



**NORTH AURORA VILLAGE BOARD MEETING  
MONDAY, MARCH 17, 2025 - 7:00 P.M.  
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

**ZOOM VIEWING INFORMATION**

**Website Address:** <https://us02web.zoom.us/j/81260296189>

**Meeting ID:** 812 6029 6189 | **Dial In:** +1 312 626 6799

**AGENDA**

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

**ROLL CALL**

**ACKNOWLEDGEMENT**

1. Brian Reid (Police Commission)

**APPOINTMENTS**

1. Javier Gibert (Police Commission)

**AUDIENCE COMMENTS**

**CONSENT AGENDA**

1. Village Board Minutes Dated 03/03/2025; Committee of the Whole Minutes Dated 03/03/2025
2. Bills List Dated 03/17/2025 in the Amount of **\$2,263,748.75**
3. Travel and Business Expenses in the Amount of **\$50.00**
4. Approval of Resolution Acknowledging Substantial Completion Triggering the One-Year Maintenance Period and Reduction of the Surety for Public Improvements for Randall Square Lot 6
5. Approval of Executive Session Minutes Dated 06/17/2024; 07/01/2024; 08/05/2024 #1; 08/05/2024 #2; 09/16/2024; 10/07/2024 #1; 10/07/2024 #2; 11/04/2024 #1; and 11/04/2024 #2
6. Approval of Resolution Authorizing the Adoption of the Kane County Natural Hazard Mitigation Plan

**NEW BUSINESS**

1. Approval to Award Document Scanning Services Proposal to Konica Minolta in the Amount of **\$51,712.00**

2. Approval of Resolution Approving TIF Façade Grant Funding in the Amount of \$20,000.00 for the Property Located at 101 South Lincolnway, North Aurora, Illinois
3. Approval of an Ordinance Allowing the Use of Groundwater for Pond Level Maintenance and Landscaping in the Lincoln Valley Subdivision
4. Approval of an Ordinance Approving the 2<sup>nd</sup> Budget Amendment for Fiscal Year 2024-25

**VILLAGE PRESIDENT**

**TRUSTEE COMMENTS**

**ADMINISTRATOR'S REPORT**

**VILLAGE DEPARTMENT REPORTS**

**ADJOURN**

Initials: SB

**NORTH AURORA VILLAGE BOARD MEETING  
VILLAGE BOARD MEETING MINUTES  
Monday, March 3, 2025**

**CALL TO ORDER**

Mayor Gaffino called the meeting to order.

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

**ROLL CALL**

**In attendance:** Mayor Mark Gaffino, 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 Development Director Nathan Darga, Village Attorney Kevin Drendel, Public Works Director Brian Richter, Police Chief Joe DeLeo.

**AUDIENCE COMMENTS** – None

**CONSENT AGENDA**

1. Village Board Minutes Dated 02/17/2025; Committee of the Whole Minutes Dated 02/17/2025
2. Bills List Dated 03/03/2025 in the Amount of \$418,871.64

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 Curtis – yes. **Motion approved (5-0).**

**NEW BUSINESS**

**1. Approval of Ordinance Amending Title 13 of the North Aurora Code of Ordinances  
Regarding Water Connection Fees and Large Water Users**

Community Development Director Darga reminded the Board that at the previous Committee of the Whole meeting there was discussion regarding the agenda item. The last time the Ordinance had been adjusted was in 2007. The fees would now be based on population equivalents to better reflect actual usage instead of based on pipe size. For residential that fee would be \$1,300 per PE, while commercial and industrial would be \$2,300. Darga stated that a change had been made to the definition of “large water users” after consulting Village Attorney Drendel.

Motion for approval made by Trustee Guethle and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis – yes. **Motion approved (5-0).**

**2. Approval of Contract for Aspen Court Water Main Project with J & S Construction Sewer and Water, Inc. in the Amount of \$212,780.00**

Public Works Director Richter stated that the water main on Aspen Court had experienced a high number of watermain breaks over the years. Village staff designed the improvements and will perform the construction inspections. Eight sealed bids were received for the project. J & S was the low bidder, they

have worked for the Village in the past and have done a good job. Staff was recommending the awarding of the bid to J & S Construction.

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis –yes, Trustee Guethle – yes. **Motion approved (5-0).**

**3. Approval of Agreement for Construction Engineering and Inspection of the New Elevated Water Storage Tank to Engineering Enterprises Inc. (EEI) in the Amount Not to Exceed \$446,201.00**

Director Richter stated that the Village entered into a contract with CB & I to construct a new 1.25 million gallon water tower. The Village received proposals for construction, engineering and inspection from EEI who will oversee the project. They have done work for us in the past and have designed the project. Staff was recommending entering into an agreement with EEI in an amount not to exceed \$446,201.00.

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis – yes. **Motion approved (5-0).**

**4. Approval to Award Bid for West Water Treatment Plant Electrical Repairs to Frank Marshall Electric in the Amount of \$369,568.00**

Director Richter stated that in August the Village signed a professional service agreement with EEI to investigate electrical issues at both the east and west water treatment plants. After finding issues, bid specs were put together to make the repairs. A total of six companies downloaded the documents, and the Village received two bids for the project. The bid package was comprised of a base bid and two alternative bids. The electrical issues at the west treatment plant had been affecting well four, the plants' flow meters, and the safety of Village employees. Staff was recommending moving forward with awarding the base bid only, the two alternate bids would be rebid in the future. Funding for the project was still available and the Village would attempt to use DCEO grant funding for the project. EEI had provided the Village with a letter of recommendation, staff was recommending awarding the contract to Frank Marshall Electric.

Motion for approval made by Trustee Salazar and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Salazar – yes, Trustee Curtis –yes, Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes. **Motion approved (5-0).**

**VILLAGE PRESIDENT** – None

**TRUSTEES COMMENTS** – None

**ADMINISTRATOR'S REPORT** – None

**VILLAGE DEPARTMENT REPORTS**

1. **Finance** – None
2. **Community Development** – None
3. **Police** – Chief DeLeo stated that at a recent North Aurora Lions Club awards banquet, Sergeant Kyle Jensen and Detective Ryan Peat were awarded “Officer of the Year” awards.
4. **Public Works** – None
5. **Village Attorney**- None

**ADJOURNMENT**

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

Respectfully Submitted,

Jessi Watkins  
Village Clerk

**VILLAGE OF NORTH AURORA  
COMMITTEE OF THE WHOLE MEETING MINUTES  
Monday, March 3, 2025**

**CALL TO ORDER**

Mayor Gaffino called the meeting to order.

**ROLL CALL**

**In attendance:** Mayor Mark Gaffino, 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 Development Director Nathan Darga, Village Attorney Kevin Drendel, Public Works Director Brian Richter, Police Chief Joe DeLeo.

**AUDIENCE COMMENTS** – None

**TRUSTEE COMMENTS** - None

**DISCUSSION**

**1. Orchard Plaza Concept**

Community Development Director Darga stated that the first agenda item was for a concept plan for the Orchard Plaza, located on the northeast corner of Orchard Road and Oak Street. It was the triangle shaped piece of land that was reserved for commercial purposes when The Springs development was built. The comp plan calls for commercial uses and the property is zoned B-2, General Business District. The current proposal would be to create three lots. The lot furthest north would contain a fueling center with a convenience store, a drive-thru, and a space for a restaurant. The store would be set up to have a patio. The center lot would be developed with a five unit, 11,000 square foot retail center. This would also be set up to have a possible drive-thru on one of the units. The developer would reserve the largest lot on the corner to be marketed for future uses. This choice was at the request of staff to reserve the largest, deepest part of the parcel which could house a larger development in the future. Darga stated that the site had been set up during the construction of The Springs, there currently exists a right in right out on Orchard Road. Access to the site would be through that right in right out or behind the development, through The Springs. The storm water detention for the site has already been provided with The Springs development as well as utilities.

Bill Zalewski of Advantage Consulting Engineers and Himanshu Modi of Nova Design Build were on hand on behalf of the applicant to present the design concept.

Trustee Guethle asked if the developer had any idea what businesses may move in, Mr. Zalewski stated that they would have a shell gas station in the northern building and possibly a Cilantro in the middle building.

Trustee Curtis expressed a desire to see more architectural detail on the facades, to compliment the higher end buildings that were already located in proximity to the development. Mr. Modi stated that the buildings would be contemporary with a lot of glass in the front, along with stone cladding, and brick masonry. He further explained the planned details of the façade.

Trustee Salazar asked how many retail spaces were to be included in the middle building, along with where the parking would be situated. The building would contain five retail spaces and the parking would be situated in the front of the buildings along with a space in the rear for a drive-thru.

Mayor Gaffino asked for confirmation of the potential for one restaurant offering in the middle building. Mr. Modi stated that there would be two food offerings within the Shell gas station, a coffee offering to the north and a subway on the south end. The middle, retail building would have a Cilantro.

Trustee Niedzwiedz expressed concern with placing a gas station in that location. There was discussion regarding that concern. This discussion involved the concern that the gas station would be a Special Use. The discussion turned to what might future business could possibly occupy the uninhabited lot on the far south end and whether or not there was a concept for the entirety of the parcel.

There was discussion about whether or not there would be a better use for the land.

The majority of the Board felt that the gas station was not an appropriate use for the land, but had no issue with the retail building.

Administrator Bosco stated that the next step would be to bring this information back to the developer and to let them know that it would be challenging to obtain a Special Use from the Village for the gas station.

## **2. FY2025-2026 Budget Presentation**

Finance Director Jason Paprocki stated that the Village was nearing the end of the budget process for FY 2025-2026 and staff wanted to update the Village Board on where they were in the process.

Paprocki began with Personnel Assumptions for FY25-26. He stated that pay adjustments would take into effect for Public Works whose union contract called for a 3.75% increase, Police Sergeants would receive a 3.5% increase, the Police Officers pay increase was yet to be determined, and non-union employees would receive a 3% increase.

Insurance would increase, medical HMO by 6.5%, and PPO by 11%. Dental insurance would see no increase in the HMO but a 4.5% increase in the PPO.

The IMRF rate for 2025 would be 9.52% with a projected 11% for 2026.

Paprocki spoke about a new position that staff would like to see made available soon and would be proposing a budget amendment for, the Administrative Operations Assistant position. This position would assume the duties from the Community Relations Coordinator, such as preparing meeting and agenda packets, FOIA requests, Strategic Plan tracking and updates, assisting with special events, serving as the deputy clerk, providing office support, handling resolutions, ordinances and contracts, and interdepartmental projects. This new position would free up the Community Relations Coordinator to focus on community outreach, events, economic development, and marketing.

Paprocki spoke about additional proposed positions for the FY 25-26 budget which included a Full-Time Patrol Officer, a Part-Time Code Enforcement Officer, a Part-Time Custodian, additional Public Works seasonal labor, and a Public Works Streets Foreman promotion to Streets Superintendent.

