONSUMED OUTSIDE ONLY IN AN ENCLOSED AREA DESIGNATED FOR OUTSIDE CONSUMPTION AND ONLY DURING THE FOLLOWING HOURS:**

**SUNDAY: 10:00 A.M. UNTIL 11:00 P.M.**

## VILLAGE OF NORTH AURORA

MONDAY THROUGH THURSDAY: 10:00 A.M. UNTIL 11:00 P.M.

FRIDAY AND SATURDAY: 10:00 A.M. UNTIL 12:00 A.M.

- q. The Local Liquor Commissioner may impose special conditions that are unique to each licensee and licensed premises for the preservation of the health, safety and welfare of the public and to minimize noise and other adverse impacts on adjacent properties; and any additional conditions imposed on a supplemental outdoor liquor license shall be described in writing and shall become part of the conditions for the license;
  - r. No alcoholic liquor may be stored outside, and no bar or direct location for taking and filling orders for alcoholic liquor shall be located outside. A window or similar restricted opening through which alcoholic liquor may be delivered after an order is filled shall not be considered a direct location for taking and filling orders; and
  - s. Supplemental Outside Liquor Licenses may be issued by the Local Liquor Commissioner without regard to the number of licenses issued with the payment of an annual fee \$50 in addition to the fee for the underlying liquor license.
4. Any suspension or termination of an underlying liquor license shall result in the suspension or termination of a supplemental outdoor liquor license; and any violation of a supplemental outdoor liquor license shall be considered a violation of the underlying liquor license.

**SECTION 2** Title 5 (Business Licenses and Regulations) Chapter 5.08 (Alcoholic Beverage Sales) Section 5.08.345 (to be known as Supplemental Licenses) is hereby deleted in its entirety

**SECTION 3** Title 5 (Business Licenses and Regulations) Chapter 5.08 (Alcoholic Beverage Sales) Section 5.08.400 (to be known as Service and Employee Education Programs) is hereby amended in its entirety and replaced as follows:

### **5.08.400 – Service and Employee education programs.**

- A. No liquor licensee shall allow any patron to serve himself or herself and shall require all service of alcoholic liquor to be provided by employees and agents of the licensee at all times.
- B. Except as provided in [Section 5.08.360\(D\)\(6\)](#), all employees and agents of a licensee who screen patrons by age and/or who sell or serve alcoholic beverages shall, within ninety (90) days of employment (unless previously trained to the satisfaction of the North Aurora police), participate in a program designated to educate or train persons to identify and address persons displaying problems with alcohol misuse or abuse. Such program shall be licensed by the State of Illinois and may include the BASSET, TAMS and TIPS programs.
- C. All liquor licensees shall be responsible to ensure that all employees and agents of the licensee who screen patrons by age and/or who sell or serve alcoholic beverages to be trained as required in Subsection B above and shall maintain a certificate of completion on the licensed premises for all employees and agents required to attend training.

**SECTION 4** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective

**VILLAGE OF NORTH AURORA**

by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof. The Village Board of Trustees hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

**SECTION 5** This Ordinance shall take immediate full force and effect from and after its passage, approval, publication 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 \_\_\_\_\_, 2018, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A.D.

|                |       |              |       |
|----------------|-------|--------------|-------|
| Mark Carroll   | _____ | Laura Curtis | _____ |
| Mark Gaffino   | _____ | Mark Guethle | _____ |
| Michael Lowery | _____ | Tao Martinez | _____ |

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A.D.

\_\_\_\_\_  
Dale Berman, Village President

ATTEST:

\_\_\_\_\_  
Lori Murray, Village Clerk

# Memorandum



**To:** Village President and Village Board of Trustees

**From:** Steve Bosco, Village Administrator

David Hansen, Administrative Intern

**Date:** 3-1-18

**Re:** Strategic Plan and Village Vision Statement

---

On November 29, 2017 the Village held a strategic planning workshop. Per the discussion at the workshop, staff updated and added new goals and objectives for the 2017-2018 strategic plan. Staff brought the draft strategic plan to the Committee of the Whole meeting on February 5<sup>th</sup> for the Village Board to review. The Board had no concerns or additional changes to the plan.

Attached is the final version of the strategic plan that includes the action steps the staff plans to use to achieve the goals and objectives set by the Village Board.

Also attached is a resolution officially adopting the strategic plan.

In addition to updating the strategic plan, the Village Board and staff discussed creating a vision statement for the Village at the strategic planning workshop. A vision statement is a short 2-3 sentence description of what an organization desires to achieve in the future. During the workshop, the Village Board brainstormed ideas and values that could be incorporated into a vision statement. A potential vision statement was drafted at the workshop with the intention that staff would take it and additional comments to create additional vision statement options.

At the February 5<sup>th</sup> Committee of the Whole meeting, staff provided the Board three draft vision statements. The Board reviewed and discussed the three vision statements and selected one. The vision statement that was selected as the Village's new vision statement is located below.

*"An Attentive Municipal Organization that Connects with Nature, Community, and Commerce"*

After the meeting, staff conferred and concluded that since community is the main focus of the Village it should be put first in the vision statement followed by commerce and nature. The rearranged vision statement is located below.

