



**Meeting Held Electronically**

**NORTH AURORA VILLAGE BOARD MEETING  
MONDAY, MAY 16, 2022 - 7:00 P.M.  
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

**AGENDA**

Due to the current COVID-19 pandemic, Village Board meetings are being conducted live and remotely via telecommunications to help prevent the spread of COVID-19. For best safety practices, the public can view the board meeting remotely via telecommunications using Zoom; however, to participate must attend the meeting in person. The public can view the meeting remotely as follows:

**Website Address:** <https://us02web.zoom.us/j/89570767019>

**Meeting ID:** 895 7076 7019

**Dial In:** +1 312 626 6799

This procedure is being followed pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.01 et seq.) as amended by Public Act 101-0640.

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

**ROLL CALL**

**PROCLAMATION**

National Safe Boating Week

**AUDIENCE COMMENTS**

**CONSENT AGENDA**

1. Village Board Minutes dated 05/02/2022; Committee of the Whole Minutes dated 05/02/2022
2. Bills List Dated 05/16/2022 in the Amount of **\$506,076.45**
3. Executive Session Minutes dated 12/06/21 Part 1, 12/06/21 Part 2, 12/20/21, 02/07/22 and 02/21/22
4. Approval of Springbrook Annual Subscription and Cloud Migration in the Amount of **\$53,135.23**
5. North Aurora Days Special Event

## **NEW BUSINESS**

1. Approval of Resolution Adopting the Village of North Aurora Strategic Plan
2. Approval of Proposal from Houseal Lavigne to Update to the Comprehensive Plan in the Amount of **\$17,499.00**
3. Approval of Appropriations and Budget Resolution for Messenger Public Library for Fiscal Year 2022-23
4. Approval of Ordinance Approving the 1<sup>st</sup> Budget Amendment for Fiscal Year 2022-23
5. Approval to Enter into a Contract with DVM Utilities for Fairview Way Subdivision Storm Sewer Root Cleaning in the Amount of **\$60,000.00**
6. Approval of Proposal with FQC Corporation for Preconstruction Services for the Public Works Facility in the Amount of **\$35,000.00**

## **VILLAGE PRESIDENT**

Citizen Council Corps Appointments:

1. Paul Klinger
2. Norma Yario

## **TRUSTEE COMMENTS**

## **ADMINISTRATOR'S REPORT**

## **VILLAGE DEPARTMENT REPORTS**

## **ADJOURN**

Initials: SB



## PROCLAMATION

### SUPPORT FOR NATIONAL SAFE BOATING WEEK MAY 21 – MAY 27, 2022

**WHEREAS**, for nearly 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

**WHEREAS**, safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 86 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

**WHEREAS**, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

**NOW THEREFORE BE IT PROCLAIMED** that I, Mark Gaffino, Village President, and the Board of Trustees of North Aurora do hereby support the goals of the Safe Boating Campaign and proclaim the week May 21 – 27, 2022 as National Safe Boating Week and the start of the year-round effort to promote safe boating. I urge all those who boat to practice safe boating habits and wear a life jacket at all times while boating.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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Mark Gaffino, Village President

ATTEST:

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Jessi Watkins, Village Clerk

**NORTH AURORA VILLAGE BOARD MEETING  
VILLAGE BOARD MEETING MINUTES  
Monday, May 2, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely via telecommunications.

**CALL TO ORDER**

Mayor Gaffino called the meeting to order.

**SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**In attendance:** Mayor Mark Gaffino, Trustee Mark Carroll, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz, Trustee Carolyn Salazar

**Staff in attendance:** Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Police Chief Dave Fisher.

**POLICE OFFICER SWEARING-IN-**

Chief Fisher introduced Jeff Cook as the newest Village of North Aurora Police Officer. Mr. Cook was sworn in by Clerk Watkins.

**AUDIENCE COMMENTS** – None

**CONSENT AGENDA**

1. Village Board Minutes dated 04/18/2022; Committee of the Whole Minutes dated 04/18/2022
2. Bills List Dated 05/02/2022

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

**NEW BUSINESS**

1. **Approval of Ordinance Amending the North Aurora Code Section 5.08.350 to Decrease the Number of Class B Liquor Licenses Authorized in the Village of North Aurora**

Administrator Bosco explained that Ma Maw’s Kitchen & Concessions had been issued a Class B Liquor License, and have permanently closed. The number of Class B Liquor Licenses needed to be amended from seven to six.

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

## **2. Approval of Ordinance Amending Provision of Title 2 Of The North Aurora Municipal Code Dealing With Administration and Personnel**

Attorney Drendel explained that this item was to approve the proposed changes to the North Aurora Municipal Code. Many outdated and obsolete provisions were removed and/or updated.

Attorney Drendel also mentioned that compensation for elected officials has not changed since 2017, any changes to compensation would not affect the current term, but subsequent terms.

Drendel stated that one of the updates was to streamline the supervision of departments under the Administrator, which included the Police Chief position.

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

## **3. Approval of Ordinance Adopting the Budget of the Village of North Aurora for the Fiscal Year Beginning June 1, 2022 and Ending May 31, 2023**

Director Paprocki stated that the item was for Approval of Adoption of the Budget for the 2022-2023 Fiscal Year. He noted that a few final changes had been made, there was an additional \$10,000 in the General Fund for community initiatives, \$60,000 in the Sanitary Sewer Fund for Ridge Road sewer lining, and \$10,000 in the Vehicle and Equipment Fund for IT Hardware.

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

## **4. Approval of Resolution to Approve a Revised Investment Policy for the Village of North Aurora**

Director Paprocki introduced this agenda item and explained the updates that were to be approved. He stated that in section eight reference to the Public Funds investment Act were added as well as descriptive verbiage. In section ten, regarding the three party system for trading, the proposed language change allows securities to be held by the broker's safekeeping agent as long as the securities are identified to a specific Village account and held in the Village's name. In section 11, currently the Illinois Public Funds Investment Act allows for investment of no more than 33% in corporate bonds. The Village's policy states that corporate obligations shall not exceed 10%, staff is recommending raising that to 25%. Section 18 is new to the investment policy. In 2020 the Illinois Sustainable Investing Act was passed and states "any public agency or governmental unit should develop, public, and implemented sustainable investment policies applicable to the management of all public funds under its control". The act suggests items to consider when investing, corporate governance and leadership, environmental, social capital, human capital and business model and innovation.

Trustee Lowery asked for clarification regarding the Village's third party custodial and investment relationships with Fifth Third Bank and US Bank and utilizing National Financial Securities services. Paprocki explained that the change was intended to eliminate delays and streamline the process.

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

## **5. Approval of Resolution Authorizing the Village Administrator to the Execute the Purchase of a Vehicle for the Public Works Department Exceeding the Spending Authority of the**

## **Village Administrator and Outside Normal Procurement Requirements Outlined in the Village's Purchasing Policy**

Director Laskowski explained that the Ford Explorer that the Village had ordered in May 2021 has yet to arrive with no updated delivery date provided by the dealership. Staff is requesting the ability for the Administrator to purchase a vehicle exceeding his spending authority in the event an opportunity to purchase a vehicle arises.

Trustee Curtis asked if the purchase of the original vehicle would be canceled, Laskowski stated that they were planning on keeping that option open until the Village procures a vehicle.

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

### **6. Approval to Waive the Competitive Bid Process and Pre-Authorize the Purchase of a Replacement Automatic Transfer Switch at the East Treatment Plant with Frank Marshall in the Amount of \$37,432.00**

Director Laskowski explained that the auto transfer switch at the East Water Treatment Plant was in of repair. With the switch not functioning staff created a protocol to switch the power source manually to a generator in the event of a power outage. It is a two person job and cumbersome as well as a potentially dangerous task. There are not a lot of qualified contractors available to perform the work of the needed repair. With the complexity of the repair, staff thought it best to reach out to companies to survey the situation and provide quotes to resolve the situation. Three companies were approached, Illinois Power, Frank Marshall Electric and Altorfer/CAT. Illinois Power indicated they were unable to make the repairs and did not provide a quote. Frank Marshall Electric provided a quote of \$37,432 and Altorfer/Cat a quote of \$72,000. Each company stated that there would be a substantial lead time due to supply of parts. Staff was asking for the approval to waive the competitive bid process to contract with Frank Marshall Electric with the lowest quote.

Trustee Salazar asked why there was such a large difference in the quotes. Laskowski explained that the companies contract with different suppliers for parts, resulting in different estimates.

Administrator Bosco added that Frank Marshall had previously worked on some of the Village's wells and was familiar with the Village's systems.

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

### **7. Approval of Purchase of Police Body Worn Cameras and Squad Cameras from Axon Enterprises, Inc. Over the Next Five Years in an Amount Not to Exceed \$264,846.00**

Chief Fisher reminded the Board that at the last Committee of the Whole meeting a presentation was given regarding the findings of the Police Department's research between multiple body camera providing companies. Based on pilot testing within the Police Department, Axon had the best rating. Staff was seeking approval of purchase of police worn body cameras and squad cameras from Axon Enterprises, Inc.

Trustee Carroll asked Chief Fisher if the Village officers were in favor of wearing body cameras, Chief Fisher stated that they were.

Mayor Gaffino complimented the Village Police Department for their depth of research on the cameras.

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

**VILLAGE PRESIDENT** – None

**TRUSTEES COMMENTS** – None

**ADMINISTRATOR’S REPORT** – Bosco provided an update on the Beautification Committee efforts including the possibility of starting a program to award residents on their landscaping efforts.

**ATTORNEY’S REPORT** – None

**VILLAGE DEPARTMENT REPORTS**

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

**ADJOURNMENT**

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

Respectfully Submitted,

Jessi Watkins  
Village Clerk

**VILLAGE OF NORTH AURORA  
COMMITTEE OF THE WHOLE MEETING MINUTES  
Monday, May 2, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely  
via telecommunications.

**CALL TO ORDER**

Mayor Gaffino called the meeting to order.

**ROLL CALL**

**In attendance:** Mayor Mark Gaffino, Trustee Mark Carroll, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz, Trustee Carolyn Salazar

**Staff in attendance:** Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Police Chief Dave Fisher.

**AUDIENCE COMMENTS** – See below

**TRUSTEE COMMENTS** - None

**DISCUSSION**

**1. 2022-23 Strategic Plan**

Administrator Bosco reminded the Board that in March 2022 the Strategic Plan Workshop was held. Since the workshop staff has made revisions and additions to the Strategic Plan based on feedback. Administrator Bosco detailed the revisions to the Strategic Plan.

There were two major goal and objective changes, the goal of “Maintain and Strengthen the Village’s Strong Financial Position” was removed and the single objective beneath it was moved under the goal of “Efficient and Effective Delivery of Core Services”. The second major change was the renaming of “redevelopment and Enhancement of the Route 31 Corridor” to “Revitalize the Route 31 Corridor and Create a Community Focal Point”. All objectives relating to the Route 31 corridor, block one and North Aurora Riverfront Park were transferred to this goal.