Paprocki then spoke about Village debt. He stated that the Village had two debt issuances outstanding. The first was the water debt, for water capital that had been done years ago. The Village owes a little over \$3 million on this debt, and total principal and interest due for the year was \$492,772. The Village's newest debt was for the Public Works Facility, with principal and interest of \$1,234,847 due.

Paprocki spoke about the 1% state sales tax elimination that was to take in to effect on January 1, 2026. The Village received an estimated \$600,000 in grocery sales tax annually. Paprocki explained that municipalities could adopt an ordinance to establish a local grocery sales tax and the Village would be pursuing that option.

Paprocki presented a slide that detailed the Village's major revenues into the General Fund and spoke about it. He then spoke about the anticipated expenditures from the General Fund including a \$400,000 Capital transfer.

Paprocki then spoke about the projects expected to be funded by the Capital Projects fund including the 2025 Annual Road Program which would be paid for in part by Rebuild Illinois funding.

Paprocki moved on to the TIF funds stating that the Route 31 TIF would be ending in August 2025. The projected \$1,315,155 funds would be transferred to the United TIF for a fund closeout. Paprocki spoke further about TIF budget.

Paprocki spoke next about the Water Fund. He reminded the Village Board that in 2023 staff proposed a five year plan for a cumulative 50% water rate increase based on the operating needs and the capital projects of the water fund, resulting in a fee of \$5.95 per 1,000 gallons in FY 27-28. Upon further review

of the operation, supplies, energy costs, and maintenance, costs were higher than what was anticipated. Staff was recommending to increase the fees to \$5.95 per 1,000 gallons beginning next year. There was currently a Water System Master Plan evaluation being conducted by EEI. Staff was anticipating that the rates suggested by the study would be a lot higher than the \$5.95 per 1,000 gallons. Paprocki spoke further about the Water Fund in more detail.

Paprocki spoke about the anticipated vehicle and equipment expenses.

Paprocki presented other considerations such as the plan for the projected \$2.5 million surplus in the General Fund. He stated that \$400,000 would be transferred to the Capital Projects Fund, \$1.6 million to the Water Fund, and \$500,000 to General Fund reserve.

Administrator Bosco added that the current water fund rates were not covering the cost of the production of water. He stated that the goal would be to have the rates slightly above the general maintenance and operational costs. The Village Board will have to review the results of EEI's study and decide what the future water source will be for the Village. He spoke further about the Village's position regarding the Water Fund.

Paprocki wrapped up the presentation with a budget timeline stating that he anticipated the draft budget to be finished and released by March 14. At the next Committee of the Whole meeting on March 17<sup>th</sup> he would present a more in depth look at the budget. If more time is needed, there will be space reserved on the April 7<sup>th</sup> and 21<sup>st</sup> agendas to update the Board on any changes. The Public Hearing would be on April 21, 2025 and then approval on May 5<sup>th</sup>.

#### **EXECUTIVE SESSION –**

1. Review of the executive Session Minutes Dated 06/17/2024; 07/01/2024; 08/05/2024 #1; 08/05/2024 #2; 09/16/2024; 10/07/2024 #1; 10/07/2024 #2; 11/04/2024 #1; and 11/04/2024 #2
2. Review of the Release of Executive Session Minutes

#### **ADJOURNMENT TO EXECUTIVE SESSION**

Motion to adjourn to Executive Session made by Trustee Guethle and seconded by Trustee Niedzwiedz. All in favor. **Motion approved.**

#### **RETURN FROM EXECUTIVE SESSION**

#### **CALL TO ORDER**

Mayor Gaffino called the meeting to order.

#### **ROLL CALL**

**In attendance:** Mayor Mark Gaffino, 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 Development Director Nathan Darga, Village Attorney Kevin Drendel, Public Works Director Brian Richter, Police Chief Joe DeLeo.

#### **ADJOURNMENT**

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



Respectfully Submitted,

Jessi Watkins  
Village Clerk

# Accounts Payable

## To Be Paid Proof List

User: ablasr  
Printed: 03/12/2025 - 2:03PM  
Batch: 00502.03.2025



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
110 Customs									
468557									
4207	2/6/2025	1,270.38	0.00	03/17/2025				No	0
60-445-4511 Vehicle Repair and Maint				Inverter- Truck #144					
		<hr/>							
4207 Total:		1,270.38							
		<hr/>							
110 Customs Total:		1,270.38							
		<hr/>							
Accurate Office Supply Co.									
468923									
630865	2/17/2025	23.36	0.00	03/17/2025				No	0
01-430-4411 Office Expenses				Office Supplies					
		<hr/>							
630865 Total:		23.36							
		<hr/>							
630865-02	2/17/2025	23.36	0.00	03/17/2025				No	0
01-445-4411 Office Expenses				Office Supplies					
		<hr/>							
630865-02 Total:		23.36							
		<hr/>							
630865-03	2/17/2025	23.36	0.00	03/17/2025				No	0
60-445-4411 Office Expenses				Office Supplies					
		<hr/>							
630865-03 Total:		23.36							
		<hr/>							
630865-04	2/17/2025	23.37	0.00	03/17/2025				No	0
01-441-4411 Office Expenses				Office Supplies					
		<hr/>							
630865-04 Total:		23.37							
		<hr/>							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	Accurate Office Supply Co	93.45							
ACSI Mechanical Group 468558									
30951	2/13/2025	812.00	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Boiler Repair- PD					
30951 Total:		812.00							
30952	2/4/2025	5,675.00	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				New Motor & Tune Boiler- PD					
30952 Total:		5,675.00							
ACSI Mechanical Group T		6,487.00							
Aflac 030540									
207225	2/26/2025	716.74	0.00	03/17/2025				No	0
01-000-2053 AFLAC				AFLAC- Feb 2025					
207225 Total:		716.74							
Aflac Total:		716.74							
AIM 046510									
1002872	3/1/2025	147.00	0.00	03/17/2025				No	0
01-435-4267 Finance Services				Flex125- Feb 2025					
1002872 Total:		147.00							
AIM Total:		147.00							

Associated Technical Services, Ltd.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
048610									
39839	2/13/2025	804.00	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.				Utility Locate- 40 South Street					
39839 Total:		804.00							
Associated Technical Servic		804.00							
AT&T Mobility									
468386									
*** 287322262314	2/19/2025	318.01	0.00	03/17/2025				No	0
01-430-4652 Phones and Connectivity				Cell Phone- Admin 1/20 - 2/19					
287322262314 Total:		318.01							
*** 287322262477	2/19/2025	126.48	0.00	03/17/2025				No	0
01-441-4652 Phones and Connectivity				Cell Phone- CommDev 1/20 - 2/19					
287322262477 Total:		126.48							
*** 287322279713	2/19/2025	1,461.30	0.00	03/17/2025				No	0
01-440-4652 Phones and Connectivity				Cell Phone- PD 1/20 - 2/19					
287322279713 Total:		1,461.30							
AT&T Mobility Total:		1,905.79							
Aurora Area Convention									
003770									
02112025	3/11/2025	2,642.63	0.00	03/17/2025				No	0
15-430-4752 90% Tourism Council				Akshar Hotel Tax/ Jan 2025					
02112025 Total:		2,642.63							
02152025	2/15/2025	2,269.62	0.00	03/17/2025				No	0
15-430-4752 90% Tourism Council				Red Roof Inn Hotel Tax/ Jan 2025					
02152025 Total:		2,269.62							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
03052025	3/5/2025	1,024.22	0.00	03/17/2025				No	0
15-430-4752 90% Tourism Council				NA Lodging Hotel Tax/ Jan 2025					
03052025 Total:		1,024.22							
Aurora Area Convention To		5,936.47							
Bluff City Materials									
468391									
529704	2/20/2025	60.00	0.00	03/17/2025				No	0
01-445-4540 Streets & Alleys Rpr & Mtce				Spoil Hauling					
529704 Total:		60.00							
529705	2/21/2025	240.00	0.00	03/17/2025				No	0
01-445-4540 Streets & Alleys Rpr & Mtce				Spoil Hauling					
529705 Total:		240.00							
529797	2/24/2025	300.00	0.00	03/17/2025				No	0
01-445-4540 Streets & Alleys Rpr & Mtce				Spoil Hauling					
529797 Total:		300.00							
529882	2/25/2025	180.00	0.00	03/17/2025				No	0
01-445-4540 Streets & Alleys Rpr & Mtce				Spoil Hauling					
529882 Total:		180.00							
Bluff City Materials Total:		780.00							
Business Oriented Software Solutions, Inc.									
468934									
BOSS81124112523	11/13/2024	2,750.00	0.00	03/17/2025				No	0
71-430-4870 Equipment				JULIE Ticket Management Software					
BOSS81124112523 Total:		2,750.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	Business Oriented Softwar	2,750.00							
C. O. P. S. Testing Service 010080									
109486	10/31/2024	975.00	0.00	03/17/2025				No	0
01-439-4380 Recruit Testing				Written Test (6)					
109486 Total:		975.00							
109524	11/13/2024	3,900.00	0.00	03/17/2025				No	0
01-439-4380 Recruit Testing				Assessment Testing (6)					
109524 Total:		3,900.00							
C. O. P. S. Testing Service		4,875.00							
Cintas Corporation 041590									
4219305023	1/28/2025	105.87	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Towel & Rug Cleaning- PW Garage					
4219305023 Total:		105.87							
4220782985	2/11/2025	105.87	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Towel & Rug Cleaning- PW Garage					
4220782985 Total:		105.87							
4222200377	2/25/2025	105.87	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Towel & Rug Cleaning- PW Garage					
4222200377 Total:		105.87							
Cintas Corporation Total:		317.61							
City of Aurora 027870									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
238244	2/10/2025	361.00	0.00	03/17/2025				No	0
60-445-4562 Testing (water)				Monthly Water Testing- Jan 2025					
238244 Total:		361.00							
City of Aurora Total:		361.00							
Clarke Environmental Mosquito 000300									
001035705	2/24/2025	17,296.75	0.00	03/17/2025				No	0
01-445-4521 Mosquito Control				Mosquito Control/ Pay #1					
001035705 Total:		17,296.75							
Clarke Environmental Mos		17,296.75							
Commercial Tire Services, Inc. 038680									
3330048744	2/13/2025	609.86	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				New Tire					
3330048744 Total:		609.86							
Commercial Tire Services, I		609.86							
Commonwealth Edison 000330									
*** 0048252222	2/11/2025	65.82	0.00	03/17/2025				No	0
60-445-4662 Utility				Water Tower Electric					
0048252222 Total:		65.82							
11002112222	2/10/2025	68.64	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ Deerpath & Orchard Gateway					
11002112222 Total:		68.64							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number			Description		Reference				
*** 1392693000	2/18/2025	3,397.47	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Streets Lights/ 211 River					
1392693000 Total:		3,397.47							
*** 1715162000	2/10/2025	166.43	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Streets Lights/ Orchard & White Oak					
1715162000 Total:		166.43							
*** 1982048000	2/18/2025	14.13	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 355 Moorfield					
1982048000 Total:		14.13							
*** 2223921222	2/10/2025	336.95	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Streets Lights/ Orchard & Oak					
2223921222 Total:		336.95							
*** 2640852222	2/10/2025	217.09	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1200 Orchard Gateway					
2640852222 Total:		217.09							
*** 3059412222	2/10/2025	143.13	0.00	03/17/2025				No	0
01-445-4660 Street Lighting				Silo Lighting/ 2 W State Street					
3059412222 Total:		143.13							
*** 4475962222	2/12/2025	188.06	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ Rt56 Rt25					
4475962222 Total:		188.06							
*** 4479349000	2/18/2025	14.13	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1197 Comiskey					
4479349000 Total:		14.13							
*** 4966085000	2/10/2025	137.20	0.00	03/17/2025				No	0
10-445-4660 Street Lighting and Poles				Streets Lights/ 1802 Orchard Gateway					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
4966085000	Total:	137.20							
*** 5673211222	2/18/2025	14.13	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Street Lights/ 1193 Comiskey				
5673211222	Total:	14.13							
*** 6292668000	2/10/2025	55.38	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Streets Lights/ 19 N Lincolnway				
6292668000	Total:	55.38							
*** 6997063000	2/18/2025	3,637.42	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Streets Lights				
6997063000	Total:	3,637.42							
*** 7866272222	2/10/2025	95.69	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Street Lights/ 4 S Willowway				
7866272222	Total:	95.69							
*** 8845681222	2/10/2025	192.83	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Street Lights/ Orchard & Comiskey				
8845681222	Total:	192.83							
*** 9669222000	2/10/2025	152.75	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Street Lights/ 1600 Orchard Gateway				
9669222000	Total:	152.75							
*** 9954382000	2/10/2025	343.28	0.00	03/17/2025				No	0
10-445-4660	Street Lighting and Poles				Streets Lights/ Orchard & Orchard Gateway				
9954382000	Total:	343.28							
Commonwealth Edison Tot		9,240.53							