*"An Attentive Municipal Organization that Connects with Community, Commerce, and Nature"*

Attached is a resolution officially adopting the Vision Statement as stated above.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING THE VILLAGE OF NORTH AURORA STRATEGIC PLAN**

**WHEREAS**, a strategic plan consisting of the priorities of the Village is needed to guide the budget process and ensure that the Village clearly communicates its priorities to the public; and

**WHEREAS**, The Village conducted a strategic planning workshop to determine the priorities for the Village; and

**WHEREAS**, The Village Board identified distinct objectives within six goal categories and desires to adopt these goals and objectives.

**WHEREAS**, The Village Board deems the final draft of the strategic plan to be comprehensive and strategically sound.

**NOW, THEREFORE, BE IT RESOLVED** that President and Board of Trustees of the Village of North Aurora, Kane County, Illinois hereby accepts the Village's 2018-2019 Strategic Plan.

1. That this Resolution shall take immediate effect after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Mark Carroll \_\_\_\_\_  
Mark Gaffino \_\_\_\_\_  
Mike Lowery \_\_\_\_\_

Laura Curtis \_\_\_\_\_  
Mark Guethle \_\_\_\_\_  
Tao Martinez \_\_\_\_\_

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A.D.

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

# **VILLAGE OF NORTH AURORA STRATEGIC PLAN 2018-2019**

## **GOAL: COMMUNITY VITALITY**

### **OBJECTIVE: Complete implementation of new gateway entry signage for the Village**

#### Action Plan

- Explore options to landscape and illuminate entryway signs
- Determine final lettering colors for entryway signs

### **OBJECTIVE: Promote more local / community identity in School District including establishing intergovernmental dialogue with School District**

#### Action Plan

- Continue to provide public safety programs to local schools
- Communicate with local schools on mutual concerns

### **OBJECTIVE: Explore collaborative Intergovernmental approach to wetland development**

#### Action Plan

- Explore opportunities to utilize wetlands for trails and recreation with Kane County

### **OBJECTIVE: Continue the Village's branding and identity program; expand use of new logo and branding elements**

#### Action Plan

- Continue incorporating the Village's new logo and tagline where appropriate
- Utilize community sign for Village promotional opportunities
- Continue to promote the community through the establishment of a focal point near the Fox River
- Evaluate opportunities to enhance customer service capabilities

### **OBJECTIVE: Evaluate alternate uses and partnerships for the silo on the Fox River**

#### Action Plan

- Determine potential types of adaptive reuse for the silo and adjacent land to become a public use
- Coordinate grant opportunities with North Aurora River District Alliance (NOARDA), Fox Valley Park District and/or other appropriate entities

### **OBJECTIVE: Develop amenities along the riverfront and enhancements to North Aurora Riverfront Park**

#### Action Plan

- Pursue riverfront events and activities
- Implement prioritized amenities from Riverfront Park concept plan

### **GOAL: ECONOMIC DEVELOPMENT**

#### **OBJECTIVE: Explore options for the use of the Village parcel at Orchard Gateway**

##### Action Plan

- Work with consultant to determine options for property use and marketing
- Pursue opportunities for public and private use of the property

#### **OBJECTIVE: Expand economic development activities including marketing and promoting North Aurora**

##### Action Plan

- Review zoning and sign ordinances when appropriate
- On an individual basis, review and comment on request for incentives
- Advertise and market the Village through different venues

#### **OBJECTIVE: Facilitate economic and business development activities**

##### Action Plan

- Develop and strengthen Village relationship with developers, brokers and local businesses
- Explore options to attract restaurants, hotels, medical groups, convention centers, and destination attractions
- Create an economic action plan

#### **OBJECTIVE: Review the current status of the Village's three Tax Increment Financing (T.I.F.) Districts**

##### Action Plan

- Evaluate and maximize the current Tax Increment Financing (T.I.F.) Districts

### **GOAL: MAINTAIN AND STRENGTHEN THE VILLAGE'S STRONG FINANCIAL POSITION**

#### **OBJECTIVE: Continue long term financial planning to meet evolving capital and operating needs for infrastructure and monitor threatened shared revenues**

##### Action Plan

- Continue to monitor, develop or revise long and short term financial policies, as necessary
- Continue to monitor all state laws / legislation relative to municipal revenue streams
- Continue to seek grants when opportunities arise
- Work to maintain Village's strong credit rating and position

## **GOAL: EFFICIENT AND EFFECTIVE DELIVERY OF CORE SERVICES**

### **OBJECTIVE: Develop an implementation plan for a Geographic Information System (G.I.S.) use in the Village**

#### Action Plan

- Continue working with Kane County to implement and maintain a GIS system
- Create streets, water main and sewer line base layers for the GIS database
- Create specific layers of data when determined to be beneficial to the GIS database

### **OBJECTIVE: Enhance resident communication options and methods to improve information distribution channels internally and externally for village services and activities**

#### Action Plan

- Evaluate current and future use of social media tools
- Update Village's social media policy
- Build a new community sign

### **OBJECTIVE: Enhance and develop governmental understanding and awareness**

#### Action Plan

- Continue to update and expand the Village's Transparency Page

### **OBJECTIVE: Continue to write / refine our Village wide Disaster Preparedness Plan**

#### Action Plan

- Draft a new Emergency Operations Plan (EOP)
- Work with Illinois Emergency Management Agency (IEMA) and Kane County Emergency Management