Under the goal of Community Vitality, the additional objective of “pursue opportunities for green initiatives” was added. As well as “establish a dog park in North Aurora”.

Economic Development added the objectives of “review zoning use classifications for all non-residential districts” and “enhance the Towne Centre Development” as well as adding “explore ways to market vacant properties” to the “facilitate economic and business development activities” objective.

The Objective of “review potential opportunities for a future Village Hall site” was added to the “Efficient and Effective Delivery of Core Services” goal. The objective of “facilitate community event outreach programs in the Police Department, enhance crime prevention programs and interactions, and explore expanded use of technology and methods” had “explore ways to engage the community in conversation” to its’ action plan.

The final Goal was a revision to “Revitalize the Route 31 Corridor and Create a Community Focal Point”. The Objectives include “explore redevelopment options to create a focal point of the Route 31 corridor



between John and Oak Streets and between Route 31 and Route 25”, Evaluate alternate uses and partnerships for the silo on the Fox River”, “develop amenities along the riverfront and enhancements to North Aurora Riverfront Park”, “remove Fox River dam”, “Monitor progress visible indicators and accomplishments of redevelopment on Route 31, including streetscape improvements and/or private redevelopment”, Utilize Village TIF Districts for redevelopment projects” and “Coordinate efforts with Illinois Department of Transportation on corridor enhancements”.

The changes were received favorably by the Village Board.

**EXECUTIVE SESSION** – None

**ADJOURNMENT**

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

Respectfully Submitted,

Jessi Watkins  
Village Clerk

# Accounts Payable

## To Be Paid Proof List

User: mflatt  
Printed: 05/11/2022 - 12:50PM  
Batch: 00502.05.2022



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Aaron Anderson						
043760						
Plan/ Zoning Commission Meeting 5/3/22	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				
Aflac						
030540						
AFLAC- April 2022	80.48	01-000-2053	AFLAC	202577	4/27/2022	05/16/2022
Total:	80.48	*Vendor Total				
Alfred Benesch & Company						
468255						
Bridge Inspections 1/3/22 - 4/24/22	10,094.41	21-450-4255	Engineering	210451	5/4/2022	05/16/2022
Total:	10,094.41	*Vendor Total				
Anderson Pest Solutions						
019770						
Pest Control- VH	103.95	01-445-4520	Public Buildings Rpr & Mtce	22817478	5/1/2022	05/16/2022
Total:	103.95	*Vendor Total				
Anna Helene Tuohy						
044040						
Plan/ Zoning Commission Meeting 5/3/22	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				
APWA						
031630						
Membership Dues- Laskowski	222.00	01-445-4390	Dues & Meetings	03022022	3/2/2022	05/16/2022
Total:	222.00	*Vendor Total				
ASCAP						
041230						
Annual License Fee	398.62	15-430-4751	North Aurora Days Expenses	04202022	4/20/2022	05/16/2022
Total:	398.62	*Vendor Total				
Asila Consulting Services LLC						
468268						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
SILO Firewall Annual Maint	870.77	71-430-4870	Equipment	IN1002	4/22/2022	05/16/2022
Total:	870.77	<b>*Vendor Total</b>				
<b>Aurora Area Convention</b>						
003770						
NA Lodging Hotel Tax/ Mar 2022	1,834.56	15-430-4752	90% Tourism Council	05022022	5/2/2022	05/16/2022
Total:	1,834.56	<b>*Vendor Total</b>				
<b>B &amp; F Construction</b>						
015600						
Plan Review- 125 S Grant	250.00	01-441-4276	Inspection Services	58885	4/21/2022	05/16/2022
Plan Review- 537 Moose Lake	1,036.13	01-441-4276	Inspection Services	58908	4/26/2022	05/16/2022
Plan Review- 533 Moose Lake	1,286.21	01-441-4276	Inspection Services	58931	4/28/2022	05/16/2022
Total:	2,572.34	<b>*Vendor Total</b>				
<b>Borekci Real Estate, LLC</b>						
468158						
NATC Rebate Dec 21 - Feb 21 (Inline 100%)	22,454.41	01-490-4781	Sales Tax Rebates	05112022	5/11/2022	05/16/2022
Total:	22,454.41	<b>*Vendor Total</b>				
<b>Camic Johnson, LTD.</b>						
03989						
Adjudication	350.00	01-440-4260	Legal	136	4/28/2022	05/16/2022
Total:	350.00	<b>*Vendor Total</b>				
<b>Cintas Corporation</b>						
041590						
Towel & Rug Cleaning- PW Garage	46.06	01-445-4520	Public Buildings Rpr & Mtce	4117608996	4/26/2022	05/16/2022
First Aid Supplies- PD	70.73	01-445-4870	Equipment	5105109403	4/21/2022	05/16/2022
First Aid Supplies- PW Garage	144.91	01-445-4870	Equipment	5106429722	5/2/2022	05/16/2022
Total:	261.70	<b>*Vendor Total</b>				
<b>Clarke Environmental Mosquito</b>						
000300						
Mosquito Control- Pay #3	15,452.25	01-445-4521	Mosquito Control	001023420	4/25/2022	05/16/2022
Total:	15,452.25	<b>*Vendor Total</b>				
<b>Coffman Truck Sales, Inc.</b>						
000320						
Safety Test- Truck #180	40.00	01-445-4511	Vehicle Repair and Maint	334596	4/26/2022	05/16/2022
Safety Test- Truck #179	40.00	01-445-4511	Vehicle Repair and Maint	334608	4/26/2022	05/16/2022
Safety Test- Truck #186	59.50	01-445-4511	Vehicle Repair and Maint	336839	5/3/2022	05/16/2022
Total:	139.50	<b>*Vendor Total</b>				
<b>Commonwealth Edison</b>						
000330						