Constellation NewEnergy, Inc.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
034130									
69989611801	1/31/2025	6,435.46	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #4/ WTP 12/9 - 1/9					
	69989611801 Total:	6,435.46							
69989611801-02	1/31/2025	9,187.75	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #6 12/5 - 1/7					
	69989611801-02 Total:	9,187.75							
69989611801-03	1/31/2025	10,169.36	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #8 12/6 - 1/8					
	69989611801-03 Total:	10,169.36							
69989611801-04	1/31/2025	5,537.64	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #7 12/10 - 1/10					
	69989611801-04 Total:	5,537.64							
69989611801-05	1/31/2025	11,164.26	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #9 12/17 - 1/21					
	69989611801-05 Total:	11,164.26							
69989611801-06	1/31/2025	12,340.99	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #5/ETP 12/10 - 1/10					
	69989611801-06 Total:	12,340.99							
70185336501	2/28/2025	10,533.30	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #4/ WTP 1/9 - 2/10					
	70185336501 Total:	10,533.30							
70185336501-02	2/28/2025	7,885.67	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #6 1/7 - 2/6					
	70185336501-02 Total:	7,885.67							
70185336501-03	2/28/2025	9,425.88	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #8 1/8 - 2/7					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	70185336501-03 Total:	9,425.88							
70185336501-04	2/28/2025	5,047.35	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #7 1/10 - 2/11					
	70185336501-04 Total:	5,047.35							
70185336501-05	2/28/2025	8,225.31	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #9 1/21 - 2/19					
	70185336501-05 Total:	8,225.31							
70185336501-06	2/28/2025	17,902.24	0.00	03/17/2025				No	0
60-445-4662 Utility				Well #5/ETP 1/10 - 2/11					
	70185336501-06 Total:	17,902.24							
	Constellation NewEnergy,	113,855.21							
Core & Main 039040									
W372770	2/13/2025	179.00	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.				Repair Clamps					
	W372770 Total:	179.00							
W417917	2/26/2025	1,264.50	0.00	03/17/2025				No	0
60-445-4563 Fire Hydrant Repair/maint				Fire Hydrant Connection Parts					
	W417917 Total:	1,264.50							
W426857	2/12/2025	2,247.30	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.				Water Service Parts					
	W426857 Total:	2,247.30							
	Core & Main Total:	3,690.80							

D&A Powertrain Components, INC

AP-To Be Paid Proof List (03/12/2025 - 2:03 PM)

\*\*\* means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
467649									
261332	2/7/2025	8.86	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Fitting					
261332 Total:		8.86							
D&A Powertrain Compone		8.86							
Drendel & Jansons Law Group									
028580									
13085	1/31/2025	1,659.00	0.00	03/17/2025				No	0
60-445-4260	Legal			Legal Services- Water/ Jan 2025					
13085 Total:		1,659.00							
Drendel & Jansons Law Gr		1,659.00							
Engineering Enterprises, Inc.									
467917									
82727	2/25/2025	1,177.25	0.00	03/17/2025				No	0
90-000-E298	Gas N Wash 230 S Lincolnway			Water Review- Gas N Wash					
82727 Total:		1,177.25							
82736	2/25/2025	1,822.00	0.00	03/17/2025				No	0
60-445-4255	Engineering			Water System Model					
82736 Total:		1,822.00							
82737	2/25/2025	11,782.00	0.00	03/17/2025				No	0
21-450-4255	Engineering			Orchard Gateway Ph2					
82737 Total:		11,782.00							
82738	2/25/2025	4,220.00	0.00	03/17/2025				No	0
60-445-4255	Engineering			Water System Master Plan					
82738 Total:		4,220.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
82739	2/25/2025	2,267.00	0.00	03/17/2025				No	0
60-445-4255 Engineering				Water Tower Design					
82739 Total:		2,267.00							
82740	2/25/2025	5,704.00	0.00	03/17/2025				No	0
60-445-4255 Engineering				HMO System Engineering					
82740 Total:		5,704.00							
82741	2/25/2025	421.75	0.00	03/17/2025				No	0
60-445-4255 Engineering				Water Usage Analysis					
82741 Total:		421.75							
82742	2/25/2025	1,506.00	0.00	03/17/2025				No	0
60-445-4255 Engineering				Treatment Plant Backwash Tank Engineering					
82742 Total:		1,506.00							
82743	2/25/2025	1,828.00	0.00	03/17/2025				No	0
60-445-4255 Engineering				LSLR Project Plan					
82743 Total:		1,828.00							
82744	2/25/2025	3,174.00	0.00	03/17/2025				No	0
60-445-4255 Engineering				Treatment Plant Electrical Engineering					
82744 Total:		3,174.00							
Engineering Enterprises, In		33,902.00							
Feece Oil									
031060									
2323079	2/11/2025	1,318.90	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Motor Oil					
2323079 Total:		1,318.90							
2323079-02	2/11/2025	818.40	0.00	03/17/2025				No	0
01-440-4511 Vehicle Repair and Maint				Motor Oil					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2323079-02 Total:	818.40							
4148061	2/12/2025	1,749.94	0.00	03/17/2025				No	0
71-000-1340 Gas/Diesel Escrow				Diesel Fuel					
	4148061 Total:	1,749.94							
4148074	2/12/2025	1,941.92	0.00	03/17/2025				No	0
71-000-1340 Gas/Diesel Escrow				Mid-Grade Fuel					
	4148074 Total:	1,941.92							
4151334	2/27/2025	1,079.92	0.00	03/17/2025				No	0
71-000-1340 Gas/Diesel Escrow				Diesel Fuel					
	4151334 Total:	1,079.92							
4151339	2/27/2025	3,681.61	0.00	03/17/2025				No	0
71-000-1340 Gas/Diesel Escrow				Mid-Grade Fuel					
	4151339 Total:	3,681.61							
	Feece Oil Total:	10,590.69							
FOX METRO WRD									
045480									
N02-0013	2/24/2025	31.48	0.00	03/17/2025				No	0
01-445-4662 Utility				Sewer Bill- 22 Monroe 11/30 - 1/31					
	N02-0013 Total:	31.48							
*** N02-0164	2/24/2025	86.57	0.00	03/17/2025				No	0
01-445-4662 Utility				Sewer Bill- VH 11/30 - 1/31					
	N02-0164 Total:	86.57							
*** N02-5182	2/24/2025	94.44	0.00	03/17/2025				No	0
01-445-4662 Utility				Sewer Bill- PW Garage 11/30 - 1/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	N02-5182 Total:	94.44							
*** N02-5784	2/24/2025	94.44	0.00	03/17/2025				No	0
01-445-4662 Utility				Sewer Bill- PD 1/30 - 1/31					
	N02-5784 Total:	94.44							
	FOX METRO WRD Total	306.93							
Frank Marshall Electric 028510									
92350	2/18/2025	1,348.42	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Light Repairs/ PD					
	92350 Total:	1,348.42							
	Frank Marshall Electric To	1,348.42							
Frederick Quinn Corporation 468882									
02042025	2/4/2025	1,263,623.00	0.00	03/17/2025				No	0
24-452-4875 Capital Improvements				Construction- PW Facility					
	02042025 Total:	1,263,623.00							
02042025-02	2/4/2025	62,172.00	0.00	03/17/2025				No	0
21-452-4501 Contractual Services				Contractual Services- PW Building					
	02042025-02 Total:	62,172.00							
02072025	2/7/2025	337,946.00	0.00	03/17/2025				No	0
24-452-4875 Capital Improvements				Construction- PW Facility					
	02072025 Total:	337,946.00							
02072025-02	2/7/2025	62,330.00	0.00	03/17/2025				No	0
21-452-4501 Contractual Services				Contractual Services- PW Building					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	02072025-02 Total:	62,330.00							
	Frederick Quinn Corporatio	1,726,071.00							
Groot, Inc.									
468131									
13972121T106	3/1/2025	8,940.00	0.00	03/17/2025				No	0
01-000-2217 Waste Stickers Escrow					Waste Stickers (2000)				
	13972121T106 Total:	8,940.00							
	Groot, Inc. Total:	8,940.00							
Grundfos CBS, Inc									
468484									
*** 1900344822	12/8/2024	2,512.81	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint					Pump & Freight				
	1900344822 Total:	2,512.81							
	Grundfos CBS, Inc Total:	2,512.81							
Hach Company									
014100									
14362088	2/6/2025	152.70	0.00	03/17/2025				No	0
60-445-4562 Testing (water)					Reagents				
	14362088 Total:	152.70							
14393364	2/28/2025	50.70	0.00	03/17/2025				No	0
60-445-4562 Testing (water)					Alk Chem Keys				
	14393364 Total:	50.70							
14394313	2/28/2025	647.00	0.00	03/17/2025				No	0
60-445-4562 Testing (water)					pH Probe				