### **OBJECTIVE: Explore equipment acquisition opportunities from federal/state surplus sales**

#### Action Plan

- Continue monitoring state, federal and joint purchasing contracts / opportunities

### **OBJECTIVE: Facilitate community outreach in Police Department, enhance crime prevention programs and interactions, and explore expanded use of technology and methods**

#### Action Plan

- Continue working with the Community Emergency Response Team
- Continue interaction with the public through police PACT program

### **OBJECTIVE: Continue evaluation of shared equipment and resource uses with other units of local government**

Action Plan

- Maintain open communication with other government entities through cooperative efforts for resources

**OBJECTIVE: Undertake biennial strategic planning goal update meetings**

Action Plan

- Review annual or biennial Strategic Plan progress with Village Board
- Provide strategic plan updates to the Village Board

**OBJECTIVE: Evaluate departmental staffing levels to address changing demands and programs as part of the annual budget process**

Action Plan

- Evaluate opportunities to add, consolidate or reclassify staff positions as needed
- Evaluate departmental operations to determine any need to reallocate resources to provide efficient services
- Evaluate organizational opportunities for succession planning and future staffing needs

**GOAL: CONTINUE MAINTENANCE AND CAPITAL RESOURCE PLANNING FOR VILLAGE INFRASTRUCTURE**

**OBJECTIVE: Take advantage of state and federal funding programs to improve the Village's transportation corridors**

Action Plan

- Determine the potential eligibility of any upcoming projects for funding programs such as the Illinois Transportation Enhancement Program, Federal Surface Transportation Program, and Community Development Block Grant Program
- Determine the potential eligibility of any street light installation projects for IL Department of Commerce and Economic Opportunity (DCEO) grant funding

**OBJECTIVE: Stabilize existing water supply and storage**

Action Plan

- Evaluate options for alternative and/or additional water sources
- Build well #8 for Village water supply enhancement
- Build well #9 for Village water supply enhancement
- Build water storage tower
- Evaluate east and west water treatment plants for future upgrades

**OBJECTIVE: Further evaluate the inclusion and design of non-motorized transportation lanes in the Village**

Action Plan

- Evaluate the potential for non-motorized transportation lanes in future projects

**OBJECTIVE: Conduct a Public Works Facility Space Needs Assessment**

Action Plan

- Hire a Consultant to provide a space needs assessment for the Public Works Department Facilities

**OBJECTIVE: Expand and Enhance the Village's Water Conservation Efforts and Programs**

Action Plan

- Create a public education program to enhance water conservation efforts
- Evaluate current water conservation methods utilized in the Fox Valley region

**OBJECTIVE: Continue long term evaluation of annual infrastructure maintenance programs**

Action Plan

- Evaluate opportunities to strengthen efforts to maintain stormwater detention basins
- Evaluate opportunities to strengthen efforts to maintain sidewalks
- Evaluate opportunities to strengthen efforts to maintain roads
- Evaluate opportunities to strengthen efforts to maintain water mains
- Create and/or update policies for Public Works operations

**GOAL: REDEVELOPMENT AND ENHANCEMENT OF THE ROUTE 31 CORRIDOR**

**OBJECTIVE: Develop a plan and approach for the "Block One" (River District / Village Center) area of Rt. 31/56 focal point**

Action Plan

- Discuss the possible relocation of the North Aurora Fire District Station #1
- Explore opportunity to create a special zoning district
- Explore opportunity to create a TIF District
- Hire a consultant to develop a consensus plan

**OBJECTIVE: Explore proactive redevelopment of retail / commercial parcels at the Rt. 31/56 intersection**

Action Plan

- Explore opportunities for public/private partnerships to facilitate redevelopment

**OBJECTIVE: Relocate the Route 31 Gazebo and create a pedestrian friendly recreation area at the Police Department**

Action Plan

- Evaluate grant funding opportunities for the project

**OBJECTIVE: Monitor progress, visible indicators and accomplishments of redevelopment on Route 31, including streetscape improvements and/or private redevelopment**

Action Plan

- Continue to promote TIF Façade program
- Work with business owners to gain compliance with Village codes
- Evaluate options to bury power lines on Route 31
- Evaluate options to implement a road diet for the Route 31 corridor

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING THE VILLAGE OF NORTH AURORA VISION STATEMENT**

**WHEREAS**, The Village of North Aurora should establish and maintain a statement of vision; and

**WHEREAS**, The Village of North Aurora Vision Statement will help accurately portray the vision of the Village of North Aurora to the community; and

**WHEREAS**, The Village of North Aurora's Village President, Village Board and Village staff were tasked with and created a vision statement for the Village, which the Village Board supports and desires to formally approve via this resolution.

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

Section 1. The Village of North Aurora Vision Statement shall be "An Attentive Municipal Organization that Connects with Community, Commerce, and Nature."

**BE IT FURTHER RESOLVED** that this Resolution shall take immediate effect from and after its approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Mark Carroll \_\_\_\_\_  
Mark Gaffino \_\_\_\_\_  
Mike Lowery \_\_\_\_\_

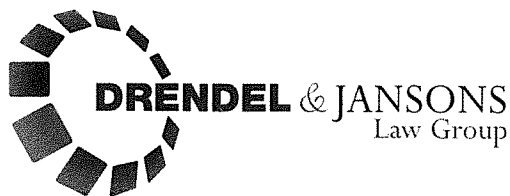
Laura Curtis \_\_\_\_\_  
Mark Guethle \_\_\_\_\_  
Tao Martinez \_\_\_\_\_

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A.D.

