



**NORTH AURORA VILLAGE BOARD MEETING
MONDAY, JANUARY 21, 2019 – 7:00 p.m.
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

AGENDA

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

ROLL CALL

AUDIENCE COMMENTS

TRUSTEE COMMENTS

CONSENT AGENDA

1. Village Board Minutes dated 1/7/2019
2. Travel and Expenses for Business Purposes in the amount of \$55.00
3. Bills List dated 1/21/2019 in the Amount of \$332,613.96

NEW BUSINESS

1. Approval of a Resolution to Approve an Amendment to the Village's Purchasing Policy
2. Approval of an Ordinance Amending Section 3.40.010 of the North Aurora Code Establishing the Threshold at which Contracts must be Bid and Let To The Lowest Responsible Bidder
3. Approval of a Resolution to Approve an Amendment to the Village's Budgetary, Fiscal and Fund Balance Policies
4. Approval of a Resolution Authorizing the Entering into of a Contract For The Purchase of Electricity from the Lowest Cost Electricity Provider for a One, Two, or Three Year Term for Water Wells and Treatment Plants Through the NIMEC Bid Process
5. Approval of a One-year Maintenance Agreement for Town Centre Wetlands with Hey and Associates, Inc. in the Amount of \$19,900
6. Approval of a Resolution to Perform Work in the State Right-of-Way

OLD BUSINESS

VILLAGE PRESIDENT

COMMITTEE REPORTS

TRUSTEES' COMMENTS

ADMINISTRATOR'S REPORT

ATTORNEY'S REPORT

VILLAGE DEPARTMENT REPORTS

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

EXECUTIVE SESSION

ADJOURN

Initials SB

**VILLAGE OF NORTH AURORA
VILLAGE BOARD MEETING MINUTES
JANUARY 7, 2019**

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 Carroll, Trustee Mark Guethle, Village Clerk Lori Murray. Not in attendance: Trustee Tao Martinez.

Staff in attendance: Village Administrator Steve Bosco, Finance Director Bill Hannah, Public Works Director John Laskowski, Police Chief David Fisher, Village Attorney Kevin Drendel.

AUDIENCE COMMENTS - None

TRUSTEE COMMENTS - None

CONSENT AGENDA

1. Village Board Minutes dated 12/17/2018; Committee of the Whole Minutes dated 12/17/2018
2. Interim Bills List dated 12/26/2018 in the Amount of \$35,726.22
3. Bills List dated 1/7/2019 in the Amount of \$23,0887.65

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call**

Vote: Trustee Guethle – yes, Trustee Lowery – yes, Trustee Carroll – yes, Trustee Curtis – yes, Trustee Gaffino – yes. **Motion approved (5-0).**

NEW BUSINESS

1. **Approval of the Purchase of 54 LED lights from Electrical Resource Management in the Amount of \$11,970.00**

Motion for approval made by Trustee Guethle and seconded by Trustee Gaffino. **Roll Call**

Vote: Trustee Guethle – yes, Trustee Carroll – yes, Trustee Curtis – yes, Trustee Lowery – yes, Trustee Gaffino – yes. **Motion approved (5-0).**

OLD BUSINESS - None

VILLAGE PRESIDENT

Appointment of the following people to serve a two-year term on the Citizen Corps Council:

- *Mark Gaffino, Council Chair
- *David Fisher, Council Vice-Chair
- *Scott Buziecki, Cert Coordinator
- *Doug Botkin
- *Jeff Wong
- *Jesse Siebold
- *Mike Klemencic

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

COMMITTEE REPORTS - None

TRUSTEES' COMMENTS - None

ADMINISTRATOR'S REPORT

Village Administrator Steve Bosco reported that he has been in contact with Mueller and Mueller regarding the silo project. They are starting the document phase where they do the actual design. The lighting consultants are ordering the light fixtures and will do a mock up in 4 – 6 weeks. The FAA process will begin to determine if the lighting on top of the silo will be acceptable.

ATTORNEY'S REPORT - None

VILLAGE DEPARTMENT REPORTS

1. Finance - None
2. Community Development - None
3. Police - None
4. Public Works - None

EXECUTIVE SESSION – None

ADJOURNMENT

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

Respectfully Submitted,

Lori J. Murray
Village Clerk

7/21/2019 Village Board Meeting

Travel and Expenses for Business Purposes

NAME	EVENT	DATE	EXPENSE or REIMBURSEMENT	AMOUNT
Dale Berman	Metro West Legislative Breakfast	1/23/2019	Expense	\$ 20.00
Dale Berman	Metro West Board Meeting	1/24/2019	Expense	\$ 35.00
			TOTAL	\$ 55.00



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>LEGISLATIVE BREAKFAST</u>	
Position: <u>VILLAGE PRESIDENT</u>		Purpose: <u>METRO WEST</u>	
Date From: <u>1/23/19</u>	Date To: <u>1/23/19</u>	Method of Travel:	
Destination: <u>WAUBONSEE COMMUNITY</u>		Zip Code:	
Department: <u>Vlg-Board COLLEGE</u>		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>20.00</u>	<u>20.00</u>		
Meal & Tips / Gratuities				
Miscellaneous				
Describe Miscellaneous:				
TOTAL EXPENSES	<u>20.00</u>	<u>20.00</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: Dale Berman et Date: 1-10-19

Immediate Supv: _____ Date: _____

Executive Asst.: Cindy Torrao Date: 1-10-19

Actual Expense Approval

Employee: _____ Date: _____

Dept. Head: _____ Date: _____

Executive Asst.: _____ Date: _____

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

Village Board Roll Call Vote Approval, if necessary: ☐ YEA ☐ NAY Date: _____

Invoice

Date	Invoice #
1/17/2019	3718

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

[illegible]



2019 LEGISLATIVE BREAKFAST INVITATION

Please join us for this opportunity to speak with local legislators about legislative issues and the broader challenges facing the State of Illinois in the upcoming legislative session.

Wednesday, January 23, 2019

Waubonsee Community College
Academic and Professional Center
Sugar Grove, IL

7:30 a.m. Registration and Buffet Breakfast
8:00 a.m. Discussion with Legislators
9:30 a.m. Adjournment

Route 47 to stop light at College Drive (North Entrance). Turn in to the campus and turn right at the first intersection. The Academic and Professional Center building will be on your right. There is parking on both sides of the building.

Please return reservation form by Thursday, January 16, 2019

Via email to metrowest1565@sbcglobal.net or fax to 630-859-1336

Name: Dale Berman Title: VILLAGE PRESIDENT

Name: _____ Title: _____

Name: _____ Title: _____

Company/Unit of Gov't.: VILLAGE OF NORTH AURORA

Address: 25 E. STATE City & Zip: NORTH AURORA
IL

Phone: 630-897-8228 Email: _____

Members/Business Partners: \$20.00

Non-Members: \$25.00

Please call 630-859-1331 to make a payment via credit card and make checks payable to:

Metro West Council of Government
5 East Downer Place – Suite E, Aurora IL 60506

(No shows and cancellations after January 16th will be billed in full.)



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: <u>Board Meeting</u>	
Date From: <u>1/24/19</u>	Date To: <u>1/24/19</u>	Method of Travel:	
Destination: <u>ST. CHARLES</u>		Zip Code:	
Department: <u>VILLAGE BOARD</u>		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 Dale Berman</u>	Date	<u>1-7-19</u>
Immediate Supv:		Date	
Executive Asst.:	<u>Cindy Torracco</u>	Date	<u>1-7-19</u>
Actual Expense Approval			
Employee		Date	
Dept. Head:		Date	
Executive Asst.:		Date	