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
14394313 Total:		647.00							
Hach Company Total:		850.40							
Heartland Business Systems, LLC 468486									
747457-H	11/20/2024	292.50	0.00	03/17/2025				No	0
01-430-4280 Professional/Consulting Fees					SharePoint Consult Services				
747457-H Total:		292.50							
757295-H	12/24/2024	48.75	0.00	03/17/2025				No	0
01-430-4280 Professional/Consulting Fees					Consult Services				
757295-H Total:		48.75							
Heartland Business System		341.25							
High Star Traffic 021520									
11310	2/27/2025	899.20	0.00	03/17/2025				No	0
60-445-4565 Water Well Rpr & Mtce					Signs For Wells				
11310 Total:		899.20							
11310-02	2/27/2025	224.80	0.00	03/17/2025				No	0
60-445-4569 Water Tower Rpr & Mtce					Signs For Tower				
11310-02 Total:		224.80							
11310-03	2/27/2025	224.80	0.00	03/17/2025				No	0
60-445-4799 Misc. Expenditures					Extra Signs				
11310-03 Total:		224.80							
11310-04	2/27/2025	337.20	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint					Signs For TPs				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	11310-04 Total:	337.20							
	High Star Traffic Total:	1,686.00							
J & S Construction 029060 2501401	2/12/2025	7,220.00	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.					Water Main Repair- 124/125 Maple				
	2501401 Total:	7,220.00							
	J & S Construction Total:	7,220.00							
KB Collision & Customs 046310 003933	2/27/2025	823.35	0.00	03/17/2025				No	0
14-430-4774 Insurance Claims					Squad Repair				
	003933 Total:	823.35							
	KB Collision & Customs T	823.35							
Kimball Midwest 467916 103068118	2/14/2025	116.22	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint					Bolts				
	103068118 Total:	116.22							
103082976	2/19/2025	329.20	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint					Plow Bolts				
	103082976 Total:	329.20							
103108459	2/26/2025	423.20	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint					Nuts, Screws, Washer, Clamps, Disc				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	103108459 Total:	423.20							
	Kimball Midwest Total:	868.62							
Kirhofer's Sports 033380 59169	3/6/2025	4,813.00	0.00	03/17/2025				No	0
01-445-4160 Uniform Allowance				Uniforms- PW					
	59169 Total:	4,813.00							
	Kirhofer's Sports Total:	4,813.00							
KnowBe4 Inc. 467951 INV370044	2/17/2025	3,956.17	0.00	03/17/2025				No	0
01-430-4513 Software Maintenance				Training Services					
	INV370044 Total:	3,956.17							
	KnowBe4 Inc. Total:	3,956.17							
Konica Minolta 024860 500244236	1/31/2025	139.94	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/1 - 1/31					
	500244236 Total:	139.94							
500244244	1/31/2025	71.15	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/1 - 1/31					
	500244244 Total:	71.15							
500244600	1/31/2025	25.25	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/21 - 1/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
500244600 Total:		25.25							
500244601	1/31/2025	29.27	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/27 - 1/31					
500244601 Total:		29.27							
500246989	1/31/2025	63.14	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/1 - 1/31					
500246989 Total:		63.14							
500247875	1/31/2025	37.57	0.00	03/17/2025				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 1/1 - 1/31					
500247875 Total:		37.57							
9010311782	2/5/2025	10.99	0.00	03/17/2025				No	0
01-430-4411 Office Expenses				AP Printer Maintenance 1/21 - 2/20					
9010311782 Total:		10.99							
Konica Minolta Total:		377.31							
Language Line Services									
468915									
11549861	2/28/2025	53.13	0.00	03/17/2025				No	0
01-440-4799 Misc.				Language Line					
11549861 Total:		53.13							
Language Line Services Tot		53.13							
Lee Jensen Sales Co., Inc.									
044070									
0031914-00	2/26/2025	4,155.00	0.00	03/17/2025				No	0
60-445-4422 Safety Supplies				Gas Detection					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
0031914-00 Total:		4,155.00							
Lee Jensen Sales Co., Inc. T		4,155.00							
LionHeart Critical Power Specialists Inc.									
468857									
67247	2/12/2025	2,758.00	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint				Generator Maintenance & Repair- WTP					
67247 Total:		2,758.00							
LionHeart Critical Power S		2,758.00							
Menards									
016070									
43533	2/6/2025	75.44	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint				Acid & Scoops For Salt					
43533 Total:		75.44							
43533-02	2/6/2025	90.84	0.00	03/17/2025				No	0
60-445-4870 Equipment				Pump Pulling Rope					
43533-02 Total:		90.84							
43533-03	2/6/2025	35.96	0.00	03/17/2025				No	0
60-445-4423 Tools				Scraper Tool					
43533-03 Total:		35.96							
43533-04	2/6/2025	1.99	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Salt Scoop- 22 Monroe					
43533-04 Total:		1.99							
43767	2/10/2025	180.81	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Water Line- 22 Monroe					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
43767 Total:		180.81							
44558	2/24/2025	43.50	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint			Fittings, Paper Towels- TPs						
44558 Total:		43.50							
44775	2/28/2025	61.48	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint			Salt Scoop- 2 Monroe						
44775 Total:		61.48							
Menards Total:		490.02							
Mendoza Towing Service									
051090									
7640	2/28/2025	175.00	0.00	03/17/2025				No	0
14-430-4774 Insurance Claims			Squad Tow						
7640 Total:		175.00							
Mendoza Towing Service T		175.00							
METRONET									
467874									
02242025-01	2/24/2025	878.33	0.00	03/17/2025				No	0
01-430-4652 Phones and Connectivity			Phone, Internet 2/24 - 3/23						
02242025-01 Total:		878.33							
02242025-02	2/24/2025	682.10	0.00	03/17/2025				No	0
01-445-4652 Phones and Connectivity			Phone, Internet 2/24 - 3/23						
02242025-02 Total:		682.10							
02242025-03	2/24/2025	802.83	0.00	03/17/2025				No	0
60-445-4652 Phones and Connectivity			Phone, Internet 2/24 - 3/23						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
02242025-03 Total:		802.83							
02242025-04	2/24/2025	655.82	0.00	03/17/2025				No	0
01-441-4652 Phones and Connectivity				Phone, Internet 2/24 - 3/23					
02242025-04 Total:		655.82							
02242025-05	2/24/2025	1,863.63	0.00	03/17/2025				No	0
01-440-4652 Phones and Connectivity				Phone, Internet 2/24 - 3/23					
02242025-05 Total:		1,863.63							
METRONET Total:		4,882.71							
Monroe Truck Equipment, Inc.									
031330									
346338	2/18/2025	822.30	0.00	03/17/2025				No	0
01-445-4510 Equipment/IT Maint				Guard Curb (10)					
346338 Total:		822.30							
Monroe Truck Equipment,		822.30							
Mooney & Thomas, Pc									
001040									
9219027	2/28/2025	1,425.00	0.00	03/17/2025				No	0
01-435-4267 Finance Services				Payroll Processing- Feb 2025					
9219027 Total:		1,425.00							
9219029	2/28/2025	95.00	0.00	03/17/2025				No	0
80-430-4581 Banking Services/Fees				Police Pension- Mar 2025					
9219029 Total:		95.00							
Mooney & Thomas, Pc To		1,520.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MSC Industrial Supply 051190									
74797349	2/19/2025	610.78	0.00	03/17/2025				No	0
01-445-4870 Equipment				Vise					
74797349 Total:		610.78							
74797349-02	2/19/2025	290.82	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Light Bar, Logo Tape					
74797349-02 Total:		290.82							
MSC Industrial Supply To		901.60							
North Aurora NAPA, Inc. 038730									
483514	2/3/2025	67.98	0.00	03/17/2025				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
483514 Total:		67.98							
483925	2/8/2025	108.98	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Belt Kit					
483925 Total:		108.98							
484039	2/25/2025	31.51	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Work Lamp- Truck #171					
484039 Total:		31.51							
484053	2/11/2025	9.94	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Washer Nozzle- Truck #164					
484053 Total:		9.94							
484058	2/11/2025	151.90	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Transfer Case Motor- Truck #164					
484058 Total:		151.90							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number			Description				Reference		
484108	2/11/2025	682.52	0.00	03/17/2025				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
484108 Total:		682.52							
484280	2/13/2025	979.28	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Air Filters					
484280 Total:		979.28							
484366	2/14/2025	152.28	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Wiper Blades					
484366 Total:		152.28							
484554	2/18/2025	28.77	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Oil					
484554 Total:		28.77							
484562	2/18/2025	32.48	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Drain Plug- Truck #145					
484562 Total:		32.48							
484573	2/18/2025	-127.99	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Airflow Sensor					
484573 Total:		-127.99							
484575	2/18/2025	62.99	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Brake Pads- 2018 Ford					
484575 Total:		62.99							
48458	2/24/2025	278.67	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Truck Strobe Lights (3)					
48458 Total:		278.67							
484587	2/18/2025	13.50	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Fuel Cap- Truck #195					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	484587 Total:	13.50							
484603	2/19/2025	29.99	0.00	03/17/2025				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	484603 Total:	29.99							
484620	2/19/2025	424.99	0.00	03/17/2025				No	0
01-445-4423	Tools			Service Jack					
	484620 Total:	424.99							
484650	2/19/2025	140.98	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Oil Filter Sensors					
	484650 Total:	140.98							
484653	2/19/2025	41.40	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Rough Tough Spray					
	484653 Total:	41.40							
484670	2/19/2025	8.49	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Interior Detailer					
	484670 Total:	8.49							
484800	2/21/2025	21.15	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Paint Scratch Fix					
	484800 Total:	21.15							
484818	2/21/2025	92.89	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Strobe Light- Truck #171					
	484818 Total:	92.89							
484856	2/11/2025	18.42	0.00	03/17/2025				No	0
01-445-4511	Vehicle Repair and Maint			Vacuum Tubing					
	484856 Total:	18.42							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
484890	2/24/2025	43.40	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Rust Enamel Spray- Truck #171					
484890 Total:		43.40							
484895	2/24/2025	208.98	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Degreasing Solution					
484895 Total:		208.98							
484904	2/24/2025	211.81	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Rivet Kit					
484904 Total:		211.81							
484958	2/24/2025	91.04	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Gray Primer & Paint Topcoat					
484958 Total:		91.04							
484969	2/10/2025	54.60	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Pump Nozzle- Truck #191					
484969 Total:		54.60							
484987	2/25/2025	12.18	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Rubber Metal Clamp					
484987 Total:		12.18							
485244	2/28/2025	138.94	0.00	03/17/2025				No	0
60-445-4511 Vehicle Repair and Maint				Parts- Truck #183					
485244 Total:		138.94							
485245	2/28/2025	17.65	0.00	03/17/2025				No	0
60-445-4511 Vehicle Repair and Maint				Parts- Truck #183					
485245 Total:		17.65							
485248	2/28/2025	41.95	0.00	03/17/2025				No	0
60-445-4511 Vehicle Repair and Maint				Parts- Truck #183					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
485248 Total:		41.95							
485262	2/28/2025	230.01	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Battery- 2011 Ford					