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk



March 01, 2018

ATTORNEYS AT LAW  
Kevin G. Drendel  
Carolyn D. Jansons  
Roman J. Seckel  
Mark D. Brent  
Lawrence W. Lobb  
Edward J. Boula, III

OF COUNSEL  
Gilbert X. Drendel, Jr.

Mayor Dale Berman  
Village of North Aurora  
25 E. State Street  
North Aurora, IL 60542

Re: Legal Services

Dear Dale:

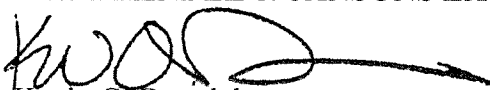
It's that time of the year again where we look forward and plan ahead. We are currently billing a municipal rate of \$170.00 an hour which has been in place since 2016. I am proposing an increase from \$170.00 to \$175.00, which would be an increase over the last two years of 2.9%.

As always, the municipal rate reflects a substantial discount from the regular hourly rates of the attorneys in the office. My regular hourly rate, for instance, is \$330.00 an hour, though I spend a substantial amount of my time billing at the discounted municipal rates because of all the municipal work that I do. We discount our rates gladly, of course, because we enjoy the municipal work we do, and I have always felt it an honor to represent the Village of North Aurora where I have lived most of my life.

The \$175.00 per hour rate will apply to all work done by myself and the other attorneys in my office, except for work in which the attorney fees are passed through, which will be at the regular rates, as evidenced by the attached hourly rate chart.

The work that we do for the Village is always been considered priority work. Because we have been involved in doing Village work for so many years, we are able to be very efficient in the work that we do. We strive to be conscious of the responsibility of providing services for a public body, knowing that a high degree of accountability goes along with that public trust. I have always enjoyed working with you and with the rest of the Village Board and the staff and hope to be able to continue to do that for the foreseeable future. If you approve the increase, it will take effect July 1, 2018.

Sincerely,  
**THE DRENDEL & JANSONS LAW GROUP**



Kevin G. Drendel

KGD/sl

cc: Steve Bosco  
Bill Hannah

**Mailing Address**  
**111 Flinn Street**

**Batavia, IL 60510**

**Phone: 630.406.5440**

**Fax: 630.406.6179**

K:\Secretary\Clients - Municipal\Village of North Aurora\Attorney Fees\Attorney Fees\2018-03-01 LT Dale Berman re Fees.docx

■ [www.batavialaw.com](http://www.batavialaw.com) ■

■ [www.ilfamilylaw.com](http://www.ilfamilylaw.com) ■

**2000 W. Galena Blvd., Ste 204**  
**Aurora, IL 60506**

**Phone: 630.897.5957**

**Fax: 630.406.6179**

**EXHIBIT "A"**

**HOURLY FEE SCHEDULE**

| <b>Attorney</b>                                      | <b>Regular Rate</b>                             |
|------------------------------------------------------|-------------------------------------------------|
| <b>Gilbert X. Drendel, Jr.*</b>                      | \$375                                           |
| <b>Kevin G. Drendel</b>                              | \$330                                           |
| <b>Carolyn D. Jansons</b>                            | \$325                                           |
| <b>Mark D. Brent</b>                                 | \$375                                           |
| <b>Roman J. Seckel</b>                               | \$300                                           |
| <b>Lawrence W. Lobb</b>                              | \$300                                           |
| <b>Edward J. Boula</b>                               | \$250                                           |
| <b>Paralegal Time</b>                                | \$125                                           |
| <b>Law Clerk</b>                                     | \$125-\$175                                     |
| <b>Fax Charges</b>                                   | \$2 (1-10 pg)<br>\$3 (11-20 pg)<br>\$4 (21+ pg) |
| <b>Postage/Mailing Charges</b><br><b>Scan/E-Mail</b> | over \$1.00<br>actual time                      |
| <b>Photocopy Charges</b>                             | .15/copy                                        |

\* Of Counsel; available by appointment only

# Memorandum



To: Dale Berman, Village President & Board of Trustees  
Cc: Steven Bosco, Village Administrator  
From: John Laskowski, Public Works Director  
Date: 3/5/2018  
Re: Award of a Contract to Drill Well #8

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The drilling of two new wells were identified as part of the water system improvements budgeted this fiscal year. On February 21, 2018 the Village received bids from three companies for the drilling of Well #8. One of these bids was a “no bid proposal”. The project documents requested that the bidders provide a base and alternate bid. The Base Bid included the drilling of the well during approved work hours for construction per Village Code. The Alternate Bid included the adjustment in the contractor’s price if the Village Board were to allow the contractors to work 24 hours per day. The results of the bid opening have been tabulated in the table below.