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

Village Board Roll Call Vote Approval, if necessary: ☐ YEA ☐ NAY Date _____

Accounts Payable

To Be Paid Proof List

User: Ablaser
Printed: 01/17/2019 - 1:36PM
Batch: 00502.01.2019



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
1st Ayd Corporation						
039020						
PD Custodial Supplies	451.50	01-445-4421	Custodial Supplies	PSI231135	10/29/2018	01/21/2019
Total:	451.50	*Vendor Total				
Accela, Inc. #774375						
034670						
Web Payments/Oct 2018	46.00	60-445-4510	Equipment/IT Maint	INV-ACC426	10/31/2018	01/21/2019
Web Payments/Dec 2018	930.00	60-445-4510	Equipment/IT Maint	INV-ACC434	12/31/2018	01/21/2019
Total:	976.00	*Vendor Total				
Ace Hardware						
000030						
Silicone Fastners	15.69	01-445-4510	Equipment/IT Maint	12312018	12/31/2018	01/21/2019
Sponges, Trash Bags	23.96	01-445-4521	Mosquito Control	12312018-02	12/31/2018	01/21/2019
Total:	39.65	*Vendor Total				
Aflac						
030540						
AFLAC- Jan 2019	225.58	01-000-2053	AFLAC	828608	12/29/2018	01/21/2019
Total:	225.58	*Vendor Total				
Allhis Ventures I, LLC						
467782						
Wellness Screening Evat	1,580.00	01-430-4799	Misc.	EHS2018427	1/11/2019	01/21/2019
Total:	1,580.00	*Vendor Total				
Anderson Pest Solutions						
019770						
VH Pest Control	127.03	01-445-4520	Public Buildings Rpr & Mtce	5033130	1/1/2019	01/21/2019
PD Pest Control	91.00	01-445-4520	Public Buildings Rpr & Mtce	5034049	1/1/2019	01/21/2019
TP Pest Control	85.00	60-445-4567	Treatment Plant Repair/Maint	5034411	1/1/2019	01/21/2019
Well #5 Pest Control	40.00	60-445-4565	Water Well Rpr & Mtce	5036213	1/1/2019	01/21/2019
Total:	343.03	*Vendor Total				
ASCAP						
041230						
Music License Fee 2019	357.00	15-430-4751	North Aurora Days Expenses	12302018	12/20/2018	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	357.00	*Vendor Total				
AT Armor						
467774						
Armor Plates(2)	808.74	01-440-4383	Firearm Training	0119	11/18/2018	01/21/2019
<hr/>						
Total:	808.74	*Vendor Total				
Aurora Area Convention						
003770						
NA Lodging Tax/Aug 2018	501.89	15-430-4752	90% Tourism Council	01072018	1/7/2019	01/21/2019
NA Lodging Tax/July 2018	403.75	15-430-4752	90% Tourism Council	01072018	1/7/2019	01/21/2019
NA Lodging Tax/Sept 2018	1,160.67	15-430-4752	90% Tourism Council	01072018	1/7/2019	01/21/2019
<hr/>						
Total:	2,066.31	*Vendor Total				
BMI						
044400						
NA Days License Fee 2019	358.00	15-430-4751	North Aurora Days Expenses	33734591	1/2/2019	01/21/2019
<hr/>						
Total:	358.00	*Vendor Total				
Bradley Brown						
032900						
Police Pension Board Meeting	50.00	01-410-4015	Pension Board-Mtgs Per Diem	01152019	1/15/2019	01/21/2019
<hr/>						
Total:	50.00	*Vendor Total				
Brian Reid						
041970						
Police Commission Board Meeting	50.00	01-439-4015	Police Csn Mtgs-per Diem	09122018	1/10/2019	01/21/2019
Police Commission Board Meeting	50.00	01-439-4015	Police Csn Mtgs-per Diem	12112018	1/10/2019	01/21/2019
<hr/>						
Total:	100.00	*Vendor Total				
C & R Specialists						
008640						
Window Motor/Truck #190	309.86	60-445-4511	Vehicle Repair and Maint	01142019	1/14/2019	01/21/2019
<hr/>						
Total:	309.86	*Vendor Total				
Call One						
043480						
25 E. State Street Lines	191.33	01-430-4651	Telephone	01152019-01	1/15/2020	01/21/2019
25 E. State Street Lines	191.33	01-441-4651	Telephone	01152019-02	1/15/2020	01/21/2019
25 E. State Street Lines	191.34	01-445-4651	Telephone	01152019-03	1/15/2020	01/21/2019
25 E. State Street Lines	191.34	60-445-4651	Telephone	01152019-04	1/15/2020	01/21/2019
314 Butterfield Lines	89.98	01-445-4651	Telephone	01152019-05	1/15/2020	01/21/2019
316 Butterfield Lines	48.53	60-445-4651	Telephone	01152019-06	1/15/2020	01/21/2019
PRI Village Hall/Police Dept	288.41	01-440-4652	Communications	01152019-07	1/15/2020	01/21/2019
PRI Village Hall/Police Dept	288.41	01-430-4652	Communications	01152019-08	1/15/2020	01/21/2019
PRI Village Hall/Police Dept	1,410.23	01-440-4651	Telephone	01152019-09	1/15/2020	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<hr/>						
Total:	2,890.90	*Vendor Total				
Canon Solutions America, Inc.						
034960						
Copier Maint- 11/1 thru 11/29	204.07	01-440-4510	Equipment/IT Maint	4027771994	12/31/2018	01/21/2019
Total:	204.07	*Vendor Total				
Cargill, Inc.						
039780						
Road Salt	2,841.73	10-445-4439	Salt	2904490159	12/17/2018	01/21/2019
Road Salt	4,224.56	10-445-4439	Salt	2904492202	12/18/2018	01/21/2019
Total:	7,066.29	*Vendor Total				
CCMSI						
052060						
Reimb For Duplicate Pymnt- Claim 18050F713	3,155.51	14-385-3864	Insurance Claim Reimbursement	01072018	1/7/2019	01/21/2019
Total:	3,155.51	*Vendor Total				
Christopher Potter						
467780						
Water Credit Refund	15.74	60-320-3340	Water Collections	01152019-01	1/15/2019	01/21/2019
Sewer Maint Credit Refund	0.44	18-320-3350	Sewer Collection	01152019-02	1/15/2019	01/21/2019
Total:	16.18	*Vendor Total				
City of Aurora						
027870						
New Construction Samples- Lincoln Valley	63.00	90-000-E232	DR Horton - FV Golf Course	200941	1/7/2019	01/21/2019
Total:	63.00	*Vendor Total				
Coffman Truck Sales, Inc.						
000320						
Safety Test/Truck #175	21.50	01-445-4511	Vehicle Repair and Maint	1001269707	12/17/2018	01/21/2019
Total:	21.50	*Vendor Total				
Comcast Cable						
040740						
VH Internet/Jan 2019	181.46	01-445-4651	Telephone	87712006100	12/20/2018	01/21/2019
Total:	181.46	*Vendor Total				
Commercial Tire Services, Inc.						
038680						
Flat Tire Repair	26.50	01-445-4511	Vehicle Repair and Maint	3330021088	1/2/2019	01/21/2019
Total:	26.50	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Commonwealth Edison						
000330						
Streetlights/Butterfield & Laurel	5.33	10-445-4660	Street Lighting and Poles	0445305000	8/8/2018	01/21/2019
Streetlights/355 Moorfield Ave	10.18	10-445-4660	Street Lighting and Poles	0795092063	12/17/2018	01/21/2019
Streetlights/1197 Comiskay Ave	10.18	10-445-4660	Street Lighting and Poles	0903075187	12/17/2018	01/21/2019
Streetlights/1193 Comiskay Ave	10.18	10-445-4660	Street Lighting and Poles	1743032047	12/17/2018	01/21/2019
Total:	35.87	*Vendor Total				
Constellation NewEnergy, Inc.						
034130						
Street Lights	3,522.41	10-445-4660	Street Lighting and Poles	13641150701	12/19/2018	01/21/2019
Street Lights/211 River Rd	2,271.50	10-445-4660	Street Lighting and Poles	13660443501	12/20/2018	01/21/2019
Total:	5,793.91	*Vendor Total				
Critical Reach						
030570						
Annual Member Fee/PD	285.00	01-440-4390	Dues & Meetings	19-357	12/7/2018	01/21/2019
Total:	285.00	*Vendor Total				
D&A Powertrain Components, INC						
467649						
Hose & Assembly	52.62	01-445-4511	Vehicle Repair and Maint	224172	11/26/2018	01/21/2019
Hose & Assembly	21.69	01-445-4511	Vehicle Repair and Maint	224401	12/18/2018	01/21/2019
Couplers	86.04	01-445-4511	Vehicle Repair and Maint	224449	12/26/2018	01/21/2019
M-Hex Pipe Nipple	4.90	01-445-4511	Vehicle Repair and Maint	224457	12/27/2018	01/21/2019
Total:	165.25	*Vendor Total				
Don Mc Cue Chevrolet						
032700						
Squad Repair	629.06	01-440-4511	Vehicle Repair and Maint	411741CVW	12/17/2018	01/21/2019
Squad Repair	39.20	01-440-4511	Vehicle Repair and Maint	411809CVW	12/19/2018	01/21/2019
Total:	668.26	*Vendor Total				
Dreisilker Electric Motors						
467749						
VFD Coding Fans For Wells (2)	1,575.37	60-445-4565	Water Well Rpr & Mtce	I108934	12/28/2018	01/21/2019
Total:	1,575.37	*Vendor Total				
Drendel & Jansons Law Group						
028580						
Legal Services/Liquor	187.00	01-430-4260	Legal	03916	12/31/2018	01/21/2019
Legal Services/PD	2,074.00	01-440-4260	Legal	03917	12/31/2018	01/21/2019
Legal Services/PW	799.00	01-445-4260	Legal	03918	12/31/2018	01/21/2019
Total:	3,060.00	*Vendor Total				
Dun Rite Enterprises						
000430						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
VH Window Cleaning/Dec 2019	450.00	01-445-4520	Public Buildings Rpr & Mtce	4867	12/14/2018	01/21/2019
Total:	450.00	*Vendor Total				
Dustcatchers & Logo Mat, Inc.						
023610						
PW Rug & Towel Cleaning	32.93	01-445-4520	Public Buildings Rpr & Mtce	56671	12/26/2018	01/21/2019
Total:	32.93	*Vendor Total				
Dynegy Energy Services						
048750						
Well #7 12/7 - 1/9	5,764.63	60-445-4662	Utility	146531119011	1/14/2019	01/21/2019
Well #4 12/6 - 1/8	9,804.77	60-445-4662	Utility	146531119011	1/14/2019	01/21/2019
Well #5 12/7 - 1/9	9,914.01	60-445-4662	Utility	146531119011	1/14/2019	01/21/2019
Well #3 12/6 - 1/8	225.38	60-445-4662	Utility	146531119011	1/14/2019	01/21/2019
Well #6 12/4 - 1/6	4,845.74	60-445-4662	Utility	146531119011	1/14/2019	01/21/2019
Total:	30,554.53	*Vendor Total				
Elisa L. Hatchett						
051830						
Police Commission Board Meeting	50.00	01-439-4015	Police Csn Mtgs-per Diem	09122018	1/10/2019	01/21/2019
Police Commission Board Meeting	50.00	01-439-4015	Police Csn Mtgs-per Diem	12112018	1/10/2019	01/21/2019
Total:	100.00	*Vendor Total				
Feece Oil						
031060						
Oil	1,141.25	01-445-4440	Gas & Oil	1784451	12/5/2018	01/21/2019
Mid-Grade Fuel	2,889.03	71-000-1340	Gas/Diesel Escrow	3583784	11/13/2018	01/21/2019
Diesel Fuel	1,499.85	71-000-1340	Gas/Diesel Escrow	3583785	1/9/2019	01/21/2019
Diesel Fuel	1,799.23	71-000-1340	Gas/Diesel Escrow	3586654	11/23/2018	01/21/2019
Mid-Grade Fuel	1,743.13	71-000-1340	Gas/Diesel Escrow	3587932	11/30/2018	01/21/2019
Diseal Fuel	1,146.21	71-000-1340	Gas/Diesel Escrow	3587933	11/30/2018	01/21/2019
Mid-Grade Fuel	1,842.00	71-000-1340	Gas/Diesel Escrow	3592935	12/21/2018	01/21/2019
Mid-Grade Fuel	2,068.68	71-000-1340	Gas/Diesel Escrow	3594422	1/4/2019	01/21/2019
Diesel Fuel	1,261.65	71-000-1340	Gas/Diesel Escrow	3594423	1/4/2019	01/21/2019
Total:	15,391.03	*Vendor Total				
Fifth Third Bank						
028450						
Nuts, Bolt, Threadlock/Home Depot	7.65	01-430-4411	Office Expenses	DA122018-01	11/28/2018	01/21/2019
Phone Case(Arndt, Laskowski)/Amazon	34.09	01-430-4652	Communications	DA122018-02	12/9/2018	01/21/2019
DVD- Police/Amazon	106.10	01-430-4420	IT Supplies	DA122018-03	12/18/2018	01/21/2019
Phone Case (Foltz)/Amazon	16.99	01-430-4420	IT Supplies	DA122018-04	12/20/2018	01/21/2019
Office Supplies/Office Depot	583.35	01-440-4411	Office Expenses	DC122018-01	12/10/2018	01/21/2019
Workout Room Equipment/Rogue Fitness	115.35	01-440-4870	Equipment	DF122018-01	12/17/2018	01/21/2019
Cookies For Santa Event/Walmart	96.70	01-440-4498	Community Service	JD122018-01	11/30/2018	01/21/2019
Investigation Tool/Lexis Nexis	50.00	01-440-4555	Investigations	JD122018-02	12/3/2018	01/21/2019
Too Good For Drugs Material/Mendez Fdn	803.42	01-440-4498	Community Service	JD122018-03	12/4/2018	01/21/2019
Shipping/UPS	58.64	01-440-4505	Postage	JG122018-01	12/13/2018	01/21/2019
Ice, Water, Gatorade/Schnucks	34.42	01-445-4799	Misc. Expenditures	JL122018-01	12/12/2018	01/21/2019
Pizza For PW Training/Papa Saverio	80.14	01-445-4799	Misc. Expenditures	JL122018-02	12/12/2018	01/21/2019
ASCE Membership Renewal/Amer Soc Civ En	310.00	01-445-4390	Dues & Meetings	JL122018-03	12/12/2018	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Donuts For PW Training/Harners Bakery	19.23	01-445-4799	Misc. Expenditures	JL122018-04	12/13/2018	01/21/2019
Heater Motor For Truck/DCM Manufacturing	67.20	01-445-4511	Vehicle Repair and Maint	JL122018-05	12/17/2018	01/21/2019
Training (Norris)/PoliceOne-Axon "Taser"	325.00	01-440-4380	Training	MQ122018-0	11/26/2018	01/21/2019
Holster Belt Replacement/Tactical Gear	84.44	01-440-4383	Firearm Training	MQ122018-0	12/3/2018	01/21/2019
Pads For AED/AED Superstore	239.40	01-440-4870	Equipment	MQ122018-0	12/3/2018	01/21/2019
Battery Tender & Casters/Denis Kirk	193.91	01-440-4511	Vehicle Repair and Maint	MQ122018-0	12/8/2018	01/21/2019
Shipping For Return/USPS	12.15	01-440-4505	Postage	MQ122018-0	12/19/2018	01/21/2019
AED Battery/AED Superstore	539.10	01-440-4870	Equipment	MQ122018-0	12/18/2018	01/21/2019
Gift Card For Door Prize/Turf Room	25.00	01-441-4799	Misc. Expenditures	MT122018-01	12/6/2018	01/21/2019
Code Book/International Code Council	135.00	01-441-4411	Office Expenses	MT122018-02	12/15/2018	01/21/2019
Annual Membership Renewal (Buziecki)/IESM	65.00	01-440-4390	Dues & Meetings	SZB122018-0	11/29/2018	01/21/2019
Annual Conference Registration (McCoy)/ILEA	100.00	01-440-4390	Dues & Meetings	SZB122018-0	12/13/2018	01/21/2019
IPhone Charge Cord Replacement/ATT Spring	12.90	01-440-4510	Equipment/IT Maint	SZB122018-0	12/22/2018	01/21/2019
Metro Meeting/IGFOA	30.00	01-430-4390	Dues & Meetings	WH122018-0	11/26/2018	01/21/2019
GATA Training/IGFOA	75.00	01-430-4380	Training & Testing	WH122018-0	12/14/2018	01/21/2019
GATA Training/IGFOA	75.00	01-430-4380	Training & Testing	WH122018-0	12/14/2018	01/21/2019
Dues (Hannah/Flatt)/IGFOA	350.00	01-430-4390	Dues & Meetings	WH122018-0	12/20/2018	01/21/2019
Total:	4,645.18	*Vendor Total				

FOX METRO

045480

VH Sewer Bill	62.40	01-445-4662	Utility	1214-01170	12/17/2018	01/21/2019
PW Sewer Bill	37.44	01-445-4662	Utility	1214-05993	12/17/2018	01/21/2019
PD Sewer Bill	62.40	01-445-4662	Utility	1214-06545	12/17/2018	01/21/2019

Total: 162.24 ***Vendor Total**

Fox Valley Tree Service, Inc.

024480

Tree Removal From Storm	4,100.00	01-445-4532	Tree Service	NAU044	12/20/2018	01/21/2019
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Total: 4,100.00 ***Vendor Total**

Frost Electric Company, Inc.

021540

Street Light Repair/705 Augustana	817.50	10-445-4661	Street Light Repair/Maint	1687	12/20/2018	01/21/2019
Street Light Repair/2934 Hampton Ave	780.00	10-445-4661	Street Light Repair/Maint	7686	12/20/2018	01/21/2019

Total: 1,597.50 ***Vendor Total**

Gerald Ford

467768

Starter Motor	601.08	01-440-4511	Vehicle Repair and Maint	6001601	11/14/2018	01/21/2019
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Total: 601.08 ***Vendor Total**

Hi Lite Electric, Inc.