485262 Total:		230.01							
North Aurora NAPA, Inc. T		4,301.68							
Northern Contracting, Inc. 051210									
129	3/7/2025	2,313.00	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.				Guardrail Replacement- 418 S Lincolnway WMB					
129 Total:		2,313.00							
Northern Contracting, Inc.		2,313.00							
Office Depot 039370									
409618508001	2/10/2025	21.26	0.00	03/17/2025				No	0
01-430-4411 Office Expenses				Office Supplies					
409618508001 Total:		21.26							
409618508001-02	2/10/2025	21.26	0.00	03/17/2025				No	0
01-445-4411 Office Expenses				Office Supplies					
409618508001-02 Total:		21.26							
409618508001-03	2/10/2025	21.26	0.00	03/17/2025				No	0
60-445-4411 Office Expenses				Office Supplies					
409618508001-03 Total:		21.26							
409618508001-04	2/10/2025	21.26	0.00	03/17/2025				No	0
01-441-4411 Office Expenses				Office Supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
409618508001-04 Total:		21.26							
412290966001	3/3/2025	30.27	0.00	03/17/2025				No	0
01-430-4411 Office Expenses				Office Supplies					
412290966001 Total:		30.27							
412290966001-02	3/3/2025	18.67	0.00	03/17/2025				No	0
01-445-4411 Office Expenses				Office Supplies					
412290966001-02 Total:		18.67							
412290966001-03	3/3/2025	18.67	0.00	03/17/2025				No	0
60-445-4411 Office Expenses				Office Supplies					
412290966001-03 Total:		18.67							
412290966001-04	3/3/2025	18.67	0.00	03/17/2025				No	0
01-441-4411 Office Expenses				Office Supplies					
412290966001-04 Total:		18.67							
413523954001	2/25/2025	11.51	0.00	03/17/2025				No	0
01-430-4411 Office Expenses				Office Supplies					
413523954001 Total:		11.51							
413523954001-02	2/25/2025	11.51	0.00	03/17/2025				No	0
01-445-4411 Office Expenses				Office Supplies					
413523954001-02 Total:		11.51							
413523954001-03	2/25/2025	11.51	0.00	03/17/2025				No	0
60-445-4411 Office Expenses				Office Supplies					
413523954001-03 Total:		11.51							
413523954001-04	2/25/2025	28.46	0.00	03/17/2025				No	0
01-441-4411 Office Expenses				Office Supplies					
413523954001-04 Total:		28.46							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Office Depot Total:		234.31							
Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.									
031590									
12558	1/31/2025	318.50	0.00	03/17/2025				No	0
01-430-4260 Legal				Jan 25 Legal					
12558 Total:		318.50							
Ottosen DiNolfo Hasenbal		318.50							
Pace Analytical Services, LLC									
031940									
257204270	2/21/2025	1,550.00	0.00	03/17/2025				No	0
60-445-4562 Testing (water)				UCMR5- Round 2					
257204270 Total:		1,550.00							
Pace Analytical Services, L		1,550.00							
Pirtek O'Hare									
035670									
OH-T00035656	2/11/2025	776.74	0.00	03/17/2025				No	0
01-445-4511 Vehicle Repair and Maint				Hoses, Wire Ties					
OH-T00035656 Total:		776.74							
Pirtek O'Hare Total:		776.74							
Pro Services LLC									
468933									
481	2/6/2025	6,000.00	0.00	03/17/2025				No	0
60-445-4568 Watermain Rprs. & Rplcmts.				Replace Lead Service- 7 N Adams					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
481 Total:		6,000.00							
Pro Services LLC Total:		6,000.00							
R. J. O'Neil, Inc.									
029370									
200495	2/26/2025	2,385.16	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Motor & Fan Replacement- PD Garage Heater					
200495 Total:		2,385.16							
200516	2/27/2025	1,103.18	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Heater Repair- VH					
200516 Total:		1,103.18							
R. J. O'Neil, Inc. Total:		3,488.34							
River Front Chrysler, Jeep									
032660									
20230600494	2/4/2025	5,000.00	0.00	03/17/2025				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 1851 Orchard Gateway Blvd.					
20230600494 Total:		5,000.00							
River Front Chrysler, Jeep		5,000.00							
Russo Power Equipment Inc.									
036290									
SPI20922296	2/17/2025	75.00	0.00	03/17/2025				No	0
01-445-4530 Public Grounds/Parks Maint				Sidewalk Salt					
SPI20922296 Total:		75.00							
SPI20925795	2/17/2025	50.00	0.00	03/17/2025				No	0
01-445-4530 Public Grounds/Parks Maint				Sidewalk Salt					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	SPI20925795 Total:	50.00							
	Russo Power Equipment In	125.00							
Springbrook Software LLC 467920									
INV-019943	2/28/2025	133.00	0.00	03/17/2025				No	0
60-445-4510 Equipment/IT Maint				IVR Payments- Feb 2025					
	INV-019943 Total:	133.00							
	Springbrook Software LLC	133.00							
St. Charles Trading, Inc. 033210									
IN2505092	2/26/2025	5,648.00	0.00	03/17/2025				No	0
60-445-4438 Salt - Treatment				Salt					
	IN2505092 Total:	5,648.00							
	St. Charles Trading, Inc. To	5,648.00							
Terminix Anderson 468912									
73796886	2/11/2025	60.00	0.00	03/17/2025				No	0
01-445-4520 Public Buildings Rpr & Mtce				Pest Control/ Fly Service- PD					
	73796886 Total:	60.00							
	Terminix Anderson Total:	60.00							
Third Millennium Assoc. , Inc. 033470									
32542	2/28/2025	2,861.16	0.00	03/17/2025				No	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
01-430-4507 Printing					Newsletter- Feb 2024				
	32542 Total:	2,861.16							
32542-02	2/28/2025	2,294.22	0.00	03/17/2025				No	0
60-445-4507 Printing					Water Bill- Feb 2024				
	32542-02 Total:	2,294.22							
	Third Millennium Assoc. ,	5,155.38							
Tool Rite Ind Inc. 468239									
2025-0037	3/11/2025	80.00	0.00	03/17/2025				No	0
01-445-4510 Equipment/IT Maint					Salt Spreader Repair				
	2025-0037 Total:	80.00							
	Tool Rite Ind Inc. Total:	80.00							
Tri-County Excavation & Construction 027350									
25-02-9333	2/13/2025	18,986.00	0.00	03/17/2025				No	0
01-445-4538 Snow Removal					Snow Plowing 2/12 - 2/13				
	25-02-9333 Total:	18,986.00							
25-02-9336	2/15/2025	13,654.00	0.00	03/17/2025				No	0
01-445-4538 Snow Removal					Snow Plowing 2/14 - 2/15				
	25-02-9336 Total:	13,654.00							
	Tri-County Excavation & C	32,640.00							
TRI-R Systems Incorporated 468416									
006301	2/25/2025	136,900.00	0.00	03/17/2025				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number			Description				Reference		
60-445-4875 Capital Improvements					Materials For SCADA Upgrade				
006301 Total:		136,900.00							
TRI-R Systems Incorporat		136,900.00							
Uline, Inc									
468220									
189536277	2/24/2025	813.62	0.00	03/17/2025				No	0
01-445-4421 Custodial Supplies					Custodial Supplies- PD				
189536277 Total:		813.62							
Uline, Inc Total:		813.62							
USABlueBook									
035680									
INV00617137	2/7/2025	562.68	0.00	03/17/2025				No	0
60-445-4567 Treatment Plant Repair/Maint									
INV00617137 Total:		562.68							
USABlueBook Total:		562.68							
Utility Dynamics Corporation									
052560									
0210-3213	2/12/2025	5,133.48	0.00	03/17/2025				No	0
10-445-4661 Street Light Repair/Maint					Light Repair- Sandell Lane				
0210-3213 Total:		5,133.48							
0211-3213	2/12/2025	5,245.35	0.00	03/17/2025				No	0
10-445-4661 Street Light Repair/Maint					Light Repair- 1007 Homerton Blvd.				
0211-3213 Total:		5,245.35							
0212-3213	2/12/2025	3,137.03	0.00	03/17/2025				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
10-445-4661 Street Light Repair/Maint					Light Repair- 872 Bennett				
0212-3213 Total:		3,137.03							
Utility Dynamics Corporat		13,515.86							
Water Resources									
010380									
37926	3/3/2025	16,561.50	0.00	03/17/2025				No	0
60-445-4480 New Meters,rprs. & Rplcmts.					Meter Order				
37926 Total:		16,561.50							
Water Resources Total:		16,561.50							
WBK Engineering, LLC									
467655									
26522	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering					Engineering Review- 908 Fair Meadow St				
26522 Total:		625.00							
26523	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering					Engineering Review- 1767 Breton Ave				
26523 Total:		625.00							
26524	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering					Engineering Review- 900 Fair Meadow St				
26524 Total:		625.00							
26525	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering					Engineering Review- 439 Prairie Ridge Lane				
26525 Total:		625.00							
26526	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering					Engineering Review- 427 Prairie Ridge Lane				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	26526 Total:	625.00							
26527	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Review- 1768 Breton Ave					
	26527 Total:	625.00							
26528	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Review- 1759 Breton Ave					
	26528 Total:	625.00							
26529	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Review- 443 Prairie Ridge Lane					
	26529 Total:	625.00							
26530	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Review- 1760 Breton Ave					
	26530 Total:	625.00							
26531	2/3/2025	625.00	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Review- 1751 Breton Ave					
	26531 Total:	625.00							
26534	2/3/2025	946.40	0.00	03/17/2025				No	0
01-441-4255 Engineering				Engineering Services- General					
	26534 Total:	946.40							
26535	2/3/2025	1,003.56	0.00	03/17/2025				No	0
90-000-E279 ESI Constructors - Aurora Pack				Engineering Inspection- Aurora Packing					
	26535 Total:	1,003.56							
26536	2/3/2025	5,521.95	0.00	03/17/2025				No	0
90-000-E110 NW Corner Randall & Oak(Lot 6)				Engineering Inspection- Randall Square					
	26536 Total:	5,521.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
26537	2/3/2025	304.00	0.00	03/17/2025				No	0
90-000-E274 Randall Terrace LLC - Next Gen	Engineering Inspection- Randall Terrace								
26537 Total:		304.00							
26538	2/3/2025	1,388.25	0.00	03/17/2025				No	0
90-000-E273 Phelan Development - Park 88	Engineering Inspection- Park 88								
26538 Total:		1,388.25							
26539	2/3/2025	927.56	0.00	03/17/2025				No	0
90-000-E264 McCue - Mooselakes	Engineering Inspection- Moose Lake Estates, Unit 3								
26539 Total:		927.56							
26540	2/3/2025	354.44	0.00	03/17/2025				No	0
90-000-E286 River Front RAM Truck Facility	Engineering Inspection- River Front Ram Truck Facility								
26540 Total:		354.44							
26541	2/3/2025	1,136.63	0.00	03/17/2025				No	0
90-000-E293 Opus - Euclid Expansion	Engineering Review & Inspection- Euclid Beverage								
26541 Total:		1,136.63							
26542	2/3/2025	858.75	0.00	03/17/2025				No	0
90-000-E296 300 Mitchell Rd - Liberty IL	Engineering Inspection- 300 Mitchell Rd								
26542 Total:		858.75							
26543	2/3/2025	1,372.00	0.00	03/17/2025				No	0
90-000-E298 Gas N Wash 230 S Lincolnway	Engineering Review- Gas N Wash								
26543 Total:		1,372.00							
26544	2/3/2025	652.40	0.00	03/17/2025				No	0
21-452-4255 Engineering	PW Construction Engineering								
26544 Total:		652.40							
WBK Engineering, LLC To		20,715.94							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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Weblinx Incorporated									
031420									
34710	2/3/2025	200.00	0.00	03/17/2025				No	0
01-430-4512 Website Maintenance			Website Maintenance- Feb 2025						
		<hr/>							
34710 Total:		200.00							
		<hr/>							
Weblinx Incorporated Total		200.00							
Weldstar Company									
014090									
0002370880	2/6/2025	30.69	0.00	03/17/2025				No	0
01-445-4510 Equipment/IT Maint			Nitrogen						
		<hr/>							
0002370880 Total:		30.69							
		<hr/>							
Weldstar Company Total:		30.69							
Williams Associates Architects, Ltd.									
024930									
0023124	2/13/2025	13,453.35	0.00	03/17/2025				No	0
21-452-4501 Contractual Services			Construction Architect Service						
		<hr/>							
0023124 Total:		13,453.35							
		<hr/>							
Williams Associates Archit		13,453.35							
		<hr/>							
		<hr/>							
Report Total:		2,263,748.75							
		<hr/>							
		<hr/>							