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Well #9 3/21 - 4/19	4,966.60	60-445-4662	Utility	0543120261	4/20/2022	05/16/2022
Street Lights/ 355 Moorfield	9.93	10-445-4660	Street Lighting and Poles	0795092063	4/19/2022	05/16/2022
Street Lights/ 1197 Comiskey	9.93	10-445-4660	Street Lighting and Poles	0903075187	4/19/2022	05/16/2022
Street Lights/ 1193 Comiskey	9.93	10-445-4660	Street Lighting and Poles	1743032047	4/19/2022	05/16/2022
Street Lights	4,709.63	10-445-4660	Street Lighting and Poles	3771153008	4/19/2022	05/16/2022
Street Lights/ 211 River Rd	2,780.49	10-445-4660	Street Lighting and Poles	4007024020	4/18/2022	05/16/2022
Total:	12,486.51	*Vendor Total				
Creeside Compost, LLC						
467909						
2-6" Rock	48.00	01-445-4530	Public Grounds/Parks Maint	22-04-2125	4/25/2022	05/16/2022
2-6" Rock For Well Sites	48.00	60-445-4565	Water Well Rpr & Mtce	22-04-2125-0	4/25/2022	05/16/2022
Total:	96.00	*Vendor Total				
D&A Powertrain Components, INC						
467649						
Fittings, Hoses	245.80	01-445-4511	Vehicle Repair and Maint	242983	4/22/2022	05/16/2022
Total:	245.80	*Vendor Total				
DACRA Adjudication Systems						
467842						
Adjudication	1,850.00	01-440-4510	Equipment/IT Maint	DT-2022-04-C	4/30/2022	05/16/2022
Total:	1,850.00	*Vendor Total				
Doug Botkin						
047330						
Plan/ Zoning Commission Meeting 5/3/22	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				
Dupage Topsoil, Inc.						
031110						
Dirt/ Sod Repairs	345.00	01-445-4540	Streets & Alleys Rpr & Mtce	053206	4/19/2022	05/16/2022
Dirt/ Sod Repairs	345.00	01-445-4540	Streets & Alleys Rpr & Mtce	053238	4/26/2022	05/16/2022
Total:	690.00	*Vendor Total				
Engineering Enterprises, Inc.						
467917						
Orchard Gateway Phase 1 Design	19,540.00	21-450-4255	Engineering	73930	4/27/2022	05/16/2022
Airport & 31 Preliminary Engineering	12,111.00	12-438-4255	Engineering	73931	4/27/2022	05/16/2022
Total:	31,651.00	*Vendor Total				
Euclid Managers						
049670						
Short Term Disability - April 22	388.86	01-000-2057	Short-Term Disability	3122022	3/12/2022	05/16/2022
Short Term Disability - May 22	388.86	01-000-2057	Short-Term Disability	4142022	4/14/2022	05/16/2022
Total:	777.72	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<b>Eye For Design</b>						
040200						
Business Cards- Paprocki	76.60	01-430-4507	Printing	EFD5963	4/24/2022	05/16/2022
Total:	76.60	<b>*Vendor Total</b>				
<b>Feece Oil</b>						
031060						
Mid-Grade Fuel	5,392.81	71-000-1340	Gas/Diesel Escrow	3874234	4/21/2022	05/16/2022
Total:	5,392.81	<b>*Vendor Total</b>				
<b>Fox Metro</b>						
029650						
New Service Inspections (2)	60.00	60-445-4480	New Meters,rprs. & Rplcmts.	05032022	5/3/2022	05/16/2022
Total:	60.00	<b>*Vendor Total</b>				
<b>FOX METRO</b>						
045480						
Sewer Bill- VH 1/31 - 3/31	71.40	01-445-4662	Utility	N02-0164	4/25/2022	05/16/2022
Sewer Bill- PW Garage 1/31 - 3/31	28.56	01-445-4662	Utility	N02-5182	4/25/2022	05/16/2022
Sewer Bill- PD 1/31 - 3/31	64.26	01-445-4662	Utility	N02-5784	4/25/2022	05/16/2022
Total:	164.22	<b>*Vendor Total</b>				
<b>Geneva Construction Co.</b>						
000530						
2022 Road Program	245,459.79	21-450-4875	Capital Improvements	59998	5/10/2022	05/16/2022
Total:	245,459.79	<b>*Vendor Total</b>				
<b>Harmonic Heating &amp; Air Conditioning</b>						
047680						
Filter Replacements (4)- VH	1,412.00	01-445-4520	Public Buildings Rpr & Mtce	42726	4/7/2022	05/16/2022
Total:	1,412.00	<b>*Vendor Total</b>				
<b>IML Risk Management Association</b>						
003210						
Fireworks Liability Ins For 7/3/22	100.00	01-490-4758	Fireworks	04292022	4/29/2022	05/16/2022
Total:	100.00	<b>*Vendor Total</b>				
<b>Intergovernmental Personnel Benefit Cooperative</b>						
467637						
Health Insurance- PD/ May 2022	33,179.17	01-440-4130	Health Insurance	05052022-01	5/5/2022	05/16/2022
Health Insurance- Admin/ May 2022	5,867.46	01-430-4130	Health Insurance	05052022-02	5/5/2022	05/16/2022
Health Insurance- PSEBA/ May 2022	3,570.89	01-430-4132	PSEBA Health Insurance	05052022-03	5/5/2022	05/16/2022
Health Insurance- CommDev/ May 2022	2,707.59	01-441-4130	Health Insurance	05052022-04	5/5/2022	05/16/2022
Health Insurance- PW/ May 2022	13,366.17	01-445-4130	Health Insurance	05052022-05	5/5/2022	05/16/2022
Health Insurance- Water/ May 2022	8,287.88	60-445-4130	Health Insurance	05052022-06	5/5/2022	05/16/2022
Health Insurance- Retirees/ May 2022	1,928.68	01-000-2055	Payroll Deductions	05052022-07	5/5/2022	05/16/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Health Insurance- PD Pension/ May 2022	2,333.36	01-000-2055	Payroll Deductions	05052022-08	5/5/2022	05/16/2022
Dental Insurance- Admin/ May 2022	194.97	01-430-4136	Dental Insurance	05052022-09	5/5/2022	05/16/2022
Dental Insurance- CommDev/ May 2022	69.78	01-441-4136	Dental Insurance	05052022-10	5/5/2022	05/16/2022
Dental Insurance- PD/ May 2022	825.99	01-440-4136	Dental Insurance	05052022-11	5/5/2022	05/16/2022
Dental Insurance- PW/ May 2022	376.02	01-445-4136	Dental Insurance	05052022-12	5/5/2022	05/16/2022
Dental Insurance- Water/ May 2022	170.61	60-445-4136	Dental Insurance	05052022-13	5/5/2022	05/16/2022
Dental Insurance- Employee/ May 2022	1,865.10	01-000-2054	Insurance Employee Reimburse	05052022-14	5/5/2022	05/16/2022
Dental Insurance- PD/ May 2022	109.56	01-440-4135	Life Insurance	05052022-15	5/5/2022	05/16/2022
Life Insurance- PW/ May 2022	43.16	01-445-4135	Life Insurance	05052022-16	5/5/2022	05/16/2022
Life Insurance- Admin/ May 2022	19.92	01-430-4135	Life Insurance	05052022-17	5/5/2022	05/16/2022
Life Insurance- CommDev/ May 2022	16.60	01-441-4135	Life Insurance	05052022-18	5/5/2022	05/16/2022
Life Insurance- Water/ May 2022	19.92	60-445-4135	Life Insurance	05052022-19	5/5/2022	05/16/2022
Vision/ May 2022	698.02	01-000-2056	VSP - Employee Contributions	05052022-20	5/5/2022	05/16/2022
Voluntary Life/ May 2022	389.57	01-000-2052	Voluntary Life Insurance	05052022-21	5/5/2022	05/16/2022
Total:	76,040.42	*Vendor Total				
Jeff Wong						
468286						
CERT Disasterville Tabletop Exercise Kit	220.00	01-440-4558	Emergency Management	05032022	5/3/2022	05/16/2022
Total:	220.00	*Vendor Total				
JSN Contractors Supply						
041440						
Green Marking Flags (1000)	135.00	18-445-4570	Sewers Rpr & Mtce	85384	4/18/2022	05/16/2022
Total:	135.00	*Vendor Total				
Kane County Chronicle						
044250						
Subscription Renewal	51.48	01-410-4799	Misc. Expenditures	05262020rene	5/26/2022	05/16/2022
Total:	51.48	*Vendor Total				
Konica Minolta						
024860						
AP Printer Maint 4/21 - 5/20	9.08	01-430-4411	Office Expenses	9008559891	4/28/2022	05/16/2022
Copy Machine Maint- PW Garage 4/21 - 5/20	97.46	01-445-4411	Office Expenses	9008574382	5/1/2022	05/16/2022
Total:	106.54	*Vendor Total				
Mark Bozik						
042430						
Plan/ Zoning Commission Meeting 5/3/2022	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				
Mary Licar						
042420						
Police Pension Board Meeting 5/2/22	50.00	01-410-4015	Pension Board-Mtgs Per Diem	05022022	5/2/2022	05/16/2022
Total:	50.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<b>Menards</b>						
016070						
Custodial Supplies	93.98	01-445-4421	Custodial Supplies	75452R	12/6/2021	05/16/2022
Bldg Maint Supplies	24.04	01-445-4520	Public Buildings Rpr & Mtce	75837R	12/13/2021	05/16/2022
Air Line Supplies	77.15	01-445-4520	Public Buildings Rpr & Mtce	75889R	12/14/2021	05/16/2022
Paint Supplies- Trustee Office	74.83	01-445-4520	Public Buildings Rpr & Mtce	75900R	12/14/2021	05/16/2022
Tie Down Tent Stakes	8.98	01-490-4761	Beautification Committee	75934R	12/15/2021	05/16/2022
Plastic Spoons, Forks	3.28	01-445-4421	Custodial Supplies	75947-01R	12/15/2021	05/16/2022
Tarp, Silicon Clear	59.76	01-445-4530	Public Grounds/Parks Maint	75947-02R	12/15/2021	05/16/2022
Air Line Supplies	49.62	01-445-4520	Public Buildings Rpr & Mtce	75990R	12/16/2021	05/16/2022
TP Tool, Cleaning Supplies, Misc	167.66	60-445-4567	Treatment Plant Repair/Maint	76000R	12/16/2021	05/16/2022
Wedge Anchors	13.47	01-445-4545	Traffic Signs & Signals	76166R	12/20/2021	05/16/2022
Wedge Anchors	13.47	01-445-4545	Traffic Signs & Signals	76187R	12/20/2021	05/16/2022
PVC Pipe, Coupling Valve, Tee & Screws	28.92	01-445-4520	Public Buildings Rpr & Mtce	76192R	12/20/2021	05/16/2022
TP Supplies	41.83	60-445-4567	Treatment Plant Repair/Maint	76235R	12/21/2021	05/16/2022
Ice Melt- VH	25.47	01-445-4530	Public Grounds/Parks Maint	76477R	12/28/2021	05/16/2022
Wire, Pins, Clevis	10.95	01-445-4520	Public Buildings Rpr & Mtce	76537R	12/29/2021	05/16/2022
Garbage Bags	44.16	01-445-4521	Mosquito Control	76756-01R	1/3/2022	05/16/2022
Pipe Fittings	10.56	01-445-4520	Public Buildings Rpr & Mtce	76756-02R	1/3/2022	05/16/2022
Temp Mailboxes	292.70	01-445-4538	Snow Removal	77909	1/25/2022	05/16/2022
U-Bolts	16.98	60-445-4799	Misc. Expenditures	82724	4/20/2022	05/16/2022
Vacuum	179.00	01-445-4421	Custodial Supplies	82777	4/21/2022	05/16/2022
Rust Reformer	17.97	01-445-4511	Vehicle Repair and Maint	82884	4/22/2022	05/16/2022
Mulch	84.30	01-445-4530	Public Grounds/Parks Maint	83184	4/27/2022	05/16/2022
Shovel, Saw, Concrete	198.84	01-445-4870	Equipment	83508	5/2/2022	05/16/2022
Total:	1,537.92	<b>*Vendor Total</b>				
<b>Metro West COG</b>						
032210						
Membership Dues 5/1/22 - 4/30/23	6,391.35	01-410-4390	Dues & Meetings	4693	5/3/2022	05/16/2022
Total:	6,391.35	<b>*Vendor Total</b>				
<b>METRONET</b>						
467874						
Phone, Internet 4/24 - 5/23	787.35	01-430-4652	Phones and Connectivity	04242022-01	4/24/2022	05/16/2022
Phone, Internet 4/24 - 5/23	648.60	01-445-4652	Phones and Connectivity	04242022-02	4/24/2022	05/16/2022
Phone, Internet 4/24 - 5/23	723.95	60-445-4652	Phones and Connectivity	04242022-03	4/24/2022	05/16/2022
Phone, Internet 4/24 - 5/23	587.32	01-441-4652	Phones and Connectivity	04242022-04	4/24/2022	05/16/2022
Phone, Internet 4/24 - 5/23	1,785.15	01-440-4652	Phones and Connectivity	04242022-05	4/24/2022	05/16/2022
Total:	4,532.37	<b>*Vendor Total</b>				
<b>Mooney &amp; Thomas, Pc</b>						
001040						
Payroll Processing- March 2022	790.00	01-430-4267	Finance Services	9214109	3/31/2022	05/16/2022
Police Pension Payment- April 2022	75.00	80-430-4581	Banking Services/Fees	9214111	3/31/2022	05/16/2022
Total:	865.00	<b>*Vendor Total</b>				
<b>New Lenox Village Printery</b>						
032010						
2022 Water Quality Reports	2,566.14	60-445-4507	Printing	19002	4/28/2022	05/16/2022
Total:	2,566.14	<b>*Vendor Total</b>				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<b>North Aurora NAPA, Inc.</b>						
038730						
Oil For Lawn Mowers	21.96	01-445-4510	Equipment/IT Maint	408853	4/20/2022	05/16/2022
Air Filters (2)	46.36	01-445-4511	Vehicle Repair and Maint	408867	4/20/2022	05/16/2022
Oil For Lawn Mowers	24.06	01-445-4510	Equipment/IT Maint	408870	4/20/2022	05/16/2022
Spark Plugs (4)	8.68	01-445-4510	Equipment/IT Maint	408879	4/20/2022	05/16/2022
RainX Weather Beat	28.51	01-445-4511	Vehicle Repair and Maint	409094	4/22/2022	05/16/2022
Battery	131.90	01-445-4511	Vehicle Repair and Maint	409257	4/25/2022	05/16/2022
Wire	67.12	01-445-4511	Vehicle Repair and Maint	409349	4/26/2022	05/16/2022
Total:	328.59	<b>*Vendor Total</b>				
<b>Office Depot</b>						
039370						
Office Supplies	5.25	01-430-4411	Office Expenses	24090222400	4/20/2022	05/16/2022
Office Supplies	5.25	01-445-4411	Office Expenses	24090222400	4/20/2022	05/16/2022
Office Supplies	5.26	60-445-4411	Office Expenses	24090222400	4/20/2022	05/16/2022
Office Supplies	5.26	01-441-4411	Office Expenses	24090222400	4/20/2022	05/16/2022
Notary Stamp- Hansen	28.99	01-441-4411	Office Expenses	24090930900	4/21/2022	05/16/2022
Office Supplies	15.08	01-430-4411	Office Expenses	24109985800	4/29/2022	05/16/2022
Office Supplies	15.08	01-445-4411	Office Expenses	24109985800	4/29/2022	05/16/2022
Office Supplies	15.08	60-445-4411	Office Expenses	24109985800	4/29/2022	05/16/2022
Office Supplies	15.09	01-441-4411	Office Expenses	24109985800	4/29/2022	05/16/2022
Total:	110.34	<b>*Vendor Total</b>				
<b>Paddock Publications, Inc.</b>						
026910						
Public Notice	466.90	90-000-E273	Phelan Development - Park 88	213753	4/17/2022	05/16/2022
Total:	466.90	<b>*Vendor Total</b>				
<b>Paul L Buddy Plumbing &amp; Heating</b>						
021070						
Sump Pumps- VH	1,785.00	01-445-4520	Public Buildings Rpr & Mtce	31158	4/28/2022	05/16/2022
Total:	1,785.00	<b>*Vendor Total</b>				
<b>Pitney Bowes Inc.</b>						
017470						
Postage Machine Lease 7/22/22 - 10/21/22	452.13	01-440-4505	Postage	3105472848	4/25/2022	05/16/2022
Total:	452.13	<b>*Vendor Total</b>				
<b>Priority Products, Inc.</b>						
041340						
Hose Clamps	113.30	01-445-4511	Vehicle Repair and Maint	974804	4/22/2022	05/16/2022
Drill Bit, Screws, Nuts	751.23	01-445-4511	Vehicle Repair and Maint	975174	4/29/2022	05/16/2022
Total:	864.53	<b>*Vendor Total</b>				
<b>Robyn, Stecklein</b>						
022080						
Police Pension Board Meeting 5/2/22	50.00	01-410-4015	Pension Board-Mtgs Per Diem	05022022	5/2/2022	05/16/2022