043170

Business Registration Refund	50.00	01-310-3125	Business Registration	01082018	1/8/2019	01/21/2019
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Total: 50.00 ***Vendor Total**

Holloway, Adrian

467671

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Water Credit Refund	193.45	60-320-3340	Water Collections	01112018-01	1/11/2019	01/21/2019
Sewer Maint Credit Refund	12.90	18-320-3350	Sewer Collection	01112018-02	1/11/2019	01/21/2019
Total:	206.35	*Vendor Total				
ILLCO Inc.						
040110						
WTP PVC Parts	72.17	60-445-4567	Treatment Plant Repair/Maint	1346871	12/19/2018	01/21/2019
WTP PVC Parts	11.46	60-445-4567	Treatment Plant Repair/Maint	1347151	12/27/2018	01/21/2019
WTP PVC Parts	4.24	60-445-4567	Treatment Plant Repair/Maint	1347152	12/27/2018	01/21/2019
WTP PVC Parts	33.29	60-445-4567	Treatment Plant Repair/Maint	1347153	12/27/2018	01/21/2019
WTP Parts	12.81	60-445-4567	Treatment Plant Repair/Maint	1347201	12/28/2018	01/21/2019
Total:	133.97	*Vendor Total				
Interactive Building Solutions, LLC						
050600						
HVAC RTU 4 Repair@ PD	3,018.50	01-445-4520	Public Buildings Rpr & Mtce	106156	1/15/2019	01/21/2019
Total:	3,018.50	*Vendor Total				
Intergovernmental Personnel Benefit Cooperative						
467637						
Health Insurance-Jan2019/PD	36,514.43	01-440-4130	Health Insurance	012019-01	1/17/2019	01/21/2019
Health Insurance-Jan2019/Admin	7,681.95	01-430-4130	Health Insurance	012019-02	1/17/2019	01/21/2019
Health Insurance-Jan2019/CommDev	2,175.47	01-441-4130	Health Insurance	012019-03	1/17/2019	01/21/2019
Health Insurance-Jan2019/PW	10,669.33	01-445-4130	Health Insurance	012019-04	1/17/2019	01/21/2019
Health Insurance-Jan2019/Water	7,057.76	60-445-4130	Health Insurance	012019-05	1/17/2019	01/21/2019
Health Insurance-Jan2019/Retirees	1,226.93	01-000-2055	Payroll Deductions	012019-06	1/17/2019	01/21/2019
Health Insurance-Jan2019/Police Pension	2,093.98	01-000-2055	Payroll Deductions	012019-07	1/17/2019	01/21/2019
Health Insurance-Jan2019/Cobra	1,004.92	01-000-2055	Payroll Deductions	012019-08	1/17/2019	01/21/2019
Life Insurance-Jan2019/Police	96.41	01-440-4135	Life Insurance	012019-09	1/17/2019	01/21/2019
Life Insurance-Jan2019/PW	31.10	01-445-4135	Life Insurance	012019-10	1/17/2019	01/21/2019
Life Insurance-Jan2019/Admin	18.66	01-430-4135	Life Insurance	012019-11	1/17/2019	01/21/2019
Life Insurance-Jan2019/CommDev	11.47	01-441-4135	Life Insurance	012019-12	1/17/2019	01/21/2019
Life Insurance-Jan2019/Water	15.55	60-445-4135	Life Insurance	012019-13	1/17/2019	01/21/2019
Voluntary Life-Jan2019	323.73	01-000-2052	Voluntary Life Insurance	012019-14	1/17/2019	01/21/2019
Total:	68,921.69	*Vendor Total				
Interstate Billing Service, Inc.						
049760						
Oil Pan Kit	755.00	01-445-4511	Vehicle Repair and Maint	3013193966	12/19/2018	01/21/2019
Visor Clips(10)	26.90	01-445-4511	Vehicle Repair and Maint	3013222335	12/20/2018	01/21/2019
Kit Arm	41.90	01-445-4511	Vehicle Repair and Maint	3013268808	12/27/2018	01/21/2019
Total:	823.80	*Vendor Total				
Janco Chemical Supply, Inc						
000660						
PD Custodial Supplies	79.15	01-445-4421	Custodial Supplies	277532	12/28/2018	01/21/2019
Total:	79.15	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Jennifer Gregg						
467779						
Water Credit Refund	16.75	60-320-3340	Water Collections	01152019-01	1/15/2019	01/21/2019
Sewer Maint Credit Refund	0.86	18-320-3350	Sewer Collection	01152019-02	1/15/2019	01/21/2019
Total:	17.61	*Vendor Total				
Judges LLC						
039730						
Car Washes- Dec 2018	94.00	01-440-4511	Vehicle Repair and Maint	104	1/7/2019	01/21/2019
Total:	94.00	*Vendor Total				
Kane County Chiefs of						
001920						
Annual Dues/Fisher, Buziecki, DeLeo	750.00	01-440-4390	Dues & Meetings	01162019	1/16/2019	01/21/2019
Total:	750.00	*Vendor Total				
Kane County GIS Technologies						
467688						
GIS Hosting- Dec 2018	1,166.00	01-430-4280	Professional/Consulting Fees	NA-2018-12	1/2/2019	01/21/2019
Total:	1,166.00	*Vendor Total				
KenCom						
467776						
Records Management File	14,332.16	01-430-4510	Equipment/IT Maint	226	12/26/2018	01/21/2019
Total:	14,332.16	*Vendor Total				
Konica Minolta						
024860						
Copier Usage- Dec 2018/CommDev	7.06	01-441-4870	Equipment	256175267	12/31/2018	01/21/2019
Copier Usage- Dec 2018/Admin	64.31	01-430-4411	Office Expenses	9005292830-C	1/1/2019	01/21/2019
Copier Usage- Dec 2018/Water	64.31	60-445-4411	Office Expenses	9005292830-C	1/1/2019	01/21/2019
Copier Usage- Dec 2018/PW	64.32	01-445-4411	Office Expenses	9005292830-C	1/1/2019	01/21/2019
Copier Usage- Dec 2018/CommDev	64.32	01-441-4411	Office Expenses	9005292830-C	1/1/2019	01/21/2019
Total:	264.32	*Vendor Total				
L.E.M. Electric						
467775						
Business Registration Refund	50.00	01-310-3125	Business Registration	01082019	1/8/2019	01/21/2019
Total:	50.00	*Vendor Total				
Lakeshore Recycling Systems						
032620						
Street Sweeping	6,490.55	01-445-4540	Streets & Alleys Rpr & Mtce	PS243421	12/19/2018	01/21/2019
Total:	6,490.55	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Mary Licar						
042420						
Police Pension Board Meeting	50.00	01-410-4015	Pension Board-Mtgs Per Diem	01152019	1/15/2019	01/21/2019
Total:	50.00	*Vendor Total				
Matt Weber						
467778						
Water Credit Refund	27.10	60-320-3340	Water Collections	01152019-01	1/15/2019	01/21/2019
Sewer Maint Credit Refund	0.90	18-320-3350	Sewer Collection	01152019-02	1/15/2019	01/21/2019
Total:	28.00	*Vendor Total				
Meade Electric Company, Inc.						
027140						
Street Light Repair/Randall & Ice Cream	658.21	01-445-4545	Traffic Signs & Signals	685735	12/31/2018	01/21/2019
Total:	658.21	*Vendor Total				
Menards						
016070						
Misc Tools/Supplies For TPs	114.43	60-445-4567	Treatment Plant Repair/Maint	4394	12/18/2018	01/21/2019
Handles	111.09	01-445-4520	Public Buildings Rpr & Mtce	4942	12/28/2018	01/21/2019
Total:	225.52	*Vendor Total				
Mickey Wilson Weiler Renzi Pc						
022740						
Admin Tow Hearings	715.00	01-440-4260	Legal	61460	12/11/2018	01/21/2019
Admin Tow Hearings	220.00	01-440-4260	Legal	61494	1/4/2019	01/21/2019
Total:	935.00	*Vendor Total				
Midwest Occupational Health M.S.						
051110						
DOT Random Testing	150.00	01-445-4799	Misc. Expenditures	208201	1/11/2019	01/21/2019
Total:	150.00	*Vendor Total				
MOCIC						
046280						
Membership Fees	200.00	01-440-4390	Dues & Meetings	13134-373	12/19/2018	01/21/2019
Total:	200.00	*Vendor Total				
Municode						
038650						
Municipal Code Updates	749.20	01-410-4260	Legal	00323031	12/31/2018	01/21/2019
Total:	749.20	*Vendor Total				
North Aurora NAPA, Inc.						
038730						
Squad Parts	7.38	01-440-4511	Vehicle Repair and Maint	310589	12/4/2018	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Squad Parts	99.77	01-440-4511	Vehicle Repair and Maint	310595-01	12/4/2018	01/21/2019
Brake Fluid, Tools, Gloves	53.41	01-445-4870	Equipment	310595-02	12/4/2018	01/21/2019
Tool Box	1,399.00	01-445-4870	Equipment	310639	12/4/2018	01/21/2019
Scan Tool	1,767.00	01-445-4870	Equipment	310641	12/4/2018	01/21/2019
Squad Parts	50.09	01-440-4511	Vehicle Repair and Maint	311062	12/10/2018	01/21/2019
Brake Pad Credit- Invoice # 310784	-60.42	01-440-4511	Vehicle Repair and Maint	311180	12/11/2018	01/21/2019
Squad Parts	27.87	01-440-4511	Vehicle Repair and Maint	311196	12/11/2018	01/21/2019
Light Tower Parts	278.60	01-440-4511	Vehicle Repair and Maint	311340	12/13/2018	01/21/2019
Blstr Pk & Light	15.65	01-445-4511	Vehicle Repair and Maint	311441	12/14/2018	01/21/2019
Blstr Pk Credit- Invoice #311441	-7.38	01-445-4511	Vehicle Repair and Maint	311463	12/14/2018	01/21/2019
Squad Parts	11.58	01-440-4511	Vehicle Repair and Maint	311646	12/17/2018	01/21/2019
Air Filters	128.59	01-445-4511	Vehicle Repair and Maint	311685	12/17/2018	01/21/2019
Plug & Led	17.69	01-445-4511	Vehicle Repair and Maint	311686	12/17/2018	01/21/2019
Air Filter	23.32	01-445-4511	Vehicle Repair and Maint	311721	12/18/2018	01/21/2019
Air Filter	46.64	01-445-4511	Vehicle Repair and Maint	311722	12/18/2018	01/21/2019
Air Filters (2) & Oil filter	177.32	01-445-4511	Vehicle Repair and Maint	311729	12/18/2018	01/21/2019
Back-Up Alarm- Truck #186	22.85	01-445-4511	Vehicle Repair and Maint	311739	12/18/2018	01/21/2019
Squad Parts	164.48	01-440-4511	Vehicle Repair and Maint	311744	12/18/2018	01/21/2019
Paint	8.48	01-445-4511	Vehicle Repair and Maint	311775	12/18/2018	01/21/2019
Air & Oil Filter	62.01	01-445-4511	Vehicle Repair and Maint	311906	12/20/2018	01/21/2019
Filter- Truck #165	35.32	01-445-4511	Vehicle Repair and Maint	311907	12/20/2018	01/21/2019
Air Filter Credit- Invoice 311722	-23.32	01-445-4511	Vehicle Repair and Maint	311924-01	12/20/2018	01/21/2019
Rainx Weather Bead	201.46	01-445-4511	Vehicle Repair and Maint	311924-02	12/20/2018	01/21/2019
Armorall	14.97	01-445-4511	Vehicle Repair and Maint	311950	12/20/2018	01/21/2019
Air Filters- Truck #165	128.03	01-445-4511	Vehicle Repair and Maint	311980	12/20/2018	01/21/2019
Fuel Filter	20.28	01-445-4511	Vehicle Repair and Maint	311991	12/20/2018	01/21/2019
Air Hose	42.49	01-445-4511	Vehicle Repair and Maint	311994	12/20/2018	01/21/2019
Antifreeze- Truck #165	16.99	01-445-4511	Vehicle Repair and Maint	312024	12/21/2018	01/21/2019
Fuel Filter	67.03	01-445-4511	Vehicle Repair and Maint	312038	12/21/2018	01/21/2019
Air filters (3)	151.91	01-445-4511	Vehicle Repair and Maint	312058	12/21/2018	01/21/2019
Fuel Filter	16.94	01-445-4511	Vehicle Repair and Maint	312060	12/21/2018	01/21/2019
Air filter	125.43	01-445-4511	Vehicle Repair and Maint	312082	12/21/2018	01/21/2019
Fuel filter- Truck #179	67.03	01-445-4511	Vehicle Repair and Maint	312083	12/21/2018	01/21/2019
Disposable Gloves & Tools	33.84	01-445-4511	Vehicle Repair and Maint	312241	12/26/2018	01/21/2019
Air filters- Truck #176 & #178	128.59	01-445-4511	Vehicle Repair and Maint	312244	12/26/2018	01/21/2019
Air filter	61.69	01-445-4511	Vehicle Repair and Maint	312245	12/26/2018	01/21/2019
Air Filter	15.44	01-445-4511	Vehicle Repair and Maint	312322	12/26/2018	01/21/2019
Air filter Credit- Invoice # 312082	-125.43	01-445-4511	Vehicle Repair and Maint	312474	12/28/2018	01/21/2019

Total: 5,272.62 *Vendor Total

North East Multi-Regional

001520

PD Training Class	650.00	01-440-4380	Training	241474	12/28/2018	01/21/2019
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Total: 650.00 *Vendor Total