## Well Number 8 Bid Tabulation (Project Under Consideration)

|               | <b>Layne Christensen<br/>Company<br/>721 W. Illinois Ave<br/>Aurora, IL 60506</b> | <b>Midwest Well<br/>Services, Inc<br/>1212 Storbeck Dr<br/>Waupun, WI 53963</b> | <b>Engineer's<br/>Estimate of Cost<br/>Rempe-Sharpe<br/>324 W. State St.<br/>P.O. Box 32<br/>Geneva, IL 60134</b> | <b>Water Well<br/>Solutions Service<br/>Group, Inc.<br/>710 Herra Street,<br/>Elburn, IL 60119</b> |
|---------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Base Bid      | <b>\$769,662.00</b>                                                               | \$868,750.00                                                                    | \$771,690.00                                                                                                      | No Bid                                                                                             |
| Alternate Bid | <b>\$0.00</b>                                                                     | \$0.00                                                                          | -\$30,000                                                                                                         | No Bid                                                                                             |

In comparison, in December when the Village let the project for the drilling of Well #9 the bids received were lower. Water Well Solutions Service was awarded the Well #9 with a bid that was approximately \$145,000 less than the bids received for this well. Our consulting engineer had conversations with all of the bidders and determined that the bid is reasonable. This explanation is detailed in the attached memorandum from Rempe-Sharpe. In summary contractors indicated that the

availability of labor and well drilling equipment influences their bid. So if resources are not available the cost increases. Other factors considered in the bid process was the weather and the potential increase in raw materials.

Layne Christensen Company, Inc provided the lowest base bid and alternate bid for the construction of Well #8. Our consulting engineer Rempe-Sharpe has worked with this contractor in the past with satisfactory results. The contractor has also performed the contracted maintenance for all the Village wells since approximately 1985.

The budget allocates \$2,175,000 for the Well #8 improvements. This figure includes well drilling for \$750,000, transmission main for \$425,000, well house and electrical work for \$650,000, and pump and motor costs of \$350,000. It is the staff recommendation to accept the Base Bid from Water Layne Christensen Company, Inc. in the amount of \$769,662.00.



# REMPE-SHARPE

& Associates, Inc.

## Principals

J. Bibby P.E. S.E.  
D. Watson P.E.  
B. Aderman P.E.  
B. Bennett P.E. CFM  
N. Dornfeld P.E.  
L. Vo P.E.  
J. Whitt P.E.

## CONSULTING ENGINEERS

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

February 28, 2018

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

Attn: Steve Bosco

Re: Well No. 8, Contract No. 1 – Drilling  
Bid Opening

File: NA-469A

Dear Mr. Bosco

In accordance with the Advertisement for Bids, the Village of North Aurora opened bids for the Well No. 8, Contract No. 1 - Drilling Project on Wednesday, February 21, 2018. Prior to bidding, the project was advertised in the Daily Herald and the advertisement was sent to 8 qualified contractors.

The project consists of constructing a 29" diameter well with a 26" casing, 30 feet in depth, a 25" diameter well with a 22" casing approximately 675 feet in depth, and a 21" diameter well from 670 feet to approximately 1345 feet in depth, along with well development, yield tests and related work in accordance with the Contract Documents.

Three (3) contractors purchased plans and specifications for the project. Bids were submitted by two (2) contractors. The bids were as follows:

| <u>BIDDER</u>                          | <u>BASE BID</u> | <u>ALT. BID</u> | <u>TOTAL BASE BID<br/>+/- SUPPLEMENT</u> | <u>SUPLMT. BID</u> |
|----------------------------------------|-----------------|-----------------|------------------------------------------|--------------------|
| Layne Christensen Company, Aurora, IL  | \$ 769,662.00   | \$ 0.00         | \$ 769,662.00                            | \$122,775.00       |
| Midwest Well Services, Inc, Waupun, WI | \$ 868,750.00   | \$ 0.00         | \$ 868,750.00                            | \$104,220.00       |
| Engineer's Estimate                    | \$ 771,690.00   | \$- 30,000.00   | \$ 741,690.00                            | \$125,650.00       |

The attached Bid Tabulation gives an itemized cost for all of the bids. The Base Bid is for working during the Village of North Aurora working hours only. The Alternate Bid allows the bidder to work around the clock, 24 hours a day. The supplemental bid items are for installing a liner in the highly fractured Prairie Du Chien dolomite located below the water bearing Glenwood-St. Peter Sandstone. The fractured dolomite seems to have a large water bearing capacity, as the other Village wells open in this formation have great specific capacities and low radium levels. The Engineer has observed 10 similar wells being drilled in the Fox Valley with the liner not being required. However, if a need arises, the Village has a cost for an additional liner.

Village of North Aurora  
Attn: Steve Bosco

Well No. 8, Contract No. 1 - Drilling  
February 28, 2018  
Page 2 of 2

The low bidder, Layne Christensen of Aurora, IL, Base Bid of 769,662.00 was \$2,028.00 lower, or 0.2%, lower than the Engineer's Base Estimate of \$771,690.00. Their Supplemental Bid was \$2,875.00 lower, or 2.2% lower than the Engineer's Estimate of \$125,650.00.

The Engineer has worked with the Contractor, Layne Christensen of Aurora, IL, on similar projects in the past. The contractor performed the work in accordance with the contract documents and completed the projects on time.