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Total:	50.00	*Vendor Total				
Scott Branson						
468155						
Plan/ Zoning Commission Meeting 5/3/22	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				
Secretary of State						
002690						
Notary- Gomez	10.00	01-440-4799	Misc.	05042022	5/4/2022	05/16/2022
Notary- Gorski	10.00	01-440-4799	Misc.	05042022-02	5/4/2022	05/16/2022
Notary- Majerus	10.00	01-440-4799	Misc.	05062022	5/6/2022	05/16/2022
Total:	30.00	*Vendor Total				
Sign-A-Rama						
029780						
Traffic Sign- 197 Poplar	221.16	01-445-4545	Traffic Signs & Signals	INV-18500	4/28/2022	05/16/2022
Total:	221.16	*Vendor Total				
Signs Rescue Inc						
468154						
Booking Door Decals	383.94	01-440-4870	Equipment	INV-641	4/29/2022	05/16/2022
Total:	383.94	*Vendor Total				
Springbrook Software LLC						
467920						
Web Payment- April 2022	1,166.00	60-445-4510	Equipment/IT Maint	INV-009398	5/4/2022	05/16/2022
Total:	1,166.00	*Vendor Total				
Third Millennium Assoc. , Inc.						
033470						
April Newsletter	1,496.27	01-430-4507	Printing	27653-01	4/30/2022	05/16/2022
April Water Bill	2,080.78	60-445-4507	Printing	27653-02	4/30/2022	05/16/2022
Total:	3,577.05	*Vendor Total				
Thom Jungels						
039460						
Inspections (35)- April 2022	1,750.00	01-441-4276	Inspection Services	05062022	5/6/2022	05/16/2022
Total:	1,750.00	*Vendor Total				
Thomas Lenkart						
032550						
Plan/ Zoning Commission Meeting 5/3/22	50.00	01-410-4016	Per Diem - Plan Commission	05032022	5/3/2022	05/16/2022
Total:	50.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
<b>Uline, Inc</b>						
468220						
Custodial Supplies- VH	445.17	01-445-4421	Custodial Supplies	147823921	4/19/2022	05/16/2022
Kitchen Supplies- PD	719.89	01-445-4411	Office Expenses	147891403	4/20/2022	05/16/2022
	<hr/>					
Total:	1,165.06	<b>*Vendor Total</b>				
<b>Utility Dynamics Corporation</b>						
052560						
Street Light Repair- Feltz Lane	2,960.00	10-445-4661	Street Light Repair/Maint	041-2814	4/15/2022	05/16/2022
Street Pole (1)	725.00	10-445-4661	Street Light Repair/Maint	0415-2871-01	4/15/2022	05/16/2022
Street Light Replacement- 338 Timber Oaks	1,545.00	14-430-4774	Insurance Claims	0415-2871-02	4/15/2022	05/16/2022
Hansen St Light, Orch Gtwy Retainage	21,819.50	10-445-4661	Street Light Repair/Maint	0506-2738	5/6/2022	05/16/2022
	<hr/>					
Total:	27,049.50	<b>*Vendor Total</b>				
<b>Village of Montgomery</b>						
047080						
LEADS	471.20	01-440-4652	Phones and Connectivity	LEAD000012	4/22/2022	05/16/2022
	<hr/>					
Total:	471.20	<b>*Vendor Total</b>				
<b>Water Products Company</b>						
001170						
Service Line Repair Brass	714.38	60-445-4568	Watermain Rprs. & Rplcmts.	0308382	3/21/2022	05/16/2022
Pipe For Yard Stock	1,649.16	60-445-4568	Watermain Rprs. & Rplcmts.	0308967	4/25/2022	05/16/2022
Distribution Repair Parts	2,029.85	60-445-4568	Watermain Rprs. & Rplcmts.	0308999	4/25/2022	05/16/2022
Brass Return Credit	-699.00	60-445-4568	Watermain Rprs. & Rplcmts.	0309138	5/3/2022	05/16/2022
	<hr/>					
Total:	3,694.39	<b>*Vendor Total</b>				
<b>Williams Associates Architects, Ltd.</b>						
024930						
NA PW Facility- Validation Ph/ March 2022	11,417.00	21-452-4501	Contractual Services	0020902	4/20/2022	05/16/2022
	<hr/>					
Total:	11,417.00	<b>*Vendor Total</b>				
<b>Xandra LLC</b>						
467817						
PW & FD Apraisal- 300, 314, 318 Butterfield	3,000.00	21-452-4501	Contractual Services	777	4/4/2022	05/16/2022
	<hr/>					
Total:	3,000.00	<b>*Vendor Total</b>				
<hr/>						
Report Total:	506,076.45					

# Village of North Aurora Memorandum



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

**From:** Jason Paprocki, Finance Director

**CC:** Steven Bosco, Village Administrator

**Date:** May 16, 2022

**RE:** Springbrook Annual Subscription and Cloud Migration

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The Village received its annual subscription renewal for our financial software Springbrook. The annual renewal totals \$37,385.23 and includes the utility billing, accounts receivable, finance suite, and human resources management modules. In addition, staff highlighted a cloud migration of Springbrook during the FY 2022-23 budget presentation. The Village has received a quote of \$15,750 for professional services related to the Springbrook cloud migration and upgrade. Currently, Springbrook is self-hosted on Village servers that are nearing end of life. Converting to the cloud solution eliminates hardware costs, frees up IT staff time, improves security, enhances the functionality of our water meter reading software, and offers seamless software upgrades.

Consistent with the Village's purchasing policy, Springbrook is considered a sole source provider since it services and maintains proprietary software. Staff is seeking approval to renew the annual Springbrook subscription and authorize the cloud migration upgrade fee.

**Order Form:** Q-01353-2  
**Date:** 5/4/2022, 6:37 PM  
**Expires On:** 8/2/2022



**Phone:** (866) 777-0069  
**Email:** info@sprbrk.com

**Ship To:**

Jason Paprocki  
 North Aurora, IL - Village of  
 25 E. State Street  
 North Aurora, Illinois 60542  
 United States  
 jpaprocki@northaurora.org

**Bill To:**

Mandy Flatt  
 North Aurora, IL - Village of  
 25 E. State Street  
 North Aurora, Illinois 60542  
 United States  
 mflatt@northaurora.org

Account Manager	E-mail	Phone Number	Payment Terms
Tom Hamm	tom.hamm@sprbrk.com	(503) 436-5131	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Subscription	USD 12,283.35	1	18.589	USD 10,000.00
Accounts Receivable Subscription	USD 3,175.27	1	11.819	USD 2,800.00
Finance Suite Subscription	USD 19,949.00	1	0.000	USD 19,949.00
Human Resources Management Subscription	USD 5,447.00	1	14.885	USD 4,636.23
Annual Product Pricing Total:				USD 37,385.23

Fixed Fee Professional Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Services	Fixed Fee Professional Services	USD 15,750.00	1	0.000	USD 15,750.00
Fixed Fee Professional Services Total:					USD 15,750.00

**Grand Total: USD 53,135.23**

\* excludes applicable sales tax

## Order Details

Customer Name: North Aurora, IL - Village of

Customer Contact: Jason Paprocki

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <https://sprbrk.com/v/sprbrk-saas-terms>  
MLA: <https://sprbrk.com/v/sprbrk-onpremise-terms>  
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

\*The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered	Invoice Timing
*Estimated Professional Services:	Monthly, in arrears for services in the prior month unless specified in Special Terms.
Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.
Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware:	Upon the Effective Date of this Order Form.
Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.

\*Professional Services pricing is based on expected hours using Springbrook's standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work. Changes under \$5,000 will continue to be delivered and billed accordingly.

Special Order Terms

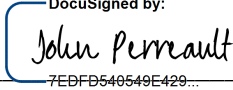
Special Order Terms (if any):

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**North Aurora, IL - Village of**

Signature:  7EDFD540549E429...

Signature: \_\_\_\_\_

Name (Print): John Perreault

Name (Print): Jason Paprocki

Title: CRO

Title: \_\_\_\_\_

Date: 5/5/2022

Date: \_\_\_\_\_

## Springbrook v7 to Cloud Migration Statement of Work

Following is a description of the project scope for a v7 premise upgrade of Springbrook Software to Springbrook's Enterprise Cloud solution. Any work or deliverables not explicitly stated below should be considered out of scope for the purposes of this agreement.