Office Depot

035720

Office Supplies	27.95	01-440-4411	Office Expenses	2263093649	1/3/2019	01/21/2019
Office Supplies	31.63	01-440-4411	Office Expenses	2263526250	1/3/2019	01/21/2019
Office Supplies	6.97	01-430-4411	Office Expenses	23851293200	11/28/2018	01/21/2019
Office Supplies	6.97	01-445-4411	Office Expenses	23851293200	11/28/2018	01/21/2019
Office Supplies	69.20	60-445-4411	Office Expenses	23851293200	11/28/2018	01/21/2019
Office Supplies	6.97	01-441-4411	Office Expenses	23851293200	11/28/2018	01/21/2019
Office Supplies	13.98	01-430-4411	Office Expenses	24285619300	12/13/2018	01/21/2019
Office Supplies	41.75	01-430-4411	Office Expenses	24542399400	12/12/2018	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Office Suppliles	11.36	01-430-4411	Office Expenses	24542399400	12/12/2018	01/21/2019
Office Suppliles	11.35	60-445-4411	Office Expenses	24542399400	12/12/2018	01/21/2019
Office Suppliles	11.35	01-441-4411	Office Expenses	24542399400	12/12/2018	01/21/2019
Office Suppliles	26.44	01-430-4411	Office Expenses	24709865600	12/14/2018	01/21/2019
Office Suppliles	26.44	01-445-4411	Office Expenses	24709865600	12/14/2018	01/21/2019
Office Suppliles	26.45	60-445-4411	Office Expenses	24709865600	12/14/2018	01/21/2019
Office Suppliles	26.45	01-441-4411	Office Expenses	24709865600	12/14/2018	01/21/2019
Office Suppliles	5.57	01-430-4411	Office Expenses	24710036000	11/28/2018	01/21/2019
Office Suppliles	5.57	01-445-4411	Office Expenses	24710036000	11/28/2018	01/21/2019
Office Suppliles	5.57	60-445-4411	Office Expenses	24710036000	11/28/2018	01/21/2019
Office Suppliles	5.58	01-441-4411	Office Expenses	24710036000	11/28/2018	01/21/2019
Office Suppliles	64.31	01-430-4411	Office Expenses	25349828300	1/3/2019	01/21/2019
Office Suppliles	16.39	01-445-4411	Office Expenses	25349828300	1/3/2019	01/21/2019
Office Suppliles	40.85	60-445-4411	Office Expenses	25349828300	1/3/2019	01/21/2019
Office Suppliles	55.29	01-441-4411	Office Expenses	25349828300	1/3/2019	01/21/2019
Total:	544.39	*Vendor Total				
Oxie Valley Electric Supply, Inc.						
048340						
Street Light Bulbs	618.72	10-445-4661	Street Light Repair/Maint	1779	9/25/2018	01/21/2019
Total:	618.72	*Vendor Total				
P.F. Pettibone & Co.						
467777						
Tickets- Paper Copies	1,238.80	01-440-4411	Office Expenses	175637	12/20/2018	01/21/2019
Total:	1,238.80	*Vendor Total				
Paddock Publications						
044240						
1-13-19 thru 3-9-19 Subscription	61.20	01-430-4411	Office Expenses	1/13 thru 3/9	1/13/2019	01/21/2019
Total:	61.20	*Vendor Total				
PDC Laboratories, Inc.						
031940						
Well #8 Samples	1,576.00	60-445-4562	Testing (water)	I9352053	1/2/2019	01/21/2019
Total:	1,576.00	*Vendor Total				
Petty Cash						
007570						
Chiefs Assoc. Mtg.- Fisher, Buziecki, DeLeo,Lo	75.00	01-440-4390	Dues & Meetings	01082019	1/8/2019	01/21/2019
Christmas Lights & Santa Pay	67.16	01-440-4498	Community Service	01082019	1/8/2019	01/21/2019
Prisoner Meal	1.28	01-440-4450	Prisoner Mtce & Supplies	01082019	1/8/2019	01/21/2019
Office Expenses	44.32	01-440-4411	Office Expenses	01082019	1/8/2019	01/21/2019
Postage	176.51	01-440-4505	Postage	01082019	1/8/2019	01/21/2019
Paint For Gym	71.15	01-440-4870	Equipment	01082019	1/8/2019	01/21/2019
Total:	435.42	*Vendor Total				
Phil Jungels						
039230						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Police Commission Board Meeting	50.00	01-439-4015	Police Ccssn Mtgs-per Diem	09122018	9/12/2018	01/21/2019
Police Commission Board Meeting	50.00	01-439-4015	Police Ccssn Mtgs-per Diem	12112018	12/11/2018	01/21/2019
Total:	100.00	*Vendor Total				
Preventative Maintenance Systems, Inc.						
050200						
Light Trailer Repair	194.75	01-440-4511	Vehicle Repair and Maint	123873	11/7/2018	01/21/2019
Brake Chamber Repair- Truck #179	348.75	01-445-4511	Vehicle Repair and Maint	123918	11/13/2018	01/21/2019
Total:	543.50	*Vendor Total				
Rempe Sharpe & Associates						
000970						
Lot Eng/Randall Crossing, Mirador	2,217.00	01-441-4255	Engineering	26701	12/13/2018	01/21/2019
Liberty Bus. Cntr. Eng Services	738.49	90-000-E234	Miller Coffee Property	26702	12/12/2018	01/21/2019
Lincoln Valley Eng Services	38,508.15	90-000-E232	DR Horton - FV Golf Course	26703	12/12/2018	01/21/2019
Smiles Dental Eng Services	1,818.80	90-000-E045	North Aurora Smiles	26706	12/14/2018	01/21/2019
R.H. Site Inspections	355.26	90-000-E241	NA Townhomes, LLC/Rndl Cros	26707	12/14/2018	01/21/2019
MG Cental Water Tower- Site Design	7,710.96	60-472-4255	Engineering	26708	12/14/2018	01/21/2019
Moka Eng Services	273.53	90-000-E234	Miller Coffee Property	26709	12/14/2018	01/21/2019
Well #8 Design & Bid	11,385.00	60-470-4255	Engineering	26710	12/18/2018	01/21/2019
Well #9 Design & Bid	11,385.00	60-470-4255	Engineering	26711	12/18/2018	01/21/2019
2019 Street Program Data Collection	17,210.51	21-450-4255	Engineering	26744	1/8/2019	01/21/2019
Eng Services/Randall Rd, Eagle Bnk, Oak Stree	257.00	01-441-4255	Engineering	26756-01	1/7/2019	01/21/2019
Dixon Inspection Of Auto Mall Tower	138.86	01-441-4255	Engineering	26756-02	1/7/2019	01/21/2019
Well #8 Site/Electric/Pump Design	4,715.00	60-470-4255	Engineering	26762	1/8/2019	01/21/2019
Well #9 Elec/Pump & Motor	4,715.00	60-470-4255	Engineering	26763	1/8/2019	01/21/2019
Well #8 Drilling	1,930.03	60-470-4255	Engineering	26764	1/8/2019	01/21/2019
Drilling Construction Management	639.45	60-471-4875	Capital Improvements	26765	1/8/2019	01/21/2019
Fox Metro Meeting	208.56	01-445-4255	Engineering	26767	1/7/2019	01/21/2019
Total:	104,206.60	*Vendor Total				
Robyn, Stecklein						
022080						
Police Pension Board Meeting	50.00	01-410-4015	Pension Board-Mtgs Per Diem	01152019	1/15/2019	01/21/2019
Total:	50.00	*Vendor Total				
Sign-A-Rama						
029780						
Magnetic Contractor Door Graphics	615.00	01-445-4538	Snow Removal	13455	12/31/2018	01/21/2019
Total:	615.00	*Vendor Total				
SmithAmundsen LLC						
039030						
Loca 150	73.50	01-445-4260	Legal	572414	1/8/2019	01/21/2019
Total:	73.50	*Vendor Total				
Sun Life Financial						
033620						
Dental Insurance-Feb/Admin	242.02	01-430-4136	Dental Insurance	012019-01	1/7/2019	01/21/2019

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Dental Insurance-Feb/CommDev	70.32	01-441-4136	Dental Insurance	012019-02	1/7/2019	01/21/2019
Dental Insurance-Feb/Police	738.85	01-441-4136	Dental Insurance	012019-03	1/7/2019	01/21/2019
Dental Insurance-Feb/PW	287.49	01-445-4136	Dental Insurance	012019-04	1/7/2019	01/21/2019
Dental Insurance-Feb/Water	80.95	60-445-4136	Dental Insurance	012019-05	1/7/2019	01/21/2019
Dental Insurance-Feb/Employee	1,577.83	01-000-2054	Insurance Employee Reimburse	012019-06	1/7/2019	01/21/2019
Total:	2,997.46	*Vendor Total				
Technology Management Rev Fund						
007390						
IWIN	723.32	01-440-4652	Communications	T1915296	12/17/2018	01/21/2019
Total:	723.32	*Vendor Total				
Teska Associates, Inc.						
024820						
TIF Planning	367.50	01-441-4275	Planning	9140	1/4/2019	01/21/2019
Total:	367.50	*Vendor Total				
Third Millennium Assoc. , Inc.						
033470						
Dec 2018 Newsletter	1,220.69	01-430-4507	Printing	22901-01	12/31/2018	01/21/2019
Dec 2018 Water Bills	1,944.79	60-445-4507	Printing	22901-02	12/31/2018	01/21/2019
Total:	3,165.48	*Vendor Total				
Traffic Control & Protection						
021520						
Traffic Signs- Speed Limit/Do Not Enter/One V	297.45	01-445-4545	Traffic Signs & Signals	9970	12/13/2018	01/21/2019
Traffic Signs- School/Left Arrow/Speed Limit	794.00	01-445-4545	Traffic Signs & Signals	99847	1/3/2019	01/21/2019
Total:	1,091.45	*Vendor Total				
Tri-County						
027350						
Snow Removal, 2/29	1,816.00	01-445-4538	Snow Removal	19-01-6212	1/3/2019	01/21/2019
ETP Floor Repair & Epoxy Coat	2,500.00	60-445-4567	Treatment Plant Repair/Maint	19-01-6220	1/16/2019	01/21/2019
Total:	4,316.00	*Vendor Total				
Vernon Herrmann						
051100						
Leaf Disposal	7,498.40	01-445-4532	Tree Service	01022019	1/2/2019	01/21/2019
Total:	7,498.40	*Vendor Total				
Water Resources						
010380						
MIU's & Meters (20)	5,724.00	60-445-4480	New Meters,rprs. & Rplcmnts.	32806	12/20/2018	01/21/2019
Total:	5,724.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Weblinx Incorporated						
031420						
Website Maint- Jan 2019	200.00	01-430-4512	Website Maintenance	26946	1/3/2019	01/21/2019
	<hr/>					
Total:	200.00	*Vendor Total				
Weldstar Company						
014090						
Quarterly Cylinder Rental	98.28	01-445-4510	Equipment/IT Maint	01710353	12/24/2018	01/21/2019
	<hr/>					
Total:	98.28	*Vendor Total				
Winzer Corporation						
047560						
PW Garage- Foam Soap/Wax Removal/Degreas	156.51	01-445-4421	Custodial Supplies	6273270	12/18/2018	01/21/2019
PD Custodial Supplies	386.55	01-445-4421	Custodial Supplies	6274276	12/19/2018	01/21/2019
	<hr/>					
Total:	543.06	*Vendor Total				
<hr/>						
Report Total:	332,613.96					

Village of North Aurora Memorandum



To: Village President and Board of Trustees

From: Bill Hannah, Finance Director
Steven Bosco, Village Administrator

Date: January 11, 2019

RE: Purchasing Policy Update

At the December 17, 2018 Village Board meeting a Resolution amending the Purchasing Policy of the Village was made to incorporate changes that the State of Illinois made to the Local Government Professional Services Selection Act (50 ILCS 510) to increase the threshold by which certain requirements of the Act regarding the selection of an architectural, engineering or land surveying services could be waived. This threshold was increased from \$25,000 to \$40,000 effective January 2019. In addition, this threshold is to increase annually by the CPI-U.

Staff indicated in December that additional changes would be made to the Purchasing Policy. These proposed changes are attached. The most significant changes are:

1. Increase in the requirement for which certain projects must be publicly bid from \$20,000 to \$25,000. The State of Illinois in 2017 increased the minimum level at which certain projects must be bid by municipalities from \$20,000 to \$25,000. In order to take advantage of the increase the Village would have to amend its Purchasing Policy and Ordinances to increase the level to \$25,000. While the Village does not typically have many projects that fall within this range, raising the bid minimum requirement to \$25,000 would provide additional flexibility and efficiency to procure written quotes for some of these projects rather than go through the bid process.
2. Increase the Administrator purchasing authorization level from \$10,000 to \$15,000. This change would provide the Administrator with the ability to purchase up to \$15,000 without going to Village Board for approval. While individual purchases within this level are few, there are occasionally some items that fall within the \$10,000 to \$15,000 level that can be annually procured on a more efficient basis, most typically with information technology purchases, studies such as leak detection or professional services. Many communities authorize the Administrator to purchase at the level of \$20,000 or higher.
3. Increase the Administrator's authority to authorize change orders to current contracts from \$10,000 to \$15,000. Also, if in certain situations it is impractical to delay a project the proposed revisions change the Village Administrator's change order authority from \$20,000 to \$25,000 with the Village Board requiring subsequent approval at the next meeting.

Most of the other changes are clean-up language changes or clarifications to the current Policy. **These proposed changes were discussed at the Operations Committee on January 7th.**

Resolution No. _____
Resolution to Approve an Amendment to the Village's Purchasing Policy

WHEREAS, the Village of North Aurora has previously adopted Resolution 14-03-17-01, a Resolution adopting a new Purchasing Policy on March 17, 2014 and said Policy was amended on December 17, 2018; and

WHEREAS, the Village has determined that it is necessary to update and amend the Purchasing Policy in several areas; and

NOW, THEREFORE, be it resolved 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 Purchasing Policy attached hereto and incorporated as Exhibit "A" is hereby approved by the corporate authorities.
3. This Resolution shall take immediate full force and effect from and after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2019, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2019, A.D.

Mark Guethle _____

Laura Curtis _____

Mark Gaffino _____

Tao Martinez _____

Mark Carroll _____

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 _____, 2019 A.D.

Village President Dale Berman

ATTEST:

Village Clerk

Section I Overview

A. Purpose

The purpose of this policy is to provide direction to departments in the procurement of goods and services. When used with good judgment and common sense, the policies will allow the Village to obtain required goods and services efficiently and economically. When necessary, this policy will be revised consistent with current policies and procedures affecting purchasing and contracting. The Village Administrator, or his/her designee, shall be the final authority with regard to enforcement or interpretations of any provisions of this manual.