The costs are higher than the last well project which opened on December 6, 2017. The low bidder on the previous project, Water Well Solutions did not bid on this project due to their current work load and lack of available equipment. The Engineer spoke with the second low bidder on this project and the previous project, Municipal Well and Pump. When questioned why their cost increased by so much over their previous bid, they stated their equipment was tied up until the summer and they would have to hire a subcontractor to complete the work. The engineer then spoke with the low bidder, Layne Christensen of Aurora, IL., on why their price was so much lower than the previous bid. They stated that equipment was available to start this project with their own crews, along with not having to deal with winter weather conditions. If the Village chooses to reject all bids, there is no guarantee that the prices will be any lower. In fact, if the contractors all have their crews scheduled, the bids could be in higher, as demonstrated by the two bidders on this project bids fluctuating from the last project. Finally, with the proposed tariffs on steel, steel prices could increase by 50%.

Therefore, Rempe-Sharpe and Associates, Inc. recommends that the Village of North Aurora award the Well No. 8, Contract No. 1 - Drilling Project for the Base Bid (Village Working Hours Only), in the amount Seven Hundred Sixty Nine Thousand, Six Hundred Sixty Two Dollars and No Cents (\$769,662.00) to Layne Christensen Company, Aurora, Illinois.


Enclosed, please find three (3) copies of the Notice of Award for the Well No. 8, Contract No. 1 – Drilling project. Upon the Village's approval, please sign and date all three (3) copies of the Notice of Award. Send one signed copy to the Contractor, Layne Christensen of Aurora, IL return one signed copy to Rempe-Sharpe and Associates, Inc., and retain one signed copy for the Village's files. Our office will arrange for a pre-construction meeting with Layne Christensen of Aurora, IL, after the Notice of Award is signed.

If there are any questions, please feel free to contact the undersigned.

Very truly yours,

REMPE-SHARPE AND ASSOCIATES, INC.

BY:



Daniel A. Watson, P.E

Enclosure

C.C. Bill Hannah, Village of North Aurora  
John Laskowski, Village of North Aurora  
Paul Young, Village of North Aurora  
Cindy Torracco, Village of North Aurora  
Mandy Flatt, Village of North Aurora

SDF-6-1 (2)