The process for migrating from a v7 premise installation of Springbrook to Springbrook's Enterprise Cloud solution consists of the following major phases:

1. **Performing a test migration.** During this phase, Springbrook staff will work directly with your IT or other staff to get a current copy of the existing Springbrook database and complete an initial conversion/upgrade of the database and load it to your Cloud database for review. Only one (1) conversion/test migration will be performed as part of this project.\*
2. **Complete configuration of Springbrook Cloud.** During this phase, a Springbrook Professional Services Consultant will work with staff to complete configuration of the Cloud system, including configuring imports, exports, and check/bill prints to ensure the Cloud system works similarly to the existing premise version. Any request to change functionality from how things work in the premise version are generally considered out of scope for the purposes of this project – this includes, but is not limited to, setting up new users or modifying permission for existing users, configuring additional imports/exports for new banks, third-party bill printers, third-party AML providers, changing the formats of existing check prints, etc.\*
3. **Complete enhancement overview session.** During this phase, a Springbrook Professional Services Consultant will provide one (1) overview session to your key staff of differences between Springbrook Cloud and your current v7 software. The focus of this single session is generally on understanding the differences between the two versions and does not include training/re-training in the software.\*
4. **Perform final data migration.** During this phase, we'll repeat the test migration, but this will be the last and final data migration to the Springbrook Cloud solution. Once Springbrook staff have obtained a copy of the current v7 database, staff will be unable to use the local version of Springbrook until the Cloud solution is live. In most cases, this downtime will span 2-3 business days (with the potential to extend up to 5 business days). Read-only access to the local v7 version of Springbrook will be available while the final Cloud migration is performed. Please note that integrated systems that rely on Springbrook data, including our CivicPay and Employee Self Service systems, will be unavailable during the final migration as well.
5. **Go live with Springbrook Cloud.** Once the final data migration has occurred and the Cloud system has been verified by Springbrook staff, it will be made available to your staff to begin live processing. A Springbrook Professional Services consultant will be available during the first week to field phone calls and emails regarding questions or issues discovered. Following the first week of go live, additional assistance with using Springbrook Cloud should be directed to Springbrook Technical Support resources.\*

\*If additional services are requested, a separate agreement will be required to govern the terms and cost for that additional out of scope work.



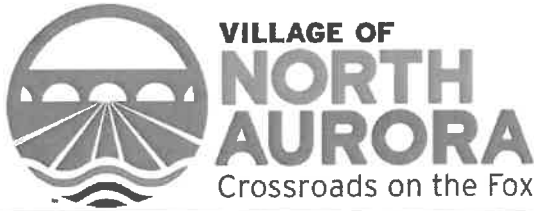
# Memorandum



To: Steve Bosco, Village Administrator  
From: Chris Wagner, Administrative Analyst  
Date: 5/11/22  
Re: North Aurora Days 2022 Special Event Permit

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The North Aurora Days Committee is planning to have the annual North Aurora Days event Friday, August 5<sup>th</sup> and Saturday, August 6<sup>th</sup>. On Friday the event will run from 5:00 pm to 11:00 pm and 3:00 pm to 11:00 pm on Saturday. The event includes food, bands, and other entertainment. A permit is requested because the bands are scheduled to play past 10:00 pm. The event will be located primarily at Riverfront Park with some events in locations throughout the community. As part of the special event, beer and wine will be served by the North Aurora Lions Club and North Aurora Mothers Club. Please find attached the North Aurora Days Committee's application for a special event.



25 East State Street, North Aurora, IL 60542  
P: 630.897.8228 F: 630.897.8258  
www.northaurora.org

## SPECIAL EVENT PERMIT APPLICATION

**THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR**

**Please note:** Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: 5/11/22  
Name of Event: North Aurora Days  
Type of Event: ☒ Festival ☐ Grand Opening ☐ Backyard Party ☐ Other  
Location of Event: Riverfront Park  
Date(s) of Event: 8/5/22-8/6/22 Hours of Event: 3 to 11  
Event / Organization Website (if applicable): https://www.northauroradays.org/  
Purpose of the event: Provide a fun-filled weekend of activities and entertainment for the community

Name of sponsoring organization (if applicable): Village of North Aurora  
(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes ☐ No ☐  
Contact person: Chris Wagner  
Contact person address: 25 E State St  
City: North Aurora State: IL Zip: 60542  
Home Phone: 331-385-6165 Cell Phone: \_\_\_\_\_ E-mail: cwagner@northaurora.org  
Organization address: Same as Above

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Will you be using speakers and/or sound equipment at your event? ☒ YES ☐ NO

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at [www.vil.north-aurora.il.us](http://www.vil.north-aurora.il.us))

Will alcohol be sold at your event? ☒ YES ☐ NO

If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.



25 East State Street, North Aurora, IL 60542  
P: 630.897.8228 F: 630.897.8258  
[www.northaurora.org](http://www.northaurora.org)

Will you serve food at your event? ☒ YES ☐ NO

*If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801 [www.kanehealth.com](http://www.kanehealth.com)*

Does your event include the use of a tent or an inflatable device over 400 square feet? ☒ YES ☐ NO

*If yes, approval from the North Aurora Fire Protection District may be required for non-residential events North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698 <http://www.nafd.org>*

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

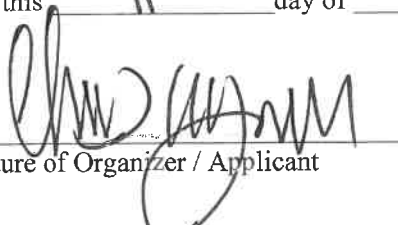
**Submit All COMPLETED Applications to:**

**Village of North Aurora  
Attn: Steve Bosco, Village Administrator  
25 E. State St.  
North Aurora, IL 60542  
Phone: (630) 897-8228, ext. 233  
Fax: (630) 897-8258  
[sbosco@northaurora.org](mailto:sbosco@northaurora.org)**

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this 11<sup>th</sup> day of May, 2022

  
\_\_\_\_\_  
Signature of Organizer / Applicant



25 East State Street, North Aurora, IL 60542  
P: 630.897.8228 F: 630.897.8258  
www.northaurora.org

### HOLD HARMLESS RELEASE

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Chris Wagner - VONA  
Name of Organizer / Applicant (please print)

[Signature]  
Signature of Organizer / Applicant

5/11/22  
Date

# Memorandum



To: Village President and Board of Trustees

Cc: Steven Bosco, Village Administrator

From: Natalie Stevens, Executive Assistant & Chris Wagner, Admin. Analyst

Date: May 5, 2022

Re: Strategic Plan Changes and Additions

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In March 2022, Village Trustees and staff attended a workshop to update the Village's current Strategic Plan.

Since the workshop, staff has made revisions and additions based on workshop feedback. In the review following the workshop, staff proposed to reorganize certain goals and objectives.

These major goal and objective changes include:

- The goal of "Maintain and Strengthen the Village's Strong Financial Position" was removed and the single objective beneath it was moved under the goal of "Efficient and Effective Delivery of Core Services."
- The goal of "Redevelopment and Enhancement of the Route 31 Corridor" was renamed "Revitalize the Route 31 Corridor and Create a Community Focal Point" and all objectives relating to the Route 31 corridor, block one and North Aurora Riverfront Park were transferred to this goal.

The Village Board discussed these changes and additions at the May 2, 2022 Committee of the Whole meeting and were in support of the updated 2022-23 Strategic Plan.

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

Also attached is a resolution officially adopting the Strategic Plan.

**VILLAGE OF NORTH AURORA**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that President and Board of Trustees of the Village of North Aurora, Kane County, Illinois hereby accepts the Village's 2022-2023 Strategic Plan.

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

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Mark Carroll \_\_\_\_\_

Laura Curtis \_\_\_\_\_

Mark Guethle \_\_\_\_\_

Michael Lowery \_\_\_\_\_

Todd Niedzwiedz \_\_\_\_\_

Carolyn Bird Salazar \_\_\_\_\_

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2022 A.D.

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

ATTEST:

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

# **VILLAGE OF NORTH AURORA STRATEGIC PLAN 2022-2023**

## **GOAL: COMMUNITY VITALITY**

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

### **Action Plan**

- Continue to provide public safety programs to local schools
- Communicate with local schools on mutual concerns
- Coordinate tree plantings with school district for Arbor Day

**OBJECTIVE: Pursue opportunities for green initiatives**

### **Action Plan**

- Evaluate options for electric vehicle charging stations
- Explore green energy purchasing options when appropriate
- Evaluate potential for green fleet purchases when practical
- Review areas for potential solar farms
- Review municipal & building codes for new residential/commercial buildings

**OBJECTIVE: Establish a dog park in North Aurora**

### **Action Plan**

- Engage in conversations with the park districts to establish a dog park

**OBJECTIVE: Explore opportunities to create and increase community events and activities**

### **Action Plan**

- Evaluate opportunities to host more Village events
- Look for partnership opportunities with other agencies for events

## **GOAL: ECONOMIC DEVELOPMENT**

**OBJECTIVE: Review zoning use classifications for all non-residential districts**

### **Action Plan**

- Determine whether existing or any new zoning uses should be reclassified as permitted, not permitted or a special use

**OBJECTIVE: Explore options for the use of vacant Village properties**

### **Action Plan**

- Explore opportunities for public and private uses
- Evaluate desired uses for vacant properties

## **OBJECTIVE: Enhance the Towne Centre Development**

### **Action Plan**

- Review options for signage on Orchard Road
- Explore options to address restrictions in the current owner's easement agreement
- Create dialogue with property owners
- Work with ownership on parking lot / landscaping / garbage issues

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

### **Action Plan**

- Explore options to attract restaurants, hotels, medical groups, convention centers, and destination attractions
- Review and comment on request for incentives
- Advertise and market the Village through different venues
- Explore ways to market vacant properties
- Create Economic Development Plan

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

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

### **Action Plan**

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

## **OBJECTIVE: Review potential opportunities for a future Village Hall site**

### **Action Plan**

- Discuss current location of Village Hall as part of the Comprehensive Plan update
- Review potential location options

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

### **Action Plan**

- Evaluate current and future use of social media tools
- Update Village's internal social media policy



- Evaluate current mass notification system for potential improvements

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

#### **Action Plan**

- Continue to update and expand the Village's Transparency Page
- Explore opportunities for public education programs

### **OBJECTIVE: Explore procurement opportunities for expedited equipment acquisition and collaborative purchasing**

#### **Action Plan**

- Continue monitoring state, federal and joint purchasing contracts / opportunities
- Evaluate opportunities to minimize impact from supply chain delays
- Continue evaluation and possible implementation of shared equipment and resources with other local units of government for cooperative measures

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

#### **Action Plan**

- Continue working with the Citizen Corps Council
- Continue interaction with the public through police PACT program
- Implement police officer body cameras
- Explore ways to engage the community in conversation

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

#### **Action Plan**

- Review biennial Strategic Plan progress with Village Board
- Provide monthly plan updates to the Village Board

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

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

#### **Action Plan**

- Determine the potential eligibility of any upcoming projects for funding programs such as the Illinois Transportation Enhancement Program, Federal Surface Transportation Program, and Community Development Block Grant Program
- Determine use for ARPA funds

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

### **Action Plan**

- Evaluate options for alternative and/or additional water sources
- Build 750,000 gallon water storage tower
- Evaluate east and west water treatment plants for future upgrades
- Perform Fox River water main crossing study
- Perform Flow Modeling Study
- Perform SCADA Study for Water Treatment Plant

## **OBJECTIVE: Continue Design and Building of New Public Works Facility**

### **Action Plan**

- Continue to work with architects / engineers regarding space needs, building design and site layout
- Review proposed design with Village Board
- Review proposed build with Village Board for potential approval to construct
- Determine funding opportunities for facility