B. Goals of Policy

The purchasing standards set forth herein are designed to:

1. Attain maximum economy in municipal operations to the ultimate advantage of local taxpayers and residents;
2. Provide equal opportunity for qualified vendors to serve Village needs;
3. To exercise fiscal control over purchasing.
4. To obtain supplies, equipment and services for the Village at the lowest possible cost at the quality necessary for efficient and effective operations.
5. To provide timely and convenient service to residents through the efficient procurement of goods and services.

C. Ethics and Conflicts of Interest

Village employees are expected to conduct daily business with integrity and honesty. It shall be the responsibility of the Village Administrator to determine if there has been an ethics violation in conjunction with this section, if any disciplinary action is required in accordance with the Village's personnel manual and determine the applicability of this section to related questions that may arise from time to time.

1. Employees shall make all purchases without favor or prejudice.
2. Employees shall ensure that identical information is provided to current and potential vendors in order to receive fair and accurate quotes and/or bids.
3. Gift Acceptance – Employees shall adhere to the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 as adopted by the Village per

ordinance 04-05-10-07 regarding the acceptance of gifts from "prohibited sources". Furthermore:

- a. Gifts or gratuities shall not be accepted if the perceived value is beyond that which suggests more than a social context.
 - b. Promotional or advertising items of nominal value, including, but not limited to key chains, pens, coffee mugs and calendars are acceptable.
 - c. Association with current or potential vendors during business meals or business organization meetings is not prohibited, nor is it unethical as long as the employee keeps him/herself free of obligation. Should the current or potential vendor pay for or sponsor the business meal, the amount cannot exceed the limits defined in the State Officials and Employees Ethics Act.
 - d. Gifts that can be shared such as food are acceptable and shall be shared among co-workers.
 - e. Cash, gift cards or gift certificates/vouchers are not acceptable. Should an employee receive cash, gift cards or gift certificates/vouchers from a current or potential vendor, or business within the Village, the employee shall return the gift politely citing the Village's gift acceptance policy.
 - f. Personal loans of money or equipment for any employee's personal use are not to be accepted from a vendor conducting or seeking business with the Village.
 - g. Corporate discounts granted to the Village are acceptable only if they are offered to all Village employees and/or other similar corporate or and governmental clients of the vendor.
 - h. Local charity/community group gifts – employees may accept gifts from local charity/community groups or similar groups of that nature if the gift is deemed to stem from a personal friendship with the group's members or similar gifts have been given to other members of the local charity/community
4. Conflict of Interest – Any employee with purchasing authority shall notify their Department Head of any of the following actual or potential conflict of interest circumstances with a potential vendor regardless of whether they are directly or indirectly involved with the purchasing process. Department Heads will be responsible for notifying the Village Administrator of these circumstances:
- a. The employee is simultaneously employed by or doing work in any capacity for the potential vendor.
 - b. The employee, employee's partner or member of the employee's immediate family holds is an employee or agent of a potential vendor who may benefit or be adversely affected by a purchasing decision by or on behalf of the Village.
 - c. The employee, employee's partner or member of the employee's immediate family has any direct or indirect financial interest in the procurement transaction or in the potential vendor.

- d. The employee, employee's partner or member of the employee's immediate family are currently negotiating terms of employment or agency relationship or are in the process of becoming employed by or forming an agency relationship with a potential vendor.

For purposes of this section, an employee's immediate family is defined as spouse/partner, children, parents, brothers, sisters or anyone else currently living in the same household as the employee.

It shall be the responsibility of the Village Administrator to determine when ethical considerations must be addressed, when there has been an ethics violation in conjunction with this section and whether any disciplinary action is required in accordance with the Village's personnel manual.

D. Budget Approval and Compliance

In general, a budget for all supplies, materials, equipment and contractual/professional services required for the delivery of services by Village Departments will be included in the annual budget document.

Purchase of budgeted items or services as required during the fiscal year shall proceed in accordance with these procedures generally upon approval of the annual Budget by the Village Board. In some cases, the beginning of the process of procurement, or final approval of the purchase of goods or services may be initiated prior to Village Board approval of the annual budget for which the goods or services are being procured, as determined by the Finance Director and if determined to be in the best interests of the Village.

Department Heads are responsible for ensuring that purchases made are within budget. The Department Head shall notify the Finance Director prior to the beginning of any purchase of goods or services if the purchase may result in an account exceeding the budget so that an appropriate budget adjustment can be executed prior to Village Administrator approval of the purchase, if necessary.

E. General Purchase Authority

Purchases of goods or services may be authorized according to the general guidelines below:

1. Department Heads may authorize purchases up to \$5,000.
2. The Village Administrator, or his/her designee, must approve all purchases in excess of or equal to \$5,000.
3. Purchases in excess of or equal to ~~\$10,000~~ 15,000 also require Village Board approval.

The Village Administrator shall be notified by the respective department prior to the beginning of the procurement process for goods or services over ~~\$10,000~~ 15,000 in order to ensure that the proper process is followed. The

Finance Director will maintain appropriate forms and procedures for the approval of purchasing requests as needed.

F. Estimating Costs to Determine Required Authorization

Estimates of cost should always be obtained and submitted with requests for authorization. When dealing with the unexpected repair of equipment, vehicles or facilities that require immediate action, good faith estimate should be obtained and submitted with the request for authorization. In the event the actual cost exceeds an original estimate, or a revised estimate is obtained, and additional approval levels to proceed are required, the Department Head and/or Village Administrator, as appropriate, shall be notified to obtain authorization to proceed.

Section II
Purchasing Policy Authorizations

- A. A purchase less than \$1,000
- B. A purchase in excess of or equal to \$1,000 but less than \$5,000
- C. A purchase in excess of or equal to \$5,000 but less than ~~\$10,000~~15,000
- D. A purchase in excess of or equal to ~~\$10,000~~15,000 but less than ~~\$20,000~~25,000
- E. A purchase in excess of or equal to ~~\$20,000~~25,000 and Formal Bidding
- F. Petty Cash

A. Purchases Less Than \$1,000

Purchases within this category may be authorized by the Department Head who may delegate this authority to subordinates at their discretion. Department Heads still bear ultimate responsibility for purchases made by their subordinates.

Although multiple quotes are not required every time a purchase is authorized within this threshold, periodic price comparisons must be made from time to time to ensure that the price being paid is the best price available and that the quality is the best that is required.

B. Purchases in Excess of or equal to \$1,000 but less than \$5,000

Purchases in this category shall be authorized by the Department Head after seeking at least two (2) quotes from vendors. If two (2) or more quotes can not be obtained, Department Heads shall document the attempts made to receive quotes for those goods or services.

C. Purchases in Excess of or equal to \$5,000, but less than ~~\$10,000~~15,000

Purchases in this category must be authorized by the Village Administrator. Effort shall be taken to secure at least three (3) written quotations. If three (3) or more quotes can not be obtained, Department Heads shall document the attempts made to receive quotes for those goods or services. The requesting department shall secure the quotations themselves and the Department Head will present a recommendation to the Village Administrator.

In the event that a Department Head feels that a purchase under this category should be made from one particular vendor rather than through written quotations, he should submit a recommendation to the Village Administrator stating the reasons for limiting purchase to the certain vendor preference. The Village Administrator will have discretion to determine if a particular vendor should be used in these cases.

D. Purchases in Excess of or equal to ~~\$10,000~~15,000, but less than ~~\$20,000~~25,000

Purchases in this category must be approved by the Village Board, unless otherwise defined in this policy. Effort shall be taken to secure at least three (3) written quotations. The splitting of a purchase into two or more purchases for the purpose of avoiding this requirement is not allowed. The Village Board may approve a purchase from one vendor without quotes if presented with justification from the Village Administrator or Department Head.

E. Purchases in Excess of ~~\$20,000~~25,000 and Formal Bidding

Purchases in this category exceeding a cost of ~~\$20,000~~25,000 must be approved by the Village Board and normally require at least three (3) written quotations.

In addition, public works contracts, public improvement projects and the purchase of supplies over ~~\$20,000~~25,000 are subject to formal bidding procedures as required and permitted by statute (65 ILCS 5/8-9) and authorized in the Village Code. These bid procedures may be waived by the Village Board per Statute by a two-thirds vote of all Trustees then holding office. Requests for bid waivers may be made only when goods sought are proprietary, when the services require a high degree of creative input, judgment, design or discretion from the person providing the services, where standardization is necessary or desirable, in emergencies as described later in this policy, or if determined to be in the best interests of the Village.

F. Petty Cash

Petty cash drawers in the amount of \$500 each are maintained by the Village at the Finance Department and Police Department for the purpose of reimbursing incidental costs incurred for Village operations.

Petty cash funds will be used primarily to reimburse employees for incidental expenses associated with Village operations or mileage reimbursement for use of personal vehicles. Advances may be requested upon the approval of the Department Head. All requests for petty cash reimbursements must be submitted on an approved petty cash reimbursement form and include appropriate receipts and documentation supporting the amount of the request. Unless otherwise authorized by the Finance Director or his/her designee, petty cash reimbursement shall be limited to no more than \$75 per request.

Responsibility for the safety, security and control of each petty cash drawer rests with the head of the department to which the drawer is assigned. Each Department Head may assign the day-to-day duties of petty cash administration to an appropriate custodian.

When the balance of the drawer is getting low, the designated custodian shall prepare a reconciliation of the petty cash fund providing a count of cash currently in the box as well as a detailed listing of petty cash reimbursement slips received.

Upon approval through normal accounts payable procedures a check will be cut to increase the petty cash box to its designated impress balance.

Section III

Exceptions to Normal Purchasing Policies

Emergency Purchases

Emergencies are defined as events or circumstances that could not have been foreseen and where immediate action is necessary to safeguard the public's health, safety and welfare, provide emergency assistance as needed, protect property, remediate situations that may cause public harm and other situations where timing is critical. When an emergency condition exists that requires a public works or public improvement contract or purchase of supplies, the Village Administrator will notify the Mayor. Upon concurrence from the Mayor that an emergency condition exists, the Village Administrator will have authorization to expend funds over and above the Village Administrator's normal authority to alleviate the emergency if the matter must be reasonably addressed before approval can be sought from the Board of Trustees. If the Mayor can not be reached and immediate action is required, the Village Administrator will be authorized to enter into emergency purchases with notification to the Mayor as soon as possible.

During an emergency, the Village Administrator may delegate specific authority to Department Heads to expend funds in order to prevent or alleviate the emergency condition. Documentation of the emergency and the need for immediate action shall be transmitted to the Village Board as soon as practical along with information regarding expenditures that have been made and estimated to be incurred. The Village Administrator will provide regular updates to the Village Board as the event continues. In the event that a situation has been determined to be an emergency, the Finance Director will be notified in order to ensure that funds are available and facilitate payment to contractors if necessary.

Sole Source Purchases

Sole source purchases are defined as orders for parts, supplies, equipment or services that are available only from a single source or for other reasons are necessary to purchase from a single source. Examples include, but are not limited to:

- Equipment or supplies for which there is no comparable competitive product or is available only from one supplier
- Component or replacement parts for which there is no commercially available substitute
- Service contracts where one company is the only company that can provide the service, i.e. proprietary software or software maintenance
- Items where compatibility is the overriding consideration for the purchase of related products
- Items only available from one source, such as due to distributor exclusivity
- Payments made to other governmental agencies as required by law or established through an intergovernmental agreement

Items determined to be sole source that are not subject to normal procurement policies may still require Village Board approval above ~~\$10,000~~15,000, if determined by the Village Administrator and may still require a formal waiver of bids if over ~~\$20,000~~25,000.

State, Joint and Cooperative Purchasing

The State of Illinois annually bids out certain items resulting in low pricing that local governments can take advantage of and take the place of normal procurement procedures. Purchasing through these State contracts allows for efficiencies due to lower administrative costs in procuring quotes, economies of scale and may be a substitute for the normal competitive procurement process.

Other forms of joint or cooperative purchasing may be available through the County or other organizations representing the Village and other local governments. Because these contracts have been competitively bid, normal competitive procurement policies can be waived. Care should be taken to ensure that the best price is still being obtained through due diligence that provides the necessary quality of goods and services.

To the extent that State or other joint purchasing programs are subject to the bidding rules of the State, intergovernmental agreement or the bidding rules of other governmental bodies, the Village bidding rules shall not apply, provided that Purchases over the ~~\$10,000~~15,000 threshold still require Village Board approval.

Section IV Bids and the Bidding Process

Bid Lists

Each Department may, but are not required to, maintain their own lists of prospective vendors for quotes, bids, etc. Requests from prospective vendors to be placed on a bid list will be received or forwarded to the appropriate department and their information retained for future procurements. Each department shall be responsible for determining if prospective vendors qualify and can provide needed goods or services.

Responsible Bidder

The Village has passed by Resolution on September 21, 2009, a resolution that any public works contract under the purview of the Illinois Prevailing Wage Act that is over \$25,000 shall only be awarded to a contractor who is enrolled in a Joint Apprenticeship Training Program that is registered and certified with the United States Department of Labor, Bureau of Apprenticeship and Training.

Formal Bidding Procedures

As stated in Section II.C. of this Policy, certain public works contracts, public improvement contracts and supplies over ~~\$20,000~~ \$25,000 are subject to formal bidding. The bidding procedures to be followed are:

1. The requesting department prepares the specifications of the item to be let for bid. The Village Administrator shall review the bid package and forward any recommended changes to the Department Head. The Department Head arranges the specifications into proper format and prepares the other needed documents to complete the bid invitation package. The specifications should state the minimum standards acceptable to the Village, but should not be restrictive without adequate reason in keeping with the requirements of the work and the needs and best interests of the Village in order to allow as many competent contractors as possible to compete. The approved bidding specifications and bid package shall not be changed after it is made available to the public without notification to all bidders prior to the submittal deadline. After the submittal deadline, no changes shall be made.
2. The Department Head arranges for a bid opening date. The date must be at least ten (10) working days from the published notification date, but not more than forty-five (45) working days.