17-Mar-25

Village Board Meeting

## Travel and Expenses for Business Purposes

NAME	EVENT	EXPENSE or REIMBURSEMENT	DATE	AMOUNT
Mark Gaffino	Metro West Meeting	Expense	2/27/2025	\$ 50.00
TOTAL				\$ 50.00

**Metro West Council of Government**  
40W270 Lafox Rd Ste A  
Campton Hills, IL 60175 USA  
SRussell@metrowestcog.org

## Invoice

# Metro West

COUNCIL OF GOVERNMENT

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5762	03/11/2025	\$100.00	04/10/2025	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/27/2025	Networking Meetings	Feb Networking Dinner Mark Gaffino Steve Bosco	2	50.00	100.00

Thank you from Metro West!!!

BALANCE DUE

**\$100.00**

Pay invoice

VONA APPROVED  
DATE 3-11-25 AMOUNT 50.00  
DESCRIPTION metrowest meetg  
ACCOUNT # 01.410.4390  
SIGNATURE [Signature]

VONA APPROVED  
DATE 3-11-25 AMOUNT 50.00  
DESCRIPTION metrowest meetg  
ACCOUNT # 01.430.4390  
SIGNATURE [Signature]



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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:** NATHAN DARGA, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** RANDALL SQUARE LOT 6 SUBSTANTIAL COMPLETION  
**AGENDA:** MARCH 17, 2025, REGULAR VILLAGE BOARD MEETING

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**ITEM**

A Resolution Acknowledging Substantial Completion Triggering the One-Year Maintenance Period and Reduction of the Surety for Public Improvements for Randall Square Lot 6

**DISCUSSION**

The Randall Square Development was approved as a PUD in Ordinance 21-12-20-03. The project was constructed by RE Development Solutions and is now substantially complete. This is located on the west side of Randall Road south of Casey's. The developer is requesting a reduction of the development security from \$720,514.08 to \$60,042.84 as determined by the Village Engineer. This will begin the one-year maintenance period.

RESOLUTION No. \_\_\_\_\_

**RESOLUTION ACKNOWLEDGING SUBSTANTIAL COMPLETION**  
**TRIGGERING THE ONE-YEAR MAINTENANCE PERIOD**  
**AND REDUCTION OF THE SURETY FOR PUBLIC IMPROVEMENTS FOR**  
**RANDALL SQUARE LOT 6**

**WHEREAS**, Randall Oaks, LLC c/o RE Development Solutions (the “Developer”) has substantially completed the public improvements associated with the Randall Square Lot 6 Development located north of the intersection of Randall Road & Oak Street (the “Public Improvements”); and

**WHEREAS**, the Developer has requested that the Village acknowledge substantial completion of the Public Improvements, authorize a reduction of the associated surety to the one-year maintenance amount, and trigger the beginning of the one-year maintenance period; and

**WHEREAS**, WBK Engineering, LLC, the Village engineers overseeing the Development (the “Village Engineer”), confirms the substantial completion of the public improvements, has created a one-year maintenance punch-list and recommends initiation of the one-year maintenance period.

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

1. Recital set forth above and incorporated herein as the material findings of fact of the President and the Board of Trustees.
2. The Village hereby acknowledges substantial completion of the Public Improvements.
3. The surety for the Public Improvements is hereby authorized to be reduced from \$720,514.08 to \$60,042.84 as determined by the Village Engineer.
4. The one-year maintenance period shall begin from and after the passage and approval of this Resolution, during which time the Developer shall complete any punch-list items identified by the Village Engineer and satisfy all of the one-year maintenance obligations established by the North Aurora Code as a condition of acceptance of the Public Improvements, which acceptance and release of cash surety must be approved by the North Aurora Village Board after the one-year maintenance obligations have been satisfied.
5. This Resolution shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois  
this \_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this  
\_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Jason Christiansen \_\_\_\_\_

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 \_\_\_\_\_, 2025, A.D.

ATTEST:

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

\_\_\_\_\_  
Jessi Watkins, Village Clerk



# Memorandum

**To:** Village President and Village Board of Trustees  
**Cc:** Steve Bosco, Village Administrator  
**From:** Joseph DeLeo, Chief of Police  
**Date:** March 3, 2025  
**Re:** Adoption of the Kane County Natural Hazard Mitigation Plan

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## DISCUSSION

Staff requests the approval and adoption of the 2024 Kane County Natural Hazard Mitigation Plan. North Aurora staff actively participated in steering committee meetings during the development stage of the plan. Following its completion, Kane County staff recommended the adoption of the plan, which was prepared for the County and all communities within it.

The Plan identifies risks and vulnerabilities specific to Kane County and North Aurora, related to various hazards. It then formulates a strategy to mitigate these risks, based on a set of uniform goals. Finally, it provides a framework for implementing, evaluating, and revising this strategy. The plan has been reviewed and approved by FEMA. Importantly, the adoption of the plan will not impose additional obligations on North Aurora. Our existing *North Aurora Emergency Operations Plan* will continue to guide Village operations in the event of an emergency, while the proposed Hazard Mitigation Plan addresses preemptive measures to protect against hazards.

Since November 2003, the Federal Emergency Management Agency (FEMA) has required a Natural Hazards Mitigation Plan for Kane County to support state or federal mitigation grant funding. Consequently, adopting this plan will enable Village staff to apply for specific grant funds for projects listed within North Aurora's portion of the plan. For your reference, the section specific to North Aurora is attached (Volume II, pages 537-542 of the plan).

Staff recommends the passage of the Kane County Natural Hazard Mitigation Plan.

**VILLAGE OF NORTH AURORA**

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

**A RESOLUTION  
AUTHORIZING THE ADOPTION OF THE  
KANE COUNTY NATURAL HAZARD MITIGATION PLAN**

**WHEREAS**, the mission of Kane County and the participating jurisdiction of the Village of North Aurora include the charge to protect the health, safety, and the general welfare of the people of the County and municipalities; and

**WHEREAS**, Kane County, Illinois, is subject to flooding, tornadoes, winter storms, and other hazards; and

**WHEREAS**, pro-active mitigation of known hazards before and after a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS** to remain eligible to receive mitigation monies, Kane County prepared a Hazard Mitigation Plan (the "PLAN") for the County and all communities in the County; and

**WHEREAS**, Kane County and the Village of North Aurora have participated in and completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of hazards, develops a mitigation strategy consistent with a set of uniform goals, and creates a plan for implementing, evaluating and revising this strategy;

**NOW THEREFORE BE IT RESOLVED** that the Village of North Aurora:

- 1.) Adopts in its entirety the Kane County Natural Hazard Mitigation Plan (Plan), and specifically Volume II of the Plan as it pertains to this jurisdiction.
- 2.) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Hazard Mitigation Steering Committee and continue to participate in the planning partnership as described by the Plan.
- 5.) Will help to promote and support the mitigation successes of planning partners.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois

this \_\_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Jason Christiansen \_\_\_\_\_  
Mark Guethle \_\_\_\_\_  
Todd Niedzwiedz \_\_\_\_\_

Laura Curtis \_\_\_\_\_  
Michael Lowery \_\_\_\_\_  
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 \_\_\_\_\_ 2025, A.D.

**VILLAGE OF NORTH AURORA**

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Village President

ATTEST:

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Village Clerk

# Village of North Aurora

## Hazards Analysis

Hazards that represent a county-wide risk are addressed in the Risk Assessment section of the 2023 Kane County Multi-Hazard Mitigation Plan (Volume I). This section only addresses the hazards and their associated impacts that are relevant and unique to the municipality/area.

### Thunderstorms, Lightning, and Hail:

- Power outages - only 2 of 6 deep aquifer wall pumps have generators, and North Aurora solely depends on deep aquifers as a water source.
- The Village has no other water source of water.

### High Winds and Microbursts:

- Power outages - only 2 of 6 deep aquifer wall pumps have generators, and North Aurora solely depends on deep aquifers as a water source.

### Tornadoes:

- Power outages - only 2 of 6 deep aquifer wall pumps have generators, and North Aurora solely depends on deep aquifers as a water source.
- The Village has no other water source of water.
- The public works facility has no generator. An outage would make access difficult and prevent village vehicles from getting fuel.

### Blizzards, Extreme Cold, and Ice Storms

- Power outages - only 2 of 6 deep aquifer wall pumps have generators, and North Aurora solely depends on deep aquifers as a water source.
- The Village has no other water source of water.
- Most residents are not prepared to survive more than a few hours without power in freezing weather.
- We have several assisted living facilities, none of which have backup generators. (3 un-generated facilities)
- Power lines and poles along Rt. 31 are approximately 1-2 ft away from the roadway and at high risk of being hit by vehicles, causing power outages, including one assisted living facility, police department, and numerous traffic signals.