**BID TABULATION**  
**WELL NO. 8, CONTRACT NO. 1 - DRILLING**  
**VILLAGE OF NORTH AURORA**

2/21/2018

DAW

| 2/21/2018<br>DAW           |                                                |            |       | ENGINEER'S<br>ESTIMATE |                | LAYNE CHRISTENSEN COMPANY<br>AURORA, IL |                | MIDWEST WELL SERVICES INC.<br>WAUPUN, WI |                |
|----------------------------|------------------------------------------------|------------|-------|------------------------|----------------|-----------------------------------------|----------------|------------------------------------------|----------------|
| Item #                     | Item Description                               | Quantity   | Units | Unit Price             | Extended Price | Unit Price                              | Extended Price | Unit Price                               | Extended Price |
| 1                          | Mobilization & Site Cleanup                    | 1          | LS    | \$155,000.00           | \$ 155,000.00  | \$182,530.00                            | \$ 182,530.00  | \$179,900.00                             | \$ 179,900.00  |
| 2                          | Drill 29-inch Hole, (0 ft - 30 ft)             | 30         | LF    | \$320.00               | \$ 9,600.00    | \$352.00                                | \$ 10,560.00   | \$670.00                                 | \$ 20,100.00   |
| 3                          | 26-inch Well Casing - 0.50" Thickness          | 30         | LF    | \$210.00               | \$ 6,300.00    | \$200.00                                | \$ 6,000.00    | \$244.00                                 | \$ 7,320.00    |
| 4                          | Drill 25-inch Hole, (30 ft - 675 ft)           | 645        |       | \$280.00               | \$ 180,600.00  | \$305.00                                | \$ 196,725.00  | \$299.00                                 | \$ 192,855.00  |
| 5                          | 22-inch Well Casing - 0.50" Thickness          | 675        | LF    | \$180.00               | \$ 121,500.00  | \$136.00                                | \$ 91,800.00   | \$162.00                                 | \$ 109,350.00  |
| 6                          | Cement Shoe, 26-inch                           | 1          | EA    | \$2,500.00             | \$ 2,500.00    | \$3,100.00                              | \$ 3,100.00    | \$2,640.00                               | \$ 2,640.00    |
| 7                          | Cement Shoe, 22-inch                           | 1          | EA    | \$2,300.00             | \$ 2,300.00    | \$2,600.00                              | \$ 2,600.00    | \$2,210.00                               | \$ 2,210.00    |
| 8                          | Cement Grout Installation, Surface Casing      | 54         | CF    | \$150.00               | \$ 8,100.00    | \$58.00                                 | \$ 3,132.00    | \$84.00                                  | \$ 4,536.00    |
| 9                          | Cement Grout Installation, Long String Casing  | 550        | CF    | \$46.00                | \$ 25,300.00   | \$32.00                                 | \$ 17,600.00   | \$62.00                                  | \$ 34,100.00   |
| 10                         | Drill 21-inch Hole, (675 ft - 975 ft)          | 300        | LF    | \$240.00               | \$ 72,000.00   | \$248.00                                | \$ 74,400.00   | \$280.00                                 | \$ 84,000.00   |
| 11                         | Drill 21-inch Hole, (975 ft - 1345 ft)         | 370        | LF    | \$240.00               | \$ 88,800.00   | \$230.00                                | \$ 85,100.00   | \$156.00                                 | \$ 57,720.00   |
| 12                         | Furnish, Install, and Remove Test Pump         | 1          | EA    | \$48,000.00            | \$ 48,000.00   | \$47,625.00                             | \$ 47,625.00   | \$126,330.00                             | \$ 126,330.00  |
| 13                         | Test Pumping for Development and Yield Test    | 24         | HRS   | \$380.00               | \$ 9,120.00    | \$420.00                                | \$ 10,080.00   | \$816.00                                 | \$ 19,584.00   |
| 14                         | Television Survey                              | 1345       | LF    | \$2.00                 | \$ 2,690.00    | \$2.00                                  | \$ 2,690.00    | \$3.00                                   | \$ 4,035.00    |
| 15                         | Well Disinfection                              | 1          | LS    | \$3,000.00             | \$ 3,000.00    | \$5,200.00                              | \$ 5,200.00    | \$660.00                                 | \$ 660.00      |
| 16                         | Earth Excavation                               | 190        | CY    | \$65.00                | \$ 12,350.00   | \$38.00                                 | \$ 7,220.00    | \$28.00                                  | \$ 5,320.00    |
| 17                         | Porous Granular Embankment Subbase, 12"        | 110        | CY    | \$85.00                | \$ 9,350.00    | \$44.00                                 | \$ 4,840.00    | \$75.00                                  | \$ 8,250.00    |
| 18                         | Aggregate Access Road (CA-6), 8"               | 80         | TN    | \$60.00                | \$ 4,800.00    | \$36.00                                 | \$ 2,880.00    | \$31.00                                  | \$ 2,480.00    |
| 19                         | Geotechnical Fabric, 8 oz                      | 240        | SY    | \$12.00                | \$ 2,880.00    | \$2.00                                  | \$ 480.00      | \$4.00                                   | \$ 960.00      |
| 20                         | Silt Fence w/Construction Fence                | 400        | LF    | \$12.00                | \$ 4,800.00    | \$16.00                                 | \$ 6,400.00    | \$4.00                                   | \$ 1,600.00    |
| 21                         | Seeding, Class 0                               | 300        | SY    | \$9.00                 | \$ 2,700.00    | \$29.00                                 | \$ 8,700.00    | \$16.00                                  | \$ 4,800.00    |
|                            | SUBTOTAL                                       |            |       | \$ 771,690.00          |                | \$ 769,662.00                           |                | \$ 868,750.00                            |                |
| ALTERNATE BID              |                                                |            |       |                        |                |                                         |                |                                          |                |
| A1                         | Working 24 Hours-a-Day                         | ADD/DEDUCT |       | \$ (30,000.00)         |                |                                         |                |                                          |                |
| TOTAL BASE / ALTERNATE BID |                                                |            |       | \$ 741,690.00          |                | \$ 769,662.00                           |                | \$ 868,750.00                            |                |
| SUPPLEMENTAL BID ITEMS     |                                                |            |       |                        |                |                                         |                |                                          |                |
| Item #                     | Item Description                               | Quantity   | Units | Unit Price             | Extended Price | Unit Price                              | Extended Price | Unit Price                               | Extended Price |
| S1                         | 18-inch Well Casing - Stainless Steel - 0.375" | 100        | LF    | \$280.00               | \$ 28,000.00   | \$228.00                                | \$ 22,800.00   | \$168.00                                 | \$ 16,800.00   |
| S2                         | Drill 17-1/4"-Inch Hole (880' - 1345')         | 465        | LF    | \$210.00               | \$ 97,650.00   | \$215.00                                | \$ 99,975.00   | \$188.00                                 | \$ 87,420.00   |
|                            | SUBTOTAL                                       |            |       | \$ 125,650.00          |                | \$ 122,775.00                           |                | \$ 104,220.00                            |                |

## NOTICE OF AWARD

March 19, 2018

TO: LAYNE CHRISTENSEN COMPANYADDRESS: 721 W. ILLINOIS AVENUEAURORA, IL 60506630-897-6941PROJECT: WELL NO. 8, CONTRACT NO. 1 - DRILLING

The proposed work for the Well No. 8 Facilities, Contract No. 1 - Well Drilling, consists of constructing a 29" diameter well with a 26" casing, 30 feet in depth, a 25" diameter well with a 22" casing approximately 675 feet in depth, and a 21" diameter well from 670 feet to approximately 1345 feet in depth, along with well development, yield tests and related work in accordance with the Contract Documents.

You are notified that your Bid dated February 21, 2018, for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract for the WELL NO 8, CONTRACT NO. 1 – DRILLING.

The Contract Price of your contract is Seven Hundred and Sixty-Nine Thousand, Six Hundred Sixty-Two Dollars and 00 cents (\$769,662.00).

Four (4) copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

You must comply with the following conditions precedent within ten days of the date of this Notice of Award.

1. You must deliver to the OWNER four (4) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (Bonds) as specified in the Instructions to Bidders (paragraph 17), General Conditions (paragraph 5.1) and Supplementary Conditions (paragraph SC-5.1).

3. (List other conditions precedent).