Formal proposals or bids are to be advertised in a newspaper published or generally circulated with the Village, as well as posted on the Village's website.

The NOTICE TO BID shall include the following, at a minimum:

- The type of material or service desired
- The notification that Prevailing Wage laws will apply, if applicable
- The person or department to contact for information
- The place it will be received
- The date and time of the bid opening
- The Statement that bids will be opened and publicly read at that time
- The statement that bids must be sealed and properly identified on the outside of the envelope that they are sealed bids for a specific item or project
- The Village reserves the right to reject any/all bids and to waive any technicalities.

In certain circumstances, it may be felt by the Department Head and or the Village Administrator that the best interests of the Village would be served by the use of one particular vendor despite the amount of the purchase being in excess of ~~\$20,000~~25,000. In such case, a request to waive competitive bidding must be submitted to the Village Board for their consideration and approval as allowed per statute.

Construction contracts involving Motor Fuel Tax or federally funded projects must follow applicable procedures dictated by the appropriate state or federal agency.

3. The Department Head shall be responsible for placing a legal notice concerning the bid in a local newspaper of general circulation and/or IDOT bulletin to contractors at least ten (10) working days prior to the bid opening.
4. The Department Head may send bid invitations to known responsible vendors on the bidder's list for the particular item as well as to any other prospective bidders. In cases where the bid package may be costly to reproduce, a nominal charge for the package may be assessed.
5. Bids received after the published opening date and time will be returned unopened to the bidder with a cover letter stating the date and time the "Bid" was actually received. Bids received by facsimile shall not be accepted, in that they are not sealed bids as prescribed and do not bear the original signature of the authorized bidder.
6. Bids specifically for construction contracts shall be accompanied by a 5% bid bond. The Village Administrator may decide that no bid bond amount is required or that a higher bid bond is appropriate, but in no case will the amount be higher than 10%. The bid bond amount shall be stated in the bid package and shall be required uniformly from all bidders or no bidders as the case may be.
7. The Department Head or designee and one other Village representative shall be present at the bid opening.

8. Bids shall not be opened prior to the advertised bid opening day and time, and after the bids have been opened, the Department Head shall prepare bid tabulation and forward it to the Village Administrator.
9. The Department Head shall meet with the Village Administrator to review the bids and mutually agree upon a recommended bidder. The Department Head will write the Board Agenda Memo for this purpose with the Village Board approving the bid award.
10. The bid award is to be made to the lowest responsible bidder. The lowest responsible bidder is that bidder with the lowest bid price that most closely meets specifications that is in the best interests of the Village to accept and any other criteria that may be set forth within the bid documents. The Village Board retains sole authority to determine that the bid meets specifications, but staff shall make a recommendation on award of based on, but not necessarily limited to, the following considerations:
 - a. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - d. the quality of the performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
 - i. the number and scope of conditions attached to the bid.

Waiver of Competitive Bids

A requesting department may recommend that formal bid procedures be waived by the Village Board with the advice and consent of the Village Administrator, which case formal bidding must be waived by a two-thirds vote of all Trustees then holding office. Requests for bid waivers shall be made only when goods sought are proprietary, when

the services require a high degree of creative input, judgment, design or discretion from the person providing the services, where standardization is necessary or desirable, emergencies as described in this policy, or if determined to be in the best interests of the Village.

Contract Change Orders

The Village must comply with 50 ILCS 525/ Public Works Contract Change Order Act which says that any change order to a contract which results in an increase of 50% or more of the original contract price or 50% or more of the original subcontract price must be rebid in the same manner as the original bid. This policy is consistent with this statute.

1. Change Orders for Less Than ~~\$10,000~~15,000. All change orders increasing or reducing the original contract price by less than ~~\$10,000~~15,000 must be approved by the Village Administrator, regardless of the percentage change. The Village Administrator may at his discretion require change orders less than ~~\$10,000~~15,000 to be approved by the Village Board.
2. Change Order for ~~\$10,000~~15,000 or More. All change orders increasing or reducing an original contract for ~~\$10,000~~15,000 or more require approval of the Village Administrator and Village Board, regardless of the percentage change. In certain situations where it is impractical to delay a project while waiting for Village Board approval, the Village Administrator may at his discretion approve change orders up to ~~\$20,000~~25,000 with Village Board approval to follow at the next regular or special meeting.
3. Other Change Orders. The Village Administrator may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interests of the Village. Requests to extend the length of a contract by more than 30 days must be approved by the Village Board.

All change orders should be approved by the Village Administrator, or Village Board, as appropriate, prior to the work beginning.

Aggregate Purchases

The Village Administrator during the year may approve multiple purchases of, or individual contracts for, specific types of supplies and materials which, in the aggregate, exceed ~~\$20,000~~25,000 but are less individually, and not be subject to the Village's formal bid requirements or require a waiver of bids, unless the aggregate cost exceeding ~~\$20,000~~25,000 was reasonably foreseeable at the beginning of the applicable year. However, for purchases of commodities subject to frequent price fluctuations such as fuel where the competitive bid process is not practical, purchases may be approved without bidding. As for fuel purchases, specifically, the Public Works ~~Superintendent~~ Director with the oversight and approval of the Village Administrator shall seek the best pricing currently available on an ongoing basis without the need to bid fuel purchases,

| and the Village Administrator may authorize individual purchases under \$~~20,000~~25,000 and without Village Board approval.

Section V

Service Contracts and Professional Services

Service Contracts

From time to time, the Village enters into contracts for services for the ongoing maintenance of Village facilities, equipment, software, or for the provision of services to the community. The procurement of bids or quotes for these contracts should follow normal procurement procedures based on the estimated annual value of the contract. The Village will entertain contracts for multiple years if it is determined that the best interests of the Village would be served by entering into a multi-year agreement. The Village Administrator will determine if a multi-year service contract should require Village Board approval even if the annual cost of the contract is less than the amount normally required for Village Board approval.

All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the Village. The authorized representative for the Village shall be the Village Administrator unless otherwise designated by the Administrator.

The Village Administrator retains the discretion to require that the procurement of a service contract follow the formal bidding process based on the type of contract procurement.

Franchise Contracts

Franchise contracts are contracts awarded by the Village to an entity for the provision of services in situations where the Village does not expend funds, i.e. refuse and recycling contracts. It is the Village's policy in most cases to seek competitive proposals for these contracts in keeping with the Village's objectives of fairness and transparency in the award of business.

Professional Services

Professional service contracts by their nature are not adaptive to normal procurement or competitive bidding. Examples include contracts for services of individuals or firms possessing a high degree of professional skill where the education, experience or character of the individual is a significant factor in determining their ability to meet Village needs. Other examples include service contracts where other considerations besides price are involved. These contracts generally result from the development and issuance of a Request for Proposal (RFP) by the respective department to consultants or vendors to provide professional services. The Village Administrator shall be notified prior to the issuance of an RFP or the engagement of professional services.

An RFP may be advertised publicly and sent to a group of known vendors based on prior experience in providing the service or other documented reasons, except when a Request for Qualifications (RFQ) process has been conducted which has determined the pool of vendors to be used.

Based on the complexity of the services sought, interviews and vendor presentations may be appropriate in addition to an evaluation of the proposals received. Factors other than price may be considered when conducting an RFP process. Once proposals are received from interested firms and interviews and/or presentations have been completed, the Village Administrator or designee is authorized to negotiate a contract with the firm deemed most qualified to provide the services based on:

- Fair and reasonable compensation
- Ability of professional personnel to provide services
- Past record and experience with the Village and as well as references
- Ability of firm to meet deadlines and budget

Contracts resulting from an RFP process where the annual amount of the contract is estimated to be greater than \$~~10,000~~15,000 will require Village Board approval.

The Village is subject to the Local Government Professional Services Selection Act (50 ILCS 510) which requires that a specific RFQ process be followed when hiring an architect, engineer or land surveyor. This Act should be referred to for current State requirements regarding the solicitation of such services, and current situations upon which certain provisions of the Act can be waived, prior to soliciting for such services. In circumstances in which an RFQ process is not required, the Village will permit firms engaged in these professions to annually file a statement of qualifications and performance data with the Village.

Section VI Other

Village Purchasing Cards

The Village maintains a purchasing card program to allow authorized individuals to efficiently procure certain goods and services that may not be easily obtainable through the normal cycle of purchasing, receipt of goods or services and payment through accounts payable, or for expenses incurred through employee training, conferences or other professional development activities.

In general, purchasing cards may be issued to the following positions: Mayor, Village Administrator, Department Heads and other employees responsible for the direct supervision of other employees, or who are responsible for the frequent purchase of items for which a purchasing card would improve efficiency. All requests for a card from a position stated above or other positions must be approved by the Finance Director and Village Administrator. Before a card is issued to an employee the employee must sign a Use Acknowledgement Form provided from the Finance Department. Personal purchases with the card not related to Village business are expressly prohibited. Purchasing card limits and other controls will be maintained by the Finance Director but in any case the maximum monthly limit on a purchasing card will not exceed \$10,000.

Each employee who uses a Purchasing card must reconcile their purchases on their card on a monthly basis using forms and procedures provided by the Finance Department. Employees with a card are responsible for attaching and saving all receipts. Reconciliations on a monthly basis should include descriptive information on the purchase. Reconciliations must be approved by the employee's Supervisor on a monthly basis and then forwarded to accounts payable for inclusion on the next bill listing.

Open Credit Accounts

The Village maintains a number of credit accounts at various stores where authorized individuals may make a purchase, with the Village being billed at a later date. Department Heads may authorize employees to purchase at these locations provided due diligence is taken to ensure competitive pricing as required in the Policy, and that appropriate authorizations are obtained prior to the purchase.

Disposal of Surplus Property

The Village is required to comply with State statute 65 ILCS 5/11-76-4 which prescribes procedures to follow for the disposal of surplus property. The Village Administrator is responsible for ensuring that all requirements of this policy are met.

Any Department Head identifying surplus property should notify the Village Administrator or his/her designee that such property is no longer in the best interest of the Village to retain custody of.

1. The respective Department Head should provide:
 - a. Description of the item such as make, model, serial number, etc.

- b. Date originally acquired and original acquisition cost, if any.
 - c. Proposed method of disposal i.e. auction, direct sell, trade-in, etc.
2. If the proposed method of disposition is a trade-in, the Village will have to notify all bidders that the item of a new or replacement item will be traded-in as part of the purchase price.
3. The Village Administrator or designee will then prepare an ordinance and related Exhibit for Village Board consideration which will declare the items as surplus property.
4. Upon approval by the Village Board the Village Administrator will direct staff to proceed with the disposition of the property.
5. Upon sale or disposition of the property the respective Department Head will notify the Finance Director that such sale or disposition has taken place and the amount of the sale price, if any.

Sales Tax Exemption

The Village maintains a sales tax exemption in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exemption certificate and completing other forms or documentation. Employees should determine in advance if the Village has already established an exempt account with a business in order to avoid paying sales taxes whenever possible.

Use of the Village's sales tax exemption number is restricted to purchases made on behalf of the Village. State law prohibits use of the Village's sales tax exemption number to secure exemptions for personal reasons and such use will subject the responsible individual to a substantial fine and/or imprisonment.

Inspection and Testing

The inspection and testing of delivered goods or materials should occur at the time of delivery and prior to processing of payment. Department Heads are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. Authorization to pay a vendor for goods or services rendered shall generally not be done by a Department Head until all goods and services have been accepted and received. Department Heads are responsible for maintaining an inventory of items held for use or resale and appropriate records. Inventory records may be reviewed as part of the annual audit process.

Preference for Environmentally Friendly Goods and Services

Village staff is encouraged to investigate the purchase of "green" products including but not limited to energy star rated equipment, if determined to be a reasonably economical alternative.

Prevailing Wage Laws

All bidding packages, requests for bids, requests for proposals and other processes for the approval of services in conjunction with public works to be performed by or on behalf of the Village as defined in the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.) (hereinafter for purposes of this Section, the “Act”) shall stipulate that the persons or entities awarded the work shall perform the work in compliance with the Act, including the payment of prevailing wages, the submission to the Village of certified payrolls and all other requirements of the Act.



**VILLAGE OF NORTH AURORA
KANE COUNTY, ILLINOIS**

ORDINANCE NO. _____

**ORDINANCE AMENDING SECTION 3.40.010 OF THE NORTH AURORA CODE
ESTABLISHING THE THRESHOLD AT WHICH CONTRACTS MUST BE BID AND LET TO
THE LOWEST RESPONSIBLE BIDDER**

**Adopted by the
Board of Trustees and President
of the Village of North Aurora
this ____ day of _____, 2019**

**Published in Pamphlet Form
by authority of the Board of Trustees of the
Village of North Aurora, Kane County, Illinois,
this ____ day of _____, 2019
by _____.**

**Signed _____
Village Clerk**

ORDINANCE NO.