### Drought

- North Aurora solely depends on deep wells for water, and 4 of our six pumps have no backup generator.

### Extreme Heat

- The Village has several assisted living (approx. 3) facilities with no backup generators.

### Dam Failure

- The Village has one Fox River Dam but are still determining how a failure would affect our community.

## Mitigation Strategies and Actions

Each jurisdiction's mitigation actions are organized as follows:

- **New Mitigation Actions** - New actions identified during this 2024 update process.
- **Ongoing Mitigation Actions** - Ongoing actions that have not been completed or have no definitive end. During the 2024 update, these "ongoing" mitigation actions and projects were modified and/or amended as needed.
- **Completed Mitigation Actions** - Completed actions.

### New Mitigation Actions

The following mitigation actions in this section are "New Mitigation Actions" identified during this 2024 update process.

Provide Backup Generation	
Year Initiated	2023
Applicable Jurisdiction	Village of North Aurora
Lead Agency/ Organization / Position	Public Works / Private owners
Supporting Agencies/ Organizations	N/A
Applicable Goal(s)	1, 2
Estimated Cost & Analysis (Low, Medium, High)	High
Potential Funding Source	General funds; BRIC, HMGP
Benefits (Loss Avoided)	Not given
Benefits Analysis (Low, Medium, High)	High
Projected Completion Date (Short-term, Long-term, or Ongoing)	Not given
Actual Completion Date	N/A
Priority and Level of Importance (Low, Medium, High) (Based on STAPLEE and/or Feasibility Analysis conducted for each mitigation action during the update process)	High
Hazard(s) Mitigated	Severe Summer Storms, Severe Winter Storms, Tornadoes
Action/Implementation Plan and Project Description, if applicable	Provide backup generation to village facilities (public works 4 well pumps) as well as privately-owned critical facilities (3 assisted living facilities)
2023 Plan Update Status and Changes in Priority	New mitigation action for 2023



<b>Bury Electric Lines</b>	
Year Initiated	2023
Applicable Jurisdiction	Village of North Aurora
Lead Agency/ Organization / Position	Com Ed
Supporting Agencies/ Organizations	Village of North Aurora Public Works
Applicable Goal(s)	1, 2
Estimated Cost & Analysis (Low, Medium, High)	approximately \$50,000 per pole
Potential Funding Source	General Funds
Benefits (Loss Avoided)	Not given
Benefits Analysis (Low, Medium, High)	High
Projected Completion Date (Short-term, Long-term, or Ongoing)	Unknown
Actual Completion Date	N/A
Priority and Level of Importance (Low, Medium, High) (Based on STAPLEE and/or Feasibility Analysis conducted for each mitigation action during the update process)	High
Hazard(s) Mitigated	Severe Summer Storms, Severe Winter Storms, Tornadoes
Action/Implementation Plan and Project Description, if applicable	Bury electric lines along major thoroughfares (Rt. 31, 25, 56)
2023 Plan Update Status and Changes in Priority	New mitigation action for 2023

<b>Develop and Implement Public Education Programs and Outreach on Natural Disaster Awareness, Readiness, Best Practices and Resources Available to the Public</b>	
Year Initiated	2023
Applicable Jurisdiction	North Aurora
Lead Agency / Organization / Position	North Aurora Administration Department, Village Administrator
Supporting Agencies/ Organizations	Kane County Office of Emergency Management
Applicable Goal(s)	1, 3, 4, 5
Estimated Cost & Analysis (Low, Medium, High)	Low
Potential Funding Source	General Funds, Staff Time, SHSGP
Benefits (Loss Avoided)	Life safety and greater resilience amongst residents, especially those who are underserved and/or have functional and access needs.
Benefits Analysis (Low, Medium, High)	High
Projected Completion Date (Short-term, Long-term, or Ongoing)	Ongoing
Actual Completion Date	N/A
Priority and Level of Importance (Low, Medium, High) (Based on STAPLEE and/or Feasibility Analysis conducted for	High

each mitigation action during the update process)	
Hazard(s) Mitigated	Drought, Earthquake, Extreme Heat, Flooding, High Hazard Dams, Severe Summer Storms, Severe Winter Storms, Ground Failure/Erosion, Tornadoes
Action/Implementation Plan and Project Description, if applicable	<p>Develop and implement public outreach and education programs on disaster awareness and resilience. Kane County will assist participating jurisdictions in their outreach and education efforts. Activities may include:</p> <ul style="list-style-type: none"> <li>• Warning, public information, and education materials, such as signing up for CodeRed.</li> <li>• Family disaster plans and supply kits.</li> <li>• Preparedness events.</li> <li>• Web site or content for county and municipality websites and social media.</li> <li>• Content for county and municipal newsletters, brochures, etc.</li> <li>• Trainings</li> </ul>
2023 Plan Update Status and Changes in Priority	This is a new mitigation action for the jurisdiction. Inclusion of this action is a reflection on the increasing need to ensure residents are better prepared for natural hazards, and that the community's most vulnerable and underserved populations are supported with the necessary resources and tools to ensure their safety.

## Ongoing Mitigation Actions

The following are ongoing actions that have not been completed or have no definitive end. During the 2024 update, these "ongoing" mitigation actions and projects were modified and/or amended as needed.

Retrofitting Incentives	
Year Initiated	2009
Applicable Jurisdiction	North Aurora
Lead Agency/ Organization / Position	Public Works
Supporting Agencies/ Organizations	N/A
Applicable Goal(s)	1, 2, 4, 5
Estimated Cost & Analysis (Low, Medium, High)	The average cost to install an overhead is between \$5,000 and \$8,000. The Village will pay half, or a maximum \$4,000 per household.
Potential Funding Source	General Funds
Benefits (Loss Avoided)	The Overhead will help prevent back-ups into basements during all rain events and other sewer blockages. This program will be offered on a Village-wide basis and therefore has the potential of helping the largest number of residents.
Benefits Analysis (Low, Medium, High)	Medium
Projected Completion Date (Short-term, Long-term, or Ongoing)	This will be an ongoing project for a minimum of 11 years
Actual Completion Date	N/A
Priority and Level of Importance (Low, Medium, High) (Based on STAPLEE and/or Feasibility Analysis conducted for	Medium

each mitigation action during the update process)	
Hazard(s) Mitigated	Flooding, Severe Summer Storms
Action/Implementation Plan and Project Description, if applicable	The village of North Aurora has identified a project to help residents install overhead sewer lines to prevent sewer backup. Overhead sewer means there are no direct openings to the sanitary sewer in the basement. All of the wastewater that is collected in the basement is discharged into a separate sump pit and pumped into the sanitary service line. The basement drainage is dependent on a pump and a continuous electric power supply. Generally, the plumbing from the fixtures on the main floor is installed just below the basement ceiling (hence, the term “overhead”), and is routed to the outside service line through an opening high up on the basement wall. Converting the plumbing to an overhead sewer is one of the most expensive ways to prevent basement backups. Nevertheless, it is generally considered to be the best method available. Only the residents who have experienced sewer back-ups and are concerned with taking an active role in resolving the problem will use the cost sharing program.
2023 Plan Update Status and Changes in Priority	2015 Update: Ongoing - The village reviewed this action item for the 2015 update and updated the cost of installation. Current plans are to continue the program for a minimum of 11 years. 2023/2024 Update: Ongoing

Drainage Maintenance	
Year Initiated	2015
Applicable Jurisdiction	North Aurora
Lead Agency/ Organization / Position	Public Works
Supporting Agencies/ Organizations	N/A
Applicable Goal(s)	1, 3, 5
Estimated Cost & Analysis (Low, Medium, High)	The cost per budget year is roughly \$200,000 to \$250,000
Potential Funding Source	General Funds, BRIC, HMGP
Benefits (Loss Avoided)	Eliminate Inflow and Infiltration into the Sanitary Sewer System. This in return will eliminate backups into the homes.
Benefits Analysis (Low, Medium, High)	Medium
Projected Completion Date (Short-term, Long-term, or Ongoing)	3 years to finish the entire community
Actual Completion Date	N/A
Priority and Level of Importance (Low, Medium, High) (Based on STAPLEE and/or Feasibility Analysis conducted for each mitigation action during the update process)	Medium
Hazard(s) Mitigated	Flooding
Action/Implementation Plan and Project Description, if applicable	The village of North Aurora has identified a need to install Cured-in-place Piping (C.I.P.P.). C.I.P.P. is formed by the insertion of a resin-impregnated flexible tube into the existing pipe. The tube is expanded to fit against the original conduit,

	and then heated to cure the resin. The finish product is a joint (less structural) pipe that is formed to the existing pipe. The cured-in-place pipe shall be chemically resistant to domestic sewage. Over the next (3) years the Village will also be entering into a manhole sealing program to help eliminate additional Inflow and Infiltration into the system.
2023 Plan Update Status and Changes in Priority	Ongoing

## Completed Mitigation Actions

The following section represents completed mitigation actions and serves as an archive of identified and completed projects.

- No completed or removed mitigation actions were identified.

# MEMORANDUM



**To:** Mark Gaffino, Village President and Board of Trustees

**Cc:** Steven Bosco, Village Administrator

**From:** David Arndt, Information Technology Manager

**Date:** 3/13/2025

**Subject:** Approval Request – Konica Minolta Document Scanning Services

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As part of the Village's initiative to modernize our digital and physical file systems, the final step involves digitizing our remaining paper files. Once digitized, these files will be integrated into our SharePoint-based document management system.

Staff has identified the Community Development Department as the initial department for this project. After working with consultants to estimate the current file count, staff issued an RFP and received 16 proposals.

The goal is to select a single vendor to complete a multi-year scanning project encompassing all Village departments. Following a thorough review of the proposals, staff has identified Konica Minolta with the best proposal for this project. The Village has utilized Konica Minolta as our printing and scanning hardware provider for several years.

The total project cost for the Community Development Department is \$51,712. There is \$30,000 in the current fiscal year budget for this project. There is \$50,000 for document digitizing in the upcoming fiscal year's draft budget. If awarded, Konica Minolta would likely start and finish a substantial amount of work within the current fiscal year. Any remaining work after June 1<sup>st</sup> would be expended in the upcoming fiscal year. They have also committed to honoring these prices as the project progresses through each department.

## **Proposal Details and Cost:**

- **Total Project Cost (Community Development Department):** \$51,712
- **Turnaround Time:** 3-4 months

## **Key Features:**

- 99.999% accuracy for scanning and indexing
- Secure facility for storing and scanning Village files
- White-glove pickup service

- Compliance with CJIS and HIPAA requirements

Konica Minolta has a proven track record with the Village, providing excellent service and support. Additionally, they are the only facility in the nation with a Six Sigma quality control rating and are a State of Illinois Sourcewell contract holder.