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

### **Action Plan**

- Evaluate opportunities to strengthen efforts to maintain stormwater detention basins
- Create and/or update policies for Public Works operations
- Create a public education program to enhance water conservation efforts
- Continue to finalize accurate inventory for private lead water service lines
- Create a lead service line replacement program

## **GOAL: Revitalize the Route 31 Corridor and Create a Community Focal Point**

### **OBJECTIVE: Explore redevelopment options to create a focal point of the Route 31 Corridor between John and Oak Street and between Route 31 and Route 25**

#### **Action Plan**

- Discuss the possible relocation of the North Aurora Fire District Station #1
- Explore opportunities for public/private partnerships to facilitate redevelopment
- Explore opportunities to acquire properties
- Create comprehensive sub-area plan

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

#### **Action Plan**

- Investigate grant opportunities for silo enhancements
- Coordinate future silo enhancements with appropriate entities
- Review additional lighting opportunities for silo

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

### **Action Plan**

- Pursue riverfront events and activities
- Implement amenities from Riverfront Park concept plan
- Explore opportunities for riverfront enhancements with Fox Valley Park District

## **OBJECTIVE: Remove Fox River Dam**

### **Action Plan**

- Work with Fox Valley Park District to review engineering results of dam removal from the Illinois Department of Natural Resources
- Work with Illinois Department of Natural Resources and Fox Valley Park District for funding, project planning and construction
- Host a public forum for community feedback and information dissemination about the dam removal
- Coordinate any necessary Intergovernmental Agreements (IGAs) for dam removal
- Explore shoreline restoration options

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

### **Action Plan**

- Work with business owners to gain compliance with Village codes
- Evaluate options to bury power lines on Route 31
- Evaluate options to install sidewalks

## **OBJECTIVE: Utilize Village TIF Districts for redevelopment projects**

### **Action Plan**

- Promote TIF façade program
- Evaluate infrastructure projects

## **OBJECTIVE: Coordinate efforts with Illinois Department of Transportation (IDOT) on Corridor Enhancements**

### **Action Plan**

- Discuss possibilities for road configuration to address lane width
- Work with IDOT to address repair and maintenance issues in a timely fashion
- Pursue funding for infrastructure improvements

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**VILLAGE OF NORTH AURORA  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR  
**FROM:** MIKE TOTH, COMMUNITY AND ECONOMIC DEVELOPMENT  
DIRECTOR  
**SUBJECT:** COMPREHENSIVE PLAN UPDATE PURCHASE AUTHORIZATION  
**AGENDA:** MAY 16, 2022 REGULAR VILLAGE BOARD MEETING

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**ITEM**

Purchase authorization for an update to the Comprehensive Plan in the amount of \$17,499.

**BACKGROUND**

The 2015 Comprehensive Plan was funded by a grant provided by the Chicago Metropolitan Agency for Planning (CMAP) with Houseal Lavigne Associates having been awarded the bid to facilitate the process and complete the Plan. The year-long planning process commenced in April 2014, and with the assistance of a steering committee, public workshop sessions, Plan Commission and Village Board feedback, the Comprehensive Plan would later be approved the Village Board on June 15, 2015. The goal of the Comprehensive Plan is to act as the Village's blueprint for a better future.

Since 2015, the Village has renewed boundary agreements with Aurora, Batavia and Sugar Grove. Through the various boundary agreements, the Village has assumed additional territories outside of the current planning boundaries. In order to responsibly plan for the future of the expanded territory and revisit the objectives of the Comprehensive Plan, staff is recommending to move forward with an update to the plan.

Staff has been in contact with Houseal Lavigne to initiate the process of updating the Comprehensive Plan. Staff worked with Houseal Lavigne to set up a scope of service for the Comprehensive Plan, which was intentionally planned to commence after the strategic planning session with the Village Board as a means to utilize the information deriving from strategic planning.

The Comprehensive Plan update was included as part of the FY 2022-23 Budget in the amount of \$15,000. Houseal Lavigne has submitted a proposal to complete the work in the amount of \$17,499. Staff notes the direct expense of the update is anticipated to be \$14,999; however, a \$2,500 contingency cushion was built included in the event that any additional work is needed throughout the process. Staff is also recommending the sole use of Houseal Lavigne Associates as they were the original consultants that satisfactorily facilitated the 2015 Comprehensive Plan process and delivered an exceptional product.

# North Aurora

## 2015 Comprehensive Plan Update

Houseal Lavigne is pleased to submit this Proposal/Scope of Work for the Village of North Aurora Comprehensive Plan Update. We are thrilled at the opportunity to work with the Village of North Aurora again. Our Project Team is uniquely qualified to undertake this assignment, bringing insight, expertise, and understanding gained from working with clients throughout the Midwest and across the United States. Our team of professionals provides the skills necessary to create a responsive and visionary Comprehensive Plan that meets the needs of the North Aurora community. We are committed to excellence and available to undertake this important assignment immediately upon selection.

We propose a five-step planning process for preparing an update to the Village of North Aurora's 2015 Comprehensive Plan. Our proposed work programs will build on our work in preparing the Village's existing Comprehensive Plan, along with other plans, studies, and reports that have been completed since the Plan was adopted.

We understand that the planning process for the North Aurora assignment will utilize the Village Staff as a sounding board throughout the update. Our approach is designed to have working sessions and check-in meetings at key points in the process, as well as presenting to the Village's Plan Commission for plan adoption. We recognize the importance of Village Staff's input in defining current issues, reevaluating the vision, formulating new ideas, and shaping solutions.

We have prepared similar comprehensive plan updates for several other communities during the past few years. Should the Village favor our basic approach, we will work closely with Village staff and officials to further refine this process to meet specific local needs and requirements. We are prepared to begin the assignment immediately.

On the following pages, each task of our proposed Scope of Work is presented in detail.

### Task 1: Project Initiation

The Consultant Team will meet with key Village staff. This first meeting will allow the Project Director from the Consultant Team to discuss important issues with the Village at the onset of the assignment, reviewing contract and scope requirements, Village expectations for final deliverables, and a review of issues and concerns within the community that need to be assessed and addressed as part of the assignment. Regular and "as needed" meetings with Village staff will be held throughout the planning process to ensure an open communication and exchange of ideas.

A separate project initiation meeting will be held with the Village Staff and the Consultant Team to review and discuss the overall direction and policy issues facing the community. The purpose of this meeting will be to: (a) review overall project objectives; (b) review and discuss the work program for the project; (c) establish and discuss project roles and responsibilities; and, (d) establish an overall schedule for the Comprehensive Plan Update. This step will also entail a field reconnaissance.

- **HL Deliverables & Activities:**
  - Village Staff Kick-Off Meeting
  - Field reconnaissance of the Village to observe changes/developments
- **Village Staff's Responsibilities:**
  - Attend the Village Staff Kick-Off Meeting

## Task 2: Existing Comprehensive Plan Review

This task will involve a detailed review of the existing Comprehensive Plan with staff. We anticipate 1-2 working sessions with the staff, working through the 2015 Comprehensive Plan page by page, chapter by chapter, identifying areas of concern, desired analysis/study, revisions, deletions, and additions. We will amend and update the Comprehensive Plan as we work through the process. It is anticipated that these working sessions will be completed using screenshares/teleconferences.

- **HL Deliverables & Activities:**
  - Existing Comprehensive Plan Review Meetings with Village Staff
- **Village Staff's Responsibilities:**
  - Provide the Consultant Team a matrix/list of areas of concerns, desired analysis/study, revision, deletions, and additions from the 2015 Comprehensive Plan
  - Provide the Consultant Team the necessary background information that are relevant to the Comprehensive Plan Update. They may include boundary agreements and past plans and studies.

## Task 3: Update Draft Plan Recommendations

Based on the feedback received in Task 1 and 2 the Consultant Team will prepare the draft Comprehensive Plan document with updated plan recommendations. It is anticipated that the updated Comprehensive Plan's document layout design will remain like the that of the Village's 2015 Comprehensive Plan.

- **HL Deliverables & Activities:**
  - Draft Plan Document that responds to the Village-provided table/matrix of updates to the Comprehensive Plan
- **Village Staff's Responsibilities:**
  - Review the deliverables and attend coordination meetings to provide input to the Consultant Team (if needed)

## Task 4: Update Draft Plan Graphics & Subarea Plans

This task will involve updating subarea plans and will entail updating basemap, drafting and revising policies/recommendations of existing maps and graphics for each of the Subarea Plans and Village-wide Plans. These updates will reflect recent and planned improvements along with input received from the Village staff.

- **HL Deliverables & Activities:**
  - Updated basemap and overall maps and vignettes to reflect the Comprehensive Plan's updated recommendations and the Village's new boundary agreements
- **Village Staff's Responsibilities:**
  - Review the deliverables and attend coordination meetings to provide input to the Consultant Team

## Task 5: Implementation and Final Plan Document & Adoption

This task will involve updating the Comprehensive Plan's Implementation Matrix to reflect the Comprehensive Plan's updated recommendations and vision. Additionally, based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for local review and consideration, including the Plan Commission public hearing and adoption by the Village Board.

- **HL Deliverables & Activities:**
  - Updated Implementation Matrix
  - Draft and Final Comprehensive Plan Document
  - Plan Commission Public Hearing (OPTIONAL)
- **Village Staff's Responsibilities:**

- Mark-up the 2015 Comprehensive Plan's implementation matrix to inform the Consultant Team which items the Village has already achieved and items that needs to be revised/removed/added
- Attend a review meeting with the Consultant Team to discuss any final revisions to the Final Comprehensive Plan
- Village Board's Adoption Hearing

## Project Cost by Task

Task	Cost
Task 1 Project Initiation	\$2,660
Task 2 Existing Comprehensive Plan Review	\$770
Task 3 Update Draft Plan Recommendations	\$3,970
Task 4 Update Plan Graphics & Subarea Plans	\$4,020
Task 5 Implementation and Final Plan Document & Adoption	\$3,180
Direct Expenses	\$399
<b>Subtotal</b>	<b>\$14,999</b>
Contingency	\$2,500
<b>Total</b>	<b>\$17,499</b>

## Project Schedule

The anticipated project schedule below provides an overall framework to complete our team's approach for each task outlined in our scope of work. We are ready to begin work immediately and are committed to devoting the proposed personnel and resources for the entire length of time necessary to complete the Comprehensive Plan Update project. Should the Village favor our approach, we will work with staff to refine the process and anticipated project schedule in a manner that is most advantageous to the project.