**ORDINANCE AMENDING SECTION 3.40.010 OF THE NORTH AURORA CODE
ESTABLISHING THE THRESHOLD AT WHICH CONTRACTS MUST BE BID AND LET TO
THE LOWEST RESPONSIBLE BIDDER**

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

1. The recitals set forth above are adopted and incorporated herein as the material and significant findings of the President and the Board of Trustees as if fully stated herein.
2. Section 3.40,010 of Chapter 3.40 (Contracts for Public Works) of Title 3 (Revenue and finance) is hereby amended in its entirety as follows:

3.40.010 - Contracts let to lowest responsible bidder.

Public works contracts, public improvement projects and the purchase of supplies, except as otherwise provided herein, when the estimated cost of thereof will exceed twenty-five thousand dollars (\$25,000.00), shall be purchased from the lowest responsible bidder after due notice advertising for bids.

3. 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 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.

4. 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 _____, 2019, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2019, A.D.

Mark Carroll _____
Mark Gaffino _____
Michael 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 _____, 2019, A.D.

Dale Berman, Village President

ATTEST:

Lori Murray, Village Clerk

Village of North Aurora Memorandum



To: Village President and Board of Trustees

From: Bill Hannah, Finance Director

Date: January 11, 2019

CC: Steven Bosco, Village Administrator

RE: Update of Village's Budgetary, Fiscal and Fund Balance Policies

The Village has in place Budgetary, Fiscal and Fund Balance Policies that provide broad, overall guidance in the direction and management of the Village's financial affairs. These policies were last updated in 2012 and are always included in the annual Budget document.

One of the Finance goals this year was to review these policies and recommend any updates or changes prior to the development of the Draft Budget for FY 2019-20. These changes are included in the attached document and in most cases seek to broadly provide clarification to existing policies, or add references to current practices.

The proposed changes were discussed at the Operations Committee on January 7th.

Resolution No. _____

Resolution to Approve an Amendment to the Village's Budgetary, Fiscal and Fund Balance Policies

WHEREAS, the Village of North Aurora amended has previously adopted Budgetary, Fiscal and Fund Balance Policies which were last revised in 2012 and adopted by the Village Board on March 5, 2012; and

WHEREAS, the Village has determined that it is necessary to update and amend the Budgetary, Fiscal and Fund Balance Policies in several areas; and

NOW, THEREFORE, be it resolved 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 Budgetary, Fiscal and Fund Balance Policies attached hereto and incorporated as Exhibit "A" is hereby approved by the corporate authorities.
3. This Resolution shall take immediate full force and effect from and after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2019, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2019, A.D.

Mark Guethle _____

Laura Curtis _____

Mark Gaffino _____

Tao Martinez _____

Mark Carroll _____

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 _____, 2019 A.D.

Village President Dale Berman

ATTEST:

Village Clerk

Village of North Aurora Budgetary and Fiscal Policies Fiscal Year 2018-2019

General Description

The Village of North Aurora has a tradition of sound municipal financial management. This Annual Budget incorporates policies adopted by the Village Board which are followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition and ability to respond to changing financial circumstances and prioritized needs.

Policies Revised and Adopted by the Village Board on: March 5, 2012

A. Revenue Policies

1. The Village endeavors to maintain a diversified and stable revenue base which would assist in minimizing the economic effects that ~~to shelter it from~~ short-term fluctuations in any one revenue source would have on the Village's short and long-term fiscal standing. The revenue mix combines elastic and inelastic revenue sources to minimize the effect an economic downturn or other economic event will have on the ability of the Village to provide services while maintaining a sound financial position.
2. Through the Village's economic development ~~program~~ initiatives, the Village will take into consideration of mix of land uses which will strive to strengthen and expand the Village's tax its revenue base and economic well-being of the community.
3. ~~Each e~~Existing and potential revenue sources will be examined annually during the budget process in order to determine if changes to existing revenues or implementation of new revenue sources should be considered in order to meet the service and capital goals and objectives of the Village.-
4. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting on a long-term basis.
5. The Village will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.
6. The Village will set fees and user charges for ~~its enterprise fund~~, the Waterworks Fund, at a level that fully supports the cost of regular operations, provides for adequate debt service coverage and accumulates resources for the funding of capital outlays over time. total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
7. The Village will not use one-time revenues for continuing expenditures. All new and continuing expenditures will be ~~based-funded based~~ on known and slightly

conservatively projected revenue sources. The identification of new, but one-time revenues ~~opportunities~~ will be used to fund one-time ~~expenses-expenditures~~ such as capital equipment purchases, ~~and~~ capital improvement projects or as additional employer contributions to the Village's pension systems, as examples.

B. Expenditure Policies

1. The Village will maintain a level of expenditures for programs, operations and capital projects which will provide for the public well-being and safety of the businesses and residents of the community, in accordance with the goals and objectives of the Village Board, in a manner that promotes both optimal efficiency and effectiveness for both service delivery and ongoing capital improvements.
2. Budgeted Expenditures will be within the confines of available revenues for the year. Use of reserve funds shall be appropriate when part of a long-term strategy to accumulate resources for specific projects while keeping within the confines of the Village's reserve policies or a one-time use of funds for a particular purpose. ~~funds.~~
3. The Village will forecast expenditures on a long-term basis as part of the annual budget process.
4. A competitive ~~step-level~~ employee compensation package based on both internal and external equity and consistent with sound economic policies of the Village of North Aurora is maintained to recruit and to retain qualified employees.

C. Debt Policies

1. When necessary, the Village will consider the issuance of debt for the construction of capital assets with a useful life that meets or exceeds the repayment schedule of the debt issuance. The Village will strive to finance a significant portion of its capital assets with pay-as-you-go financing through various revenue sources restricted or committed to the Capital Projects Fund.
2. The Village will maintain good communications with bond rating agencies about its financial condition and will establish and maintain policies and procedures which not only seek to maintain the Village's bond rating but increase it as well, if possible. The Village will follow a policy of full disclosure on every financial report by preparing and publishing-filing annually an audited comprehensive annual financial report, preparing and filling within all deadlines any continuing disclosure requirements per the Securities and Exchange Commission (SEC) Rule 15c2-12 and any Event Notices as may be required or within good disclosure to file with the Municipal Securities Rulemaking Board (MSRB) as amended from time-to-time. ~~and bond prospectus.~~

3. Every project proposed for financing through general obligation debt, alternative revenue source debt or any other type of debt instrument should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
4. When possible and based on a cost-benefit analysis, debt will be retired early. The Village will also evaluate refinancing opportunities for its existing debt to determine if meaningful savings can be achieved, or to determine if it would be in the Village's best interest to alter characteristics of certain bonds such as call provisions, payment dates, maturity schedules, etc.-
5. The Village will issue alternative revenue source type debt, or other types of debt instruments not pledged primarily by general obligation property taxes such as debt certificates, only after a thorough analysis by the Village provides reasonable assurances that the anticipated debt coverage ratios can be met throughout the life of the debt repayment schedule and an analysis of the risks associated with the issuance of alternate revenue source debt has been performed.
- ~~5.6.~~ The Village has previously passed a Resolution regarding post-issuance compliance procedures R13-02-04-03 for tax-exempt bonds and the Village will follow said procedures on an on-going basis.

D. Cash Management

1. The Village has in place a separate investment policy, adopted by the Village Board and amended from time-to-time, which provides guidelines for the prudent investment of ~~the temporary idle cash~~ Village funds in order to obtain a competitive return on investments while minimizing risk and complying with the applicable state statutes. and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.
2. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.
3. In order to maximize interest earnings, the Village commingles the cash of all funds excluding the Motor Fuel Tax Fund and the Police Pension Fund. The interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
4. The objectives of the Village's investment activities and ~~Criteria for selecting investments and the~~ order of priority are:
 - i. Safety. Safety of the principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that

~~seeks the preservation of capital and the mitigation of credit and interest rate risk in the overall portfolio. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The Village only invests in those investments that are considered safe.~~

- ii. ~~Liquidity. The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day or short-notification liquidity for short-term funds. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal and interest. Liquidity is an important investment quality especially when the needs for unexpected funds occur occasionally.~~
- iii. ~~Yield. Return on Investments: The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Village's investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed. Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.~~

E. Accounting, Auditing, Budgeting and Financial Reporting Policies

1. The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
2. Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by Fund.
3. The Village, following the budget act in ILCS, will annually adopt a balanced operating budget under normal financial circumstances which funds current expenditures with current revenues. Use of fund balance in a given year to balance the operating budget will be specifically disclosed.
- ~~3.4.~~ Capital budgets, which fluctuate, will be projected ~~annually~~ on a long-term basis and adopted annually for the upcoming year based on updates to the long-term

capital improvements plan to ensure that the proper mix of ~~resources-revenues,~~ grants, reserves or other funding sources are available~~is utilized~~ to fund the capital program. Use of fund balance and cash reserves to fund capital projects may be appropriate when planned appropriately. Any proposed capital projects should always be accompanied with a projection on future operating and maintenance costs associated with the project.

4.5. An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report (CAFR).

5.6. The Village will annually apply for the GFOA Certificate of Achievement for Excellence in Financial Reporting Program and the GFOA Distinguished Budget Award Program.

6.7. The Village will use the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are recognized in the accounting period which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred.

7.8. The Village will use accrual basis accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period they are earned and become measurable. Expenses are recognized in the accounting period in which the liability is incurred.

8.9. The Village will promote full disclosures in its annual financial statements and its bond presentations.

F. Police Pension Trust Fund

1. The Village of North Aurora, by separate Resolution, has adopted criteria for the funding of the actuarial accrued liabilities for the Police Pension Trust Fund.
2. The Village will calculate and provide funding to the Police Pension Trust Fund based on a 100% funding goal for the Police Pension Trust Fund consistent with GAAP amortization requirements and sound funding practices.
3. The Village will use a 30-year closed amortization period ending 2040 and entry-age normal actuarial method. The Village will periodically review all assumptions in the actuarial valuation in consultation with the actuary to determine if any assumptions need to be updated based on past experience and future projections.
4. In the event the minimum required funding contribution as required by current State law is higher than the amount calculated using the above assumptions the Village will use the higher amount for determining the contribution required.

**Village of North Aurora
Fund Balance and Other Reserves Policy
Fiscal Year 2018-2019 Budget**

Policies Revised and Adopted by the Village Board on: March 5, 2012

Definitions

Fund Balance: The difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance: The portion of a Governmental Fund's fund balances that are not available to be spent, either short or long term, in either form or through legal restrictions.

Restricted Fund Balance: The portion of a Governmental Fund's fund balances that are subject to external enforceable legal restrictions.

Committed Fund Balance: The portion of a Governmental Fund's fund balances with self-imposed constraints or limitations that have been placed at the highest level of decision making.

Assigned Fund Balance: The portion of a Governmental Fund's fund balances to denote an intended use of resources.

Unassigned Fund Balance: Available expendable financial resources in the General Fund or a deficit fund balance in another governmental fund that are not the object of tentative management plan (i.e. assignments).

Flow of Funds and Assignment

In order to properly classify fund balance at year end, the Village spends the most restricted dollars before less restricted, in the following order:

1. Restricted,
2. Committed,
3. Assigned,
4. Unassigned.

Responsibility for the assignment of fund balance is delegated to the Finance Director with the approval of the Village Administrator and communicated through the annual budget or via memorandum to the board of trustees.

Policy Thresholds

General Fund

The Village requires a minimum fund balance be maintained for the General Fund of 40% to 50% of annual expenditures and transfers of resources out of the General Fund for the

purpose of debt repayment. This fund balance requirement excludes any nonspendable portions of fund balance. This level of fund balance shall provide the capacity to:

- i. Offset unexpected downturns in elastic revenues due to fluctuations in the local, state and national economies or the loss of a major sales tax contributor(s)
- ii. Offset negative fiscal changes brought about by action or legislation of another unit of government or agency
- iii. Ensure the continued, timely repayment of debt obligations that the Village may have in the event of a financial downturn
- iv. Provide a sufficient cash flow for daily financial needs at all times
- v. Provide a funding source for unanticipated expenditures or emergencies that may occur

In the event that the fund balance for the General Fund falls below the targeted minimum, the Finance Director shall present a plan to restore the fund balance to the required minimum within a period of two years~~range within a reasonable period, depending on the specific circumstances at the time.~~

Funds in excess of the minimum may be considered for the funding of one-time, nonrecurring expenditures, assigned for future capital activities or used for the funding of other long-term obligations. Any use of fund balance or reserves will be considered in the context of maintaining a strong level of overall budgetary flexibility and liquidity for governmental funds in total.

Motor Fuel Fund

The Village will maintain a minimum fund balance in the Motor Fuel Tax Fund of 25% of typical, annual operating expenditures in order to provide sufficient cash flow and an adequate reserve.

Capital Projects Fund

The Village will plan appropriately and maintain a sufficient reserve in the Capital Projects Fund in order to meet the long-term capital planning and infrastructure needs of the Village and projected cash flow requirements.

Waterworks Fund

The Village will maintain a working capital level in the Waterworks Fund of at least 25% of operating expenses taking into account typical capital outlays. For the purpose of this policy working capital will be defined as current assets (excluding restricted cash and equivalents, if any) less current liabilities. Working capital over and above this level will be met if an operating or capital investment activity financed with reserves is planned. This level will:

- a. Provide resources in the event of a loss of a significant water usage customer or decrease in usage from customers
- b. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations.
- c. Provide sufficient cash flow during the year based on the timing of expenditures and receipt of payments from customers.