We request approval to proceed with Konica Minolta for document scanning services.



Sourcewell Contract #090320-KON

## The Village of North Aurora

**Submitted by:**

Clement Klima  
and

Cari Berry Wickstrom

**Submitted Date:**

3-14-2025

# Executive Summary

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## Introduction and Background

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Konica Minolta Business Solutions U.S.A., Inc. (Konica Minolta) is delighted to present this Proposal for Document Imaging Services ("Proposal") in response to the request of The Village of North Aurora for paper document scanning.

- Community Development Files

This Proposal outlines Konica Minolta's comprehensive analysis and tailored recommendations to document scanning for the Village of North Aurora.

Konica Minolta stands at the forefront of content management, technology optimization, and cloud services. Our innovative solutions are engineered to assist organizations in enhancing their speed to market, managing technology costs effectively, and facilitating seamless information sharing to boost overall productivity.

At the core of our services is the Konica Minolta Intelligent Information Management (IIM) division. This division specializes in crafting tailored roadmaps that stem from collaborative process analysis. We focus on deploying cutting-edge solutions and employing robust support tools. Our services are geared towards managing content efficiently, bolstering security, integrating seamlessly with core business systems, transitioning from legacy systems, and driving process acceleration through intelligent and robotic process automation.

Konica Minolta's solutions are adept at capturing and distributing documents in various formats. We streamline document routing through automation, ensure compliance adherence, and maintain rigorous records management. Our technologies are designed to expedite the flow of information, rein in costs, and enhance the productivity of all essential business processes. With Konica Minolta, organizations are equipped to navigate the complex landscape of modern information management with ease and efficiency.



## Intelligent Information Management

Hyper-Automated Focused Solutions



### Implementation - Support - Customer Success - Loyalty

At Konica Minolta, we specialize in leading our clients through the evolving landscape of digital transformation. From advanced business process outsourcing to dynamic content management, our approach is rooted in a deeply consultative process. We work hand in hand with our clients to identify and understand their unique challenges and needs.

This collaborative journey involves co-authoring a comprehensive plan that outlines the most suitable platform and services tailored to the client's objectives. Our goal is to provide a clear and strategic pathway to achieve these goals, leveraging our expertise in digital transformation solutions. With Konica Minolta, clients are not just adopting new technology; they are embarking on a transformative journey that is meticulously planned and executed to meet their specific business needs.

The world runs on innovation. We shape it.

## Solution Assessment Review

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### Current State

The Client currently oversees a diverse array of documents in hard copy format, stored either in traditional file cabinets or organized within boxes. Depending on the nature of the documents managed by the Client, the proposal addresses specific document types.

This Proposal specifically addresses the following types of documents:

- Community Development Files
- Large Format Flat File

### Desired Outcome

The transition to digitization offers a multitude of benefits, key among them being the significant reduction in time and effort required to retrieve records. This efficiency gain is particularly

valuable for senior knowledge workers, who rely heavily on quick and easy access to vital information for their day-to-day tasks. Digitization mitigates the common issues of lost or misfiled files, ensuring a more reliable and organized system of record keeping.

Furthermore, digitization facilitates the long-term archival of documents, providing a secure and sustainable solution for preserving important records. Additionally, the responsiveness to external requests for information is greatly improved, as digital records can be accessed and shared much more rapidly than their physical counterparts. Overall, the shift to a digitized system not only streamlines internal processes but also enhances the overall service delivery to external stakeholders.

# Project Estimated Pricing Summary

## Imaging Services Estimated Extended Pricing

The Client is currently managing a substantial backfile of hardcopy documents, estimated to encompass over 415,672 images. The details of these documents are outlined below.

The pricing estimates for this project are derived from the number of images as assessed by Konica Minolta during an on-site evaluation, further refined through subsequent telephone clarifications.

Billing for the Client will be based on the actual number of pages processed, adhering to the unit pricing specified below. This approach ensures transparency and accuracy in billing, aligning with the actual scope of work undertaken.

### Summarized Extended Backfile Cost

Project Name	Images	Documents	Extended Estimated Price
Community Dev Files	371,250	15,836	\$41,209
Community Dev Files – Large Format	3,948	-	\$6,238
Totals:			\$47,447

Packing, Transportation and Destruction Pricing*	Estimated Cost
White-glove packing service transportation and supplies – Estimate assumes 1 Trip, picking up 137 boxes that will be near an exit door or on a loading dock for loading	\$4,265
Destruction/Shredding – Estimate assumes 137 boxes weighing 30 pounds each at a cost of 25¢ per pound to shred	Included

## Key Dates

The key dates outlined below represent an initial schedule, established through mutual agreement between the Client and Konica Minolta. It's important to recognize that these dates are preliminary and may be subject to adjustments as the project progresses.

Description	Target Date
Proposal Execution	3/15/2025
Purchase Order Delivery (if necessary)	TBD
Project Kickoff Call/Meeting	3/21/2025
Pack/Ship	TBD
Initial Delivery, Review and Client Sign-off	TBD
Final Delivery	TBD

Any changes to this schedule will be approached collaboratively. Both Konica Minolta and the Client will engage in discussions, review the proposed adjustments, and mutually agree upon any revisions. This process ensures that both parties are aligned and that any modifications to the schedule are made with full transparency and consideration of the project's requirements and constraints.

Following the formal acceptance of this Proposal and the receipt of a Purchase Order (if required), Konica Minolta will commence the digital conversion process as outlined. The initial step involves the creation of a project plan and schedule, a process expected to take approximately one to two weeks. This plan will be developed in close cooperation with the Client, forming a key part of the project initiation phase. The timeline for this planning phase is contingent on the availability of necessary resources.

It is essential for both Konica Minolta and the Client to recognize the importance of consistency in the Implementation Process. Interruptions or delays in this phase can result in significant costs and inefficiencies. Therefore, collaboratively developing a feasible and effective plan is crucial for ensuring a smooth and uninterrupted process. This collaborative approach is vital not just for the planning phase but for the entire project, as it lays the foundation for the successful execution and completion of the digital conversion project.

Please initial here if a PO is required for billing purposes: \_\_\_\_\_

## Why Choose Konica Minolta?

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Konica Minolta strongly recommends that the Client considers entrusting their document imaging needs to our expert team. With our services, documents will be scanned, indexed, and seamlessly integrated into the Client's preferred retrieval solution. The advantages of partnering with Konica Minolta for these services are manifold:

- **Proven History:** Over three decades, Konica Minolta has consistently provided top-tier imaging services to a diverse range of organizations, establishing a track record of excellence and reliability.
- **Unparalleled Quality:** Our proprietary quality assurance systems, some of which are licensed to other capture companies and clients, stand testament to our commitment to quality. These automated systems allow us to incorporate additional quality steps without imposing extra costs - a benefit often not available with other BPO centers.
- **Efficient Speed:** Our capability to execute the capture and delivery processes within a highly compressed timeframe sets us apart, ensuring that your organizational workflow remains uninterrupted.
- **Competitive Cost:** We offer exceptional price-performance value, balancing high-quality service with cost-effectiveness, underscored by our commitment to delivering projects on time and within budget.
- **Geographic Reach:** With processing facilities strategically located across the country, we are uniquely positioned to serve clients nationwide, offering convenience and accessibility.
- **Dedicated Project Management:** Each project is overseen by a dedicated Project Manager, ensuring a personalized, consistent, and high-quality service from start to finish.

In addition to these benefits, Konica Minolta is well-equipped to manage ongoing, go-forward imaging work. This includes working collaboratively with the Client to establish an internal imaging operation tailored to their specific needs. Our services offer flexibility in scheduling, with options for weekly, monthly, quarterly, or annual operations, aligning perfectly with the business requirements of the Client.

Clients should consider contracting with Konica Minolta for their go-forward imaging needs due to significant factors such as equipment and labor costs, as well as the nuances of training and management. Managing these aspects in-house can be a substantial undertaking, both financially and operationally. Konica Minolta alleviates these burdens by offering a streamlined, efficient solution that reduces overheads and eliminates the need for extensive training and management of internal resources. Our expertise and infrastructure in document imaging allow clients to focus on their core business activities, confident in the knowledge that their imaging needs are in capable hands.

## Project Specifications - General

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The processes listed below will be utilized for all projects under this Proposal, subject to Client and Konica Minolta approval or adjustment. The project scope-of-work will be agreed upon during the Kickoff meeting.

- There will be one person at Client and one person at Konica Minolta who will be responsible for the logistics and transportation of the documents.
- Shipping will be billed as incurred.
- Konica Minolta will scan documents at 300 DPI.
- All documents will be captured in black and white.
- Autorotation will be applied to all images. This automated page orientation function will attempt to orient the page based on text detected. Autorotation does not guarantee a 100% correct orientation of every page scanned.
- All data and images will be thoroughly tested via software to ensure all the images associated with the database are viable and uncorrupted.
- Destination document repository:
  - SharePoint
- KM will deliver text searchable multi-page PDF files with file naming convention. Please note that OCR cannot be applied to images larger than 11"x17"
- All data deliveries will be made via Secure FTP (SFTP) unless specified otherwise in this Proposal.
- For projects that have double-sided (duplex) pages, Konica Minolta will apply a 3% threshold unless Enhanced Quality Control is selected.
- Konica Minolta performs a proprietary post-process review that identifies and corrects possible "piggy-back" documents. Piggy-back documents occur when a barcode slip sheet is not detected by the scanner resulting in two files being combined. This condition effectively loses the second document, making it almost impossible to find post-scan.
- Konica Minolta provides a scan-on-demand service to provide access to documents while they are in the capture process.
  - Konica Minolta provides a secure, hosted repository for access to images/data during document processing and prior to ingestion into the document management system.
  - User IDs will be issued based on the instructions provided by the Client's project team leaders.
  - Documents will be accessible within two (2) business hours of the request, or, upon special arrangement between the Konica Minolta project manager and the Client's project manager, if access is required outside of normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. EST.
  - Requests more than four (4) per day are subject to a charge of \$35 each, at the discretion of the Konica Minolta project manager. After-hours retrieval will be charged at a rate of \$150 per request.
- Konica Minolta has a robust IIM software and SharePoint professional services practice and has resources available to engage with Client to provide services associated with the ingestion of the images into their IIM software or SharePoint. These services are billable at the then current Professional Services rates.

## Project Specification

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The project specifications listed below will be reviewed and agreed upon during a document review.

- The files contain a combination of single-sided (simplex) and double-sided (duplex) pages. For purposes of this Proposal, it is assumed that the percentage is 15% duplex.
- Document preparation will consist of the removal of staples, taping-up of post it notes on separate sheets, application of bar-coded slip sheets, and the extraction and recording of index values.
- It is estimated that there is an average of 25 images per document.
- The files contain primarily 8½" X 11" pages but may contain 8½" X 14" pages. The documents will be indexed on 