● Denotes Meetings to be conducted by our Team

○ Denotes Optional Meetings to be conducted by our Team

★ Denotes Deliverables to be produced by our Team

**Village of North Aurora  
Memorandum**



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

**From:** Jason Paprocki, Finance Director

**CC:** Steven Bosco, Village Administrator

**Date:** May 16, 2022

**RE:** Appropriations and Budget Resolution for Messenger Public Library

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In accordance with the Illinois Local Library Act (75 ILCS 5/), Messenger Public Library is required to submit a statement of financial requirements of the library to the Village for the ensuing fiscal year. The statement of financial requirements is intended to communicate the amount necessary to levy for library purposes in the next tax levy process.

Attached is the Library's Resolution 02-2022, which adopts the budget and makes appropriations for the fiscal year beginning June 1, 2022 and ending May 31, 2023. This resolution is scheduled to be approved by the Board of Library Trustees at its May 12, 2022 meeting. The amounts in attached resolution will be used when developing the 2022 levy later this fall.



**RESOLUTION 02 -2022**  
**APPROPRIATIONS AND BUDGET RESOLUTION**  
**MESSENGER PUBLIC LIBRARY OF NORTH AURORA**

Resolution of the Board of Library Trustees of the Village of North Aurora, (Messenger Public Library) adopting a budget and making appropriations for the fiscal year beginning June 1, 2022 and ending May 31, 2023.

BE IT RESOLVED by the Board of Library Trustees as follows:

Section 1. The following sums of money, or as much thereof as may be authorized by law, are hereby budgeted and appropriated for public library purposes of the Messenger Public Library for said fiscal year.

Personnel and Benefits	1,327,000
Building Expenses	225,000
Materials	171,000
Technology	175,000
Maintenance	110,000
General Operating	90,000
Programming	65,000
Utilities	32,000
Insurance (D&O, W.C. Building)	27,000
Furniture Fixtures Repair Replacement	20,000
<b>TOTAL</b>	<b><u>\$ 2,242,000</u></b>

Section 2. The foregoing expenditures (except for the “*Building Expenses*” for *Facility and Grounds Capital Improvement Projects* \*) are budgeted and appropriated from general property tax revenues for corporate purposes and from a .02 special tax for Building and Maintenance (75 ILCS 5/3-1). The Building Expenses\* for facility and grounds capital improvement projects funding source expenditure is budgeted from the Special Reserve Fund (\$ 225,000).

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to and accumulated in a Special Reserve Fund (75 ILCS 5/5-8).

Section 4. This Resolution is intended to assist the Village of North Aurora with the Village’s annual budget and appropriations process.

Section 5. The Board of Library Trustees expects to file with the Village later this year a Resolution seeking the levy of taxes for public library purposes (Library Levy Resolution). The Library Levy Resolution will be filed with the Village on or before the date specified by the Village thereby allowing the Village to incorporate the Library Levy in the Village’s Levy.

Section 6. The Secretary of the Board of Library Trustees shall file a certified copy of this Resolution with the Village.

PASSED by the Board of Library Trustees of the Messenger Public Library this 12<sup>h</sup> day of May 2022, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Mark Saperston, President  
Board of Library Trustees  
Messenger Public Library

ATTEST:

\_\_\_\_\_  
Corinn Sparks, Secretary  
Board of Library Trustees  
Messenger Public Library

# Village of North Aurora

## Memorandum



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

**From:** Jason Paprocki, Finance Director

**CC:** Steven Bosco, Village Administrator

**Date:** May 16, 2022

**RE:** FY 2022-23 Budget Amendment #1

Staff has discovered an unspent amount from the FY 2021-22 Budget was not carried over to the FY 2022-23 Budget. This item is related to contractual services for Ridge Road storm sewer repair in the amount of \$100,000. During the budget process, staff believed this initial work would have been substantially completed before May 31, 2022 and did not re-appropriate the funding to FY 2022-23. This amendment to the FY 2022-23 Budget will be funded by available fund balance as a result of unspent money in the FY 2021-22 Budget.

In addition, \$60,000 was added to the FY 2022-23 Budget late in the process for additional work planned on the Ridge Road. This amount was erroneously added to the Sanitary Sewer Fund rather than the Capital Projects Fund. This addition was meant for storm sewers, but was labeled as sanitary sewers in the Budget. This amendment will not increase the FY 2022-23 Budget in total, it will only move amounts between funds.

The attached budget amendment re-appropriates and adds the unspent \$100,000 in the Capital Projects Fund related to Ridge Road storm sewer work and transfers \$60,000 from the Sanitary Sewer Fund to the Capital Projects Fund. The result of the amendment budgets \$160,000 total in the Capital Projects Fund for the Ridge Road storm sewer repair project.

VILLAGE OF NORTH AURORA

Ordinance No. \_\_\_\_\_  
An Ordinance Approving the 1<sup>st</sup> Budget Amendment for Fiscal Year 2022-23

**WHEREAS**, the Village of North Aurora has adopted the Budget Act, and approved a Budget for the 2022-23 Budget Year (hereinafter “budget year”); and

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

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

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

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022 A.D.

Mark Carroll \_\_\_\_\_

Laura Curtis \_\_\_\_\_

Mark Guethle \_\_\_\_\_

Michael Lowery \_\_\_\_\_

Todd Niedzwiedz \_\_\_\_\_

Carolyn Bird Salazar \_\_\_\_\_

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022 A.D.

\_\_\_\_\_  
Mark Gaffino, Village President

ATTEST:

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

Village of North Aurora  
FY 2022-23  
Exhibit "A"  
Budget Amendment #1

<u>Fund</u>	<u>Division</u>	<u>Account</u>	<u>Account Number</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Revised Budget</u>	<u>Note</u>
Sanitary Sewer Fund	Public Works	Sewers Repair and Maint	18.445.4570	\$ 186,000	\$ (60,000)	\$ 126,000	Remove money meant for Ridge Road storm sewers
				<b>TOTAL</b>	<b>\$ (60,000)</b>		
Capital Projects Fund	Public Works	Contractual Services	21.456.4501	\$ -	\$ 160,000	\$ 160,000	Re-budget \$100,000 unspent from FY21-22, add \$60,000 removed from Sanitary Sewer Fund
				<b>TOTAL</b>	<b>\$ 160,000</b>		
<b>NET INCREASE/(DECREASE)</b>					<b>\$ 100,000</b>		



# Memorandum

To: Mark Gaffino, Village President & Board of Trustees  
Cc: Steve Bosco, Village Administrator  
From: John Laskowski, Public Works Director  
Date: May 11, 2022  
Re: Fairview Way Subdivision Storm Sewer System and Overland Flow Route

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In May of 2020, the Village was informed of a drainage concern along the shared property line between the Lincoln Valley Development and the existing Fairview Way Townhome Subdivision. At that time the Village began investigating the issue and discovered roots from the adjacent willow trees had infiltrated the pipe and reduced its capacity to roughly 40%. Staff had two companies, Visu-Sewer and NPR, attempt to televise the sewer and remove the roots; both were unsuccessful. Staff has expanded its search to find a company capable to clear the roots in a pipe of this diameter. Only two companies were found with one interested in investigating the issue.

This obstruction in the pipe reduces its capacity. Since the pipe cannot flow freely, stormwater backs-up resulting in localized ponding of stormwater in the immediate area of the nearest drain. This also causes the detention pond immediately upstream of this pipe to drain down slower. Recently, the clogged pipe has become a more immediate concern because staff discovered the pipe was designed to be part of the overland flow route. Typically the overland flow route is a channel, swale, or ditch designed to convey stormwater away from homes when storm sewers are full. The stormwater is directed through this flow route to stormwater storage basins or larger conveyance systems like the Fox River. In the case of Fairway View Townhomes, the pipe *is* the overland flow route. This means that storms referred to as the 100-year storm event, (one that has a probability of recurring 1% each year) can be conveyed through the pipe. It also means that this pipe should be cleared *immediately* to prevent possible flooding in homes.

While it is important to remove the roots as soon as possible it is important to understand two things: *the first is that this is only part of the solution and the second is, it may not be possible to remove the roots.*

If the roots are successfully removed, the Village would then pursue a long term solution, which could include lining the pipe and/or removing the trees. If the root removal was unsuccessful, the next solution could be to remove and replace the pipe. Further discussion with the Village Board would be required to evaluate these options as well as options regarding sump line reconnection and tree removal.

In order to attempt to remove the roots, staff has obtained a preliminary estimate from DVM Utilities in Sterling Heights, Michigan. They propose a daily cost of \$7,200/day with a \$4,850/day mobilization cost. This would include two days of mobilization and five days of cleaning. The overall cost is anticipated to be \$45,700 for this work. However, staff is requesting spending authority up to \$60,000 should the work take longer than estimated. Staff would propose to closely monitor the progress of the project. Should the contractor make no or very little progress on the first day, staff would consider terminating the root removal contract and pursue an alternate solution for Village Board consideration.



6045 Sims Dr., Suite 2,  
Sterling Heights, MI 48313  
Direct: 248-930-8524  
Ph: 586-979-0402  
Fax: 586-979-8295  
Email: kbates@dvmutilities.com

**May 12, 2022**

## PROPOSAL

**To:** Village of North Aurora  
Attn: Brandon Tonarelli, P.E.  
25 E. State Street  
North Aurora, IL 60542

**Project:** Ridge Road 21" Storm Sewer Cleaning

ITEM	QTY	DESCRIPTION	UNIT PRICE	UNIT MEASURE	LINE TOTAL
1	5	21" Storm Sewer Cleaning (500 lf)	\$7,200	DAY	\$36,000.00
1A	2	Mob/Demob Charge (see note below)	\$4,850.00	EA	\$9,700.00
LEGEND: LS= Lump Sum, LF=Linear Feet, EA=Each,					<b>SUBTOTAL</b>
					<b>T.B.D.</b>
					<b>SALES TAX</b>
					<b>TOTAL</b>
					<b>T.B.D.</b>

### General Notes & Conditions

- NOTE: Price for 1A covers compensation for travel time for DVM personnel and equipment if cleaning operations fail to make progress after 1 full day of cleaning.
  - o Charge will reflect 1 day of cleaning at \$7,200.00, and a mobilization and demobilization charge at \$4,850/each for a total charge of \$16,900.00
- Cost includes 1 MOBILIZATION
- Permits and Bonds are NOT included.
- Price assumes owner/general contractor will supply water for storm sewer cleaning operations at **NO COST TO D.V.M. Utilities, Inc.**
- Erosion and sediment control is NOT included.
- Site restoration is NOT included.
- **Price does not include bypass of flows, and is intended to be completed during dry weather only.**
- **Price Does NOT Include Traffic Control, and is the responsibility of GC, at NO COST TO D.V.M. Utilities, Inc..**
- **Disposal of contaminated material is NOT included.**

Submitted by: KARL J BATES III

Acceptance of this proposal will bind each party into an agreement. Authorized representative from both parties will sign and date this agreement to abide by the above said terms and conditions. This proposal is valid for 30 days from the date submitted. D.V.M. Utilities, Inc. reserves the right to revised pricing should the proposal be accepted after 30 days.