Memorandum



To: Village President and Board of Trustees
Cc: Steve Bosco, Village Administrator
From: David Hansen, Administrative/G.I.S. Analyst
Date: January 17, 2019
Re: Upcoming Bid for Water Facilities and Wells

The Village's five (5) deep wells (4 active) and two (2) treatment plants are served by five (5) different electric accounts. Pricing for these accounts were bid out in February 2017 for the time period of May 2017 through May 2019 through NIMEC (Northern Illinois Municipal Electric Collaborative of which approximately 150 municipalities are members). The Village ended up approving a two-year contract with Dynegy Energy Services.

As the current contracts are expiring NIMEC will be taking its members to bid for water pumping and water-related accounts sometime during February or March. Last year, the Village spent \$328,006 on water pumping electricity supply contracts paid out of the Water Fund.

At this point in time, NIMEC is looking to seek a 12, 24, or 36 month contract. As with prior bids, the Village will need to decide on the term and execute the contracts the day the bids are received which at this time has not been determined. The attached resolution has been created to authorize the Village Administrator to execute the bid contracts the day bids are received.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ENTERING INTO OF A CONTRACT FOR THE PURCHASE OF ELECTRICITY FROM THE LOWEST COST ELECTRICITY PROVIDER FOR A ONE, TWO, OR THREE YEAR TERM FOR WATER WELLS AND TREATMENT PLANTS THROUGH THE NIMEC BID PROCESS

WHEREAS, the Village of North Aurora joined the NORTHERN ILLINOIS MUNICIPAL ELECTRIC COOPERATIVE (NIMEC) on November 27, 2006 for the purpose of procuring electricity through a cooperative pool in order to receive a more competitive bid price on electricity;

WHEREAS, the Village through its participation in the NIMEC bid process has subsequently entered into contracts with the lowest bidder for electricity since that time for the Village's wells and treatment plant facilities as well as for eligible street lighting accounts;

WHEREAS, the Village's current contracts will expire in May of 2019 and the Village must procure bids for a new contract;

WHEREAS, because of the way the bidding process works, the Village Administrator will need to have the authority to sign a contract with the electricity provider which is deemed most favorable for the Village within hours of the bids being received by NIMEC, and determine if the desired contract should be for a one-year term, two-year term, three-year term, some combination of the three or if bids should be rejected.

NOW, THEREFORE, BE IT RESOLVED, that, in light of the time constraints applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received, the Village Administrator is hereby authorized to sign and execute the contract deemed to be in the best interest of the Village, with said executed contracts being transmitted to the Village Board.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2019, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2019, A.D.

Mark Guethle _____

Laura Curtis _____

Mark Gaffino _____

Tao Martinez _____

Mark Carroll _____

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 _____, 2019 A.D.

Village President Dale Berman

ATTEST:

Village Clerk



Memorandum

To: Dale Berman, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: January 15, 2019
Re: Maintenance Agreement for Towne Center Wetlands

The Village of North Aurora is required to make sure that the wetlands at Towne Center are in compliance with the requirements of the Army Corps of Engineers. In order to generate the inspection reports necessary to document compliance, individuals with qualifications in environmental engineering and ecology need to evaluate the current condition of the wetlands.

The inspections that will be performed will determine if the wetland is functioning as it was originally designed. Recommendations will be prepared for any items that are identified as unsatisfactory. In addition to inspections, maintenance mowing is prescribed to control invasive annual and biennial species.

Hey and Associates has the expertise to manage the wetland plants and stormwater BMP (Best Management Practices) inspections. They are uniquely qualified to perform the required inspections because they designed the original maintenance program and has been maintaining the area since before the wetland plants were established. Hey and Associates has experience working with the Army Corps of Engineers and had successfully worked on the Towne Center Wetlands in the past.

The cost of the maintenance agreement with Hey and Associates is illustrated in the table below. BMP Inspection and Reporting is the evaluation of the wetlands to confirm they are functioning as designed. This activity will include an assessment, report, and recommendations. Vegetative Management is the selective treatment of plant species. The

treatments are administered to promote the functioning of the stormwater infrastructure system. An additional planting is being recommended to control erosion from a channel exiting the Oak Hill subdivision and entering the wetlands. Reducing the erosion and sediment produced from this channel will improve water quality throughout the wetlands.

Towne Center Wetlands Maintenance Activities

BMP Inspection and Reporting	\$4,500
Vegetation Management	\$15,500
Total	\$19,900

At this time the Village is requesting approval to enter into a one year agreement with Hey and Associates to perform the activities outlined in the table above in the amount of \$19,900. This expenditure is funded out of the North Aurora Towne Center Special Service Area (SSA), Fund 17.

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

26575 W. COMMERCE DRIVE, SUITE 601

VOLO, ILLINOIS 60073

PHONE (847) 740-0888

FAX (847) 740-2888

CHICAGO, ILLINOIS

January 14, 2019

Messrs. Steve Bosco and Bill Hannah
Village of North Aurora
25 East State Street
North Aurora, Illinois 60542

Project No.: 17-0006

Re: North Aurora Towne Centre
Natural Open Space Management and Stormwater BMP Inspections 2019
North Aurora, Illinois

Dear Steve and Bill:

We are pleased to provide a proposal for continued management and monitoring services within the approximate 146-acre open space unit, including the stormwater BMP basins, located within the North Aurora Towne Centre Development property. We understand that there are no formal management or monitoring parameters that are required to be met for this project. Therefore, based on our regional experience and knowledge of the property, we propose the following scope of services:

BMP INSPECTION AND REPORTING

Hey and Associates, Inc. (Hey) will perform two (2) site visits at the North Aurora Towne Centre site in 2019, spring and fall, to conduct inspections at each of the six stormwater BMP's. Each BMP will be assessed individually as to its functionality and current condition based on the design plans dated 5/16/2005. Individual inspection reports will be generated and will include a keyed site map, current photographs and any recommendations for items assessed as unsatisfactory and in need of attention. This task does not include any actual maintenance work of the physical structures or infrastructure.

We will complete this task for a lump sum cost of \$4,500

VEGETATION MANAGEMENT

Work in 2019 will build on progress made during previous year's efforts. Selective herbicide treatments will be used to treat invasive and undesirable weedy species throughout the natural areas communities. The focus will be on control of species such as common reed (*Phragmites australis*), reed canary grass (*Phalaris arundinacea*), purple loosestrife (*Lythrum salicaria*) in the wetland and field thistle (*Cirsium arvense*), crown vetch (*Coronilla varia*), teasel (*Dipsacus* spp.) and reed canary grass in the upland community. The control efforts will be implemented with consideration for promoting the functioning of the stormwater infrastructure system (inlets and outlets) to maintain proper flow. Observed minor debris jams will be cleaned.

Selective mowing may also be performed as applicable during the summer and early fall to control invasive annual and biennial species such as Queen Anne's lace (*Daucus carota*), sweet clover (*Melilotus* spp.), and sow thistle (*Sonchus* spp.).

This task will include a meeting, if requested, with Village of North Aurora (Village) staff to discuss site maintenance issues and priorities. Activities in 2019 will be documented in a summary report, with recommendations for future maintenance activities.

We will complete this task for a lump sum cost of \$15,500

Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

If this agreement is acceptable, please sign below and return this proposal to our office. Upon receipt, we will sign and return a fully executed copy for your records. This proposal is valid for 60 days from the date of this letter. Should you have any questions, please contact the project manager, Preston Skultety at our Volo office.

Hey and Associates, Inc.

Village of North Aurora

Attest

Attest

Date

Date

Compensation

Profession	Hourly Bill Rate
Prindpal	\$195-205
Engineering	
Senior Civil Engineer	\$170
Civil Engineer I to V	\$105-145
Engineering Designer	\$150
Water Resources Specialist I to IV	\$95-125
Engineering Technician I to II	\$95-110
Wetlands and Ecology	
Senior Project Scientist	\$160
Environmental Services Manager	\$140
Environmental Scientist I to III	\$90-110
Environmental Scientist IV to SR	\$120-130
Native Landscape Restoration	
Ecological Restoration Manager	\$140
Environmental Scientist I to III	\$90-110
Environmental Scientist IV to SR	\$120-130
Environmental Intern	\$45
Landscape Architecture	
Senior Landscape Architect	\$165
Landscape Architect I to II	\$110-140
Landscape Designer	\$100
Erosion Control	
Senior Erosion and Sediment Control Specialist	\$165
Erosion and Sediment Control Specialist	\$90
Subsurface Drainage Services	
Subsurface Drainage Services Manager	\$150
Engineering Technician I to II	\$95-110
Design Support	
CAD Manager	\$100
CAD Technician	\$95
GIS Specialist	\$85
Administration	
Senior Administrator	\$110
Accounting/Marketing Administrator	\$70
Administrative Assistant	\$65
Expert Testimony	
Rates to be determined on per-project basis	

Reimbursable Expense

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide, Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day

Insurance

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Commercial General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents, or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.

Billing

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven (7) days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due. The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project. The rates presented herein are effective for the period January 1, 2019 through December 31, 2019 .

Limitation of Costs

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

Client's Responsibilities

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement. Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

Cost Opinions

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

Standard of Care

The standard of care for all services performed by Hey under the agreement will be the care and skill ordinarily used by members of the Hey's profession practicing under similar circumstances at the same time and in the same locality. Hey makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hey's services.

Means & Methods

Hey will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction of the subject project(s).

Mutual Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys' fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorney's fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Client, the Client's contractors, consultants or anyone for whom Client is legally liable.

Copyright Indemnification

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless HEY from and against any and all costs, losses and damages (including but not limited to all attorney fees and charges, all court or arbitration or other dispute resolution costs, and any time spent by HEY in defense of any such claims) resulting from any claims brought against HEY alleging copyright, trademark, or patent infringement or any other cause of action or regulatory decision resulting from the HEY's use of, or reliance on, the design, plans and specifications provided by the Owner for the Project. This provision shall survive the completion of the services provided under this Agreement.

Consequential Damages

To the fullest extent permitted by law, Owner and Hey waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

Termination

Either party may terminate this Agreement upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Hey may terminate this Agreement for its convenience and without cause by providing not less than seven (7) days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate Hey for services performed prior to the termination, together with Reimbursable Expenses incurred and costs attributable to termination, including the costs attributable to Hey's termination of consultant agreements and authorized Additional Services.

Dispute Resolution

Owner and Hey agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. If such mediation is unsuccessful in resolving a Dispute, then such Dispute shall be resolved by a court of competent jurisdiction.



Memorandum

To: Dale Berman, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: January 16, 2019
Re: Resolution to Perform Work in State Right of Way

IDOT typically requires any entity performing work in the R.O.W to furnish a surety bond in the amount that cover the restoration costs. In lieu of this requirement, IDOT allows municipalities to pass a resolution acknowledging the Village will restore the disturbed areas. This resolution would remain in effect for two years.

Even in emergency situations like water main breaks, the Village of North Aurora is required to obtain written permission. However verbal authorization can be granted prior to the receipt of a written permit. If the emergency occurs after hours or on weekends, the Village can receive permission from the Communications Center.



Illinois Department of Transportation

Office of Highways Project Implementation / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

PERMITS

Resolution for Construction on State Highway

January 8, 2019

The Honorable Dale Berman
Village President
Village of North Aurora
25 East State Street
North Aurora, IL 60542

Dear Village President Berman:

Chapter 121 of the Illinois revised statutes requires that any person, firm or corporation desiring to do work on state maintained rights of way must first obtain a written permit from the Illinois department of transportation. This includes any emergency work on broken watermain or sewers.

A surety bond is required with each permit application to insure that all work is completed in accordance with state specifications and that the right of way is properly restored.

For permit work to be performed by employees of a municipality a resolution is acceptable in lieu of the surety bond. This resolution does not relieve contractors hired by the municipality from conforming with the normal bonding requirements nor from obtaining permits.

The resolution should be enacted for a period of two years. This procedure will save time and effort as well as reduce the annual paperwork associated with an annual resolution.

In order to expedite the issuance of permits to your municipality during the next two calendar years the attached sample resolution should be adopted and a signed and certified copy thereof returned to this office. This resolution does not constitute a blanket permit for work in the State system. A separate application must be made in each instance. In the case of an emergency, verbal authority may be given prior to receipt of the written application. After normal working hours or weekends, this authority can be obtained from our Communications Center at (847)705-4612.


January 8, 2019
Page two

We would appreciate the cooperation of your community in withholding the issuance of building permits along State highways until the builder shows evidence of a State highway permit having been obtained. Our permit staff would be willing to answer any questions you may have regarding current policies or practices and to work with your planning commission on any new developments within your municipality.

Do not hesitate to contact Ms. Beverly Hawley, Office Coordinator at (847) 705-4142.

Very truly yours,

Anthony J. Quigley, P.E.
Region One Engineer

By: 
Thomas G. Gallenbach, P.E.
Traffic Permits Engineer

RESOLUTION NO. _____

RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY NORTH AURORA

WHEREAS, the Village of North Aurora, hereinafter referred to as MUNICIPALITY, located in the County of Kane, State of Illinois, desires to undertake, in the years 2019 and 2020, the location, construction, operation and maintenance of driveways and street returns, watermain, sanitary and storm sewers, street light, traffic signals, sidewalk, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department, and,

WHEREAS, an individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person of firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the Village President and the Board of Trustees as follows:

FIRST, that MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of the permit to be granted by the Department, and to hold State of Illinois harmless during the prosecution of such work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the work which it to be performed under the provision of said permit.

SECOND, that all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

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 _____, 2019

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2019

Laura Curtis _____

Tao Martinez _____

Mark Gaffino _____

Mark Guethle _____

Mark Carroll _____

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 _____, 2019.

Dale Berman, Village President

ATTEST:

Lori P. Murray, Village Clerk