NONE

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, to annul this Notice of Award and to declare your bid security forfeited.

Within ten days after you comply with these conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

VILLAGE OF NORTH AURORA

By:

(AUTHORIZED SIGNATURE)

(TITLE)

# Memorandum



To: Dale Berman, Village President & Board of Trustees  
Cc: Steven Bosco, Village Administrator  
From: John Laskowski, Public Works Director  
Date: February 28, 2018  
Re: Award of Bid for Lawn Mowing and Landscape Maintenance

This year the Village of North Aurora revised its specifications for the lawn mowing and landscape maintenance program to combine the Special Service Areas (SSA) and publicly owned properties into one contract. Traditionally the two project areas were let in separate contracts. The SSA contract addressed common areas in subdivisions that are not maintained by Homeowners' Associations. These include boulevards, detention ponds, and subdivision signs. The areas in the public owned properties include public parks and facilities like Riverfront Park and Village Hall.

The project was advertised on the website and in the newspaper beginning January 23, 2018 and a mandatory pre-bid meeting was held on February 20, 2018 that was attended by 13 companies. On February 27, the Village received 7 bids for Lawn Mowing and Landscape Maintenance contract. Table 1 below illustrates the results of the bid opening.

**Table 1. Bid Results (Continued on Page 2)**

|                                       | <b>Acres Group,<br/>610 W. Liberty St.<br/>P.O. Box 448<br/>Waucanda, IL 60084</b> | <b>Local Lawn Care &amp;<br/>Landscaping,<br/>10 S 112 Schoger Dr.<br/>Naperville, IL 60564</b> | <b>Beary Landscape<br/>Management,<br/>15001 W. 159th Street,<br/>Lockport, IL 60491</b> |
|---------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Sub-Total Cost SSA 4</b>           | \$7,448.00                                                                         | \$6,312.00                                                                                      | \$7,000.00                                                                               |
| <b>Sub-Total Cost SSA 8</b>           | \$3,999.00                                                                         | \$2,808.00                                                                                      | \$3,900.00                                                                               |
| <b>Sub-Total Cost SSA 9</b>           | \$1,949.00                                                                         | \$1,342.00                                                                                      | \$2,000.00                                                                               |
| <b>Sub-Total Cost SSA 11</b>          | \$930.00                                                                           | \$670.00                                                                                        | \$700.00                                                                                 |
| <b>Sub-Total Cost Public Property</b> | \$26,030.00                                                                        | \$29,507.00                                                                                     | \$37,600.00                                                                              |
| <b>GRAND TOTAL COST</b>               | <b>\$40,356.00</b>                                                                 | <b>\$40,639.00</b>                                                                              | <b>\$51,200.00</b>                                                                       |

**Table 1. Bid Results (Continued)**

|                                       | <b>Americana<br/>Landscape<br/>Group, Inc<br/>P.O. Box 63<br/>Elgin, IL 60121</b> | <b>JAS Lawn Service<br/>128 Elm Avenue,<br/>North Aurora, IL<br/>60542</b> | <b>Cox Landscaping<br/>204 Park Street<br/>Yorkville, IL 60560</b> | <b>Tri-County Excavation &amp;<br/>Construction Inc.,<br/>471 NE Industrial Drive<br/>Aurora, IL 60505</b> |
|---------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Sub-Total Cost SSA 4</b>           | \$6,420.00                                                                        | \$9,176.00                                                                 | \$4,975.00                                                         | \$18,368.00                                                                                                |
| <b>Sub-Total Cost SSA 8</b>           | \$3,420.00                                                                        | \$4,939.25                                                                 | \$2,420.00                                                         | \$10,302.00                                                                                                |
| <b>Sub-Total Cost SSA 9</b>           | \$1,680.00                                                                        | \$2,500.10                                                                 | \$1,120.00                                                         | \$3,863.00                                                                                                 |
| <b>Sub-Total Cost SSA 11</b>          | \$720.00                                                                          | \$610.65                                                                   | \$510.00                                                           | \$130.00                                                                                                   |
| <b>Sub-Total Cost Public Property</b> | \$42,464.00                                                                       | \$37,902.00                                                                | \$54,500.00                                                        | \$53,865.00                                                                                                |
| <b>GRAND TOTAL COST</b>               | <b>\$54,704.00</b>                                                                | <b>\$55,128.00</b>                                                         | <b>\$63,525.00</b>                                                 | <b>\$86,528.00</b>                                                                                         |

In fiscal year 2017-2018, Lawn Mowing and Landscape Maintenance was budgeted at \$45,000 for public grounds from the General Fund and \$8,850 from the SSA. Acres Group located in Wauconda, IL provided the low bid in the amount of \$40,356 (\$26,030 for public grounds and \$14,236 SSA). Acres Group has had a former relationship with the Village of North Aurora through its Tree Planting Program. Acres won the competitively bid contracts in 2015, 2016 and 2017 and planted the trees with successful results. Staff has checked the references provided by Acres for lawn mowing and landscape maintenance services. References from the Village of Crystal Lake and Chesterfield Subdivision in North Aurora has indicated that Acres has done a satisfactory job in completing these services noting they were very responsive. It is the staff recommendation to award Acres Group, Inc the contract for the Lawn Mowing and Landscape Maintenance in the amount of **\$40,356.00**.