**D.V.M. Utilities, Inc.**

Authorized signature: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed: Karl J Bates III

Printed: \_\_\_\_\_

D.V.M. Utilities, Inc.



Title: Senior Manager

Title: \_\_\_\_\_

Date: 5/12/2022

Date: \_\_\_\_\_

# Memorandum



To: Mark Gaffino, Village President & Board of Trustees

Cc: Steven Bosco, Village Administrator

From: John Laskowski, Public Works Director

Date: May 12, 2022

Re: Agreement with FQC Corporation for Preconstruction Services for the  
Public Works Facility in the amount of \$35,000

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In order to design and construct the Public Works Facility, the Village needs to assemble a team of architects, engineers, and construction managers. The Village has already approved the civil engineering contract with WBK engineers and the architectural contract with Williams Architects. The final step of the process is for staff to evaluate construction management firms and make a recommendation to the Village Board for their consideration.

On April 12, 2022 the Village advertised a Request for Proposals (RFP) for Construction Management Services. Ten qualified firms submitted proposals for consideration. The Village's selection committee, consisting of five staff members, thoroughly evaluated the qualifications of each firm. This committee identified three firms that were the most qualified and contacted them to participate in the interview process so that we could more carefully consider which firm would fit best with our design team. After conducting the interviews staff deliberated and came to a consensus that Frederick Quinn Corporation is the most qualified firm and staff recommends utilizing them as our Construction Manager at Risk.

The Construction Manager at Risk title is used to describe the Corporation's role in the project. Practically it is a commitment by the Construction Manager to deliver the project within a Guaranteed Maximum Price (GMP) which is based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks.

In order to establish a GMP certain preconstruction services need to be performed to develop an accurate design and cost estimate. This requires the Construction

Manager to work with the Civil Engineer, Architect, and Owner to refine the design, review plans and specifications, and value engineer various aspects of the project.

At this time, staff is proposing to enter into an agreement with Frederick Quinn Corporation to perform preconstruction services. After this initial scope was completed, if the design and cost were acceptable to the Village Board, an agreement for construction administration services would be presented to the Village Board for consideration. Construction Administration Services generally include: contractor procurement, finalizing documents, public bidding, scope reviews and recommendations to the Village, detailed scope reviews with all trade contractors, the oversight and execution of all construction activities, and provision of a full complement of services necessary to manage the construction process and deliver the end project. For reference, typical costs for Construction Administration Services have been outlined in the attached proposal.

As a reference check, staff has reached out to two communities who have hired Frederick Quinn and they have confirmed that Fredrick Quinn Corporation performs quality work. We have also examined one of their services agreement and determined that its structure and costs align closely to our agreement.

The current budget has funds to support the work that will be performed in the current fiscal year with the balance of the funds budgeted in Fiscal Year '22-23. Staff is recommending approval of proposal for the initial scope of work with Frederick Quinn Corporation to provide preconstruction services for the design of a Public Works Facility in the amount of \$35,000. After the Village Board reviewed the cost and design of the Public Works facility designed under preconstruction services a future agreement to for Construction Administration would be presented for consideration.

May 11, 2022

Mr. John Laskowski  
Public Works Director  
Village of North Aurora  
25 East State St.  
North Aurora, IL 60542

**CONSTRUCTION MANAGEMENT SERVICES**  
***Public Works Facility***

Dear Mr. Laskowski:

This proposal has been prepared in response to your request for a fee proposal for the above referenced services associated with the new Village of North Aurora Public Works Facility. The purpose of this proposal is to outline the basis of an agreement between the Village of North Aurora and Frederick Quinn Corporation (FQC), anticipating a formal agreement following a Standard AIA A133 Form of Agreement between Owner and Construction Manager as Constructor, with a Guaranteed Maximum Price.

Frederick Quinn Corporation (FQC) proposes to provide construction management services, as outlined in the Village issued RFP, to assist the Village through the process of planning, design, bidding and construction of the contemplated construction work. FQC will work in conjunction with the Village and your selected architecture/engineering partner, Williams Architects, to help plan and implement a solution that responds to the anticipated scope of work, the preliminary planning work done to date, and as directed by the Village. This proposal is presented in four parts: Project Understanding, Scope of Services, Schedule and Compensation.

**Project Understanding:**

FQC understands that the Village requires assistance in developing a final plan, based on Concept Design Plans for three options. The three options presented by the Village include 1) expansion of the existing facility, 2) demolition of existing and construction of new on your existing property, and 3) construction of new on adjacent property. Beyond the planning and preconstruction phase of work, FQC understands that the Village of North Aurora would work with FQC as a construction manager, providing pre-construction, bidding and construction administration services to manage the entire lifecycle of the project from design through construction, project close-out and warranty phase services.

Mr. John Laskowski  
Village of North Aurora  
May 11, 2022  
Page 2

**Scope of Services:**

Preconstruction Services – These services, as outlined in the Village issued RFP, are provided during the planning and design phase of the project to assist the Village and the architect/engineer team to plan for and develop a Best Value solution in terms of quality, cost and schedule, based on the original analysis of the three options. Throughout design we meet on a regular basis to review decisions in terms of durability, cost, phasing/logistics, sustainability and maintainability. These meetings will be attended by Mr. Fred Marano, Chief Estimator, Mr. John Eallonardo, Project Director and Mr. Jack Hayes, Project Executive. The specific services include Value Engineering, Cost Estimating, Logistics of Construction, Scheduling and Document Review. As design progresses we will work with Williams Architects, the Village and our construction team to develop a bid strategy in terms of bid packaging and trade contractor qualification.

Construction Administration – FQC takes the lead in the trade contractor procurement process including finalizing the documents for public bidding and leading the process from legal advertisement through public bid opening, scope reviews and recommendations for award to the Village. FQC will conduct detailed scope reviews with all trade contractors and provide a full complement of services necessary to manage the entire process of construction. We provide on-site field supervision and project support personnel who manage the day-to-day construction activities. The personnel assigned to the project will be determined based on the final schedule and phasing of the project. The field team is supported by Mr. John Eallonardo on a daily and weekly basis, and by Mr. Jack Hayes, President, as your Project Executive. We are responsible for every step of the process from bid opening to construction oversight, site logistics, quality, schedule and project close-out. Our team stays with your project into the post occupancy warranty phase to assure you 100% satisfaction.

**Draft Schedule:**

FQC understands that the Village requires the project to move forward in an expeditious manner. Design is anticipated to commence immediately and occur in design phases, with corresponding cost estimates and preconstruction analysis, through March, 2023. Bidding will commence upon completion of the construction documents, with contracts expected to be awarded in April, 2023. Construction will commence upon establishment of trade contracts and pre-work submittals. Our projected schedule has work beginning in May, 2023. Completion of all work is anticipated to occur over a period of approximately 12 months, completing in April, 2024.

As part of our standard scope of services, FQC will develop a comprehensive project schedule. FQC will work throughout the preconstruction phase in developing a comprehensive phasing plan and project schedule including each area of work, bidding and construction sequencing. This schedule will be provided for review and approval by the Village.

**Compensation:**

Preconstruction Services – These services include the work required to help finalize the project plan and develop, evaluate and confirm the project scope, budget and schedule. Throughout this phase of work, FQC will work extensively with the Village and Williams Architects to provide value engineering, constructability review, cost estimating, logistics, schedule development and phasing input. FQC does not limit the number of coordination meetings needed as part of this agreement. Formal cost estimates will be provided (at a minimum) at the completion of each design phase. FQC proposes to provide Preconstruction Services for a fixed fee of \$35,000.00.

Construction Administration – These services include the work required for proper management, oversight and execution of all construction activities. These expenses will be budgeted for and included as part of the hard construction cost portions of a project. We will outline below our proposed fee structure:

- General Conditions: The primary general conditions costs are for the full-time, professional construction management supervision necessary to manage, oversee and coordinate a high quality, safe construction process. The general conditions costs include items that are required to support the actual execution of construction activities on site, such as temporary facilities, field office expenses, technology, etc. These costs are budgeted for and billed as part of the construction cost on a monthly basis. The proposed monthly fixed General Conditions cost for a single field Superintendent is \$26,500. The total General Conditions costs, currently estimated at twelve months, will be presented to the Village for approval once the scope and schedule of the project has been finalized. The Village and FQC will agree to the final schedule prior to bidding of the main project components, at which time the General Conditions will be fixed as a final Not to Exceed.
- Construction Management Fee: FQC proposes to provide comprehensive construction management services for a fee of 2.5% times the actual cost of work. There will be no other reimbursable expenses or standard individual billing rates.
- Insurance and Bonds: Insurance coverage (General Liability, Worker's Compensation, Employment, Auto and Professional Liability) would be provided at a rate of 0.90% times the actual cost of construction. Performance and Payment Bonds (at 110% of value of construction) are provided at a rate of 0.85% times the actual cost of construction. These costs will be billed during construction in proportion to the completion of construction work put in place.

Mr. John Laskowski  
Village of North Aurora  
May 11, 2022  
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The following summarizes the components of compensation:

Preconstruction:	\$ 35,000.00
Construction Administration:	
• General Conditions – Sr. Superintendent/Field Office:	\$ 26,500.00/month
• CM Fee:	2.5% x cost of work
• Insurance:	0.90% x cost of work
• Bonds:	0.85% x cost of work

FQC looks forward to the prospect of working with the Village of North Aurora and your design partner, Williams Architects, and of being a service to you and your community on this very important assignment. If the terms of this proposal are acceptable, please sign the Acceptance section below, authorizing FQC to proceed with Preconstruction Services, and thereby creating a framework for the overall construction management services through construction. Upon acceptance of this proposal, FQC understands that the Village will work with legal counsel and FQC to prepare a formal AIA contract agreement (Contract and General Conditions) which will be finalized during the design phase of the project and presented to the Village Board for approval prior to bidding.

***For purposes of understanding the overall prospective cost for construction services, I provide the following examples of our fees, assuming a construction cost and a 12 month construction duration.***

Cost of Construction:	\$ 10,000,000	\$ 12,000,000	\$ 15,000,000
• CM Fee @ 2.5%	\$ 250,000	\$ 300,000	\$ 375,000
• Insurance @ 0.9%	\$ 90,000	\$ 108,000	\$ 135,000
• Bonds @ 0.85%	\$ 85,000	\$ 102,000	\$ 127,500
• General Conditions (12 mo. @ \$26,500/mo.)	\$ 318,000	\$ 318,000	\$ 318,000
<b>Prospective CM Total Fee</b>	<b>\$ 743,000</b>	<b>\$ 828,000</b>	<b>\$ 955,500</b>

If you have any questions, please do not hesitate to contact me.

Respectfully submitted,

**FREDERICK QUINN CORPORATION**



Jack Hayes  
President

**Accepted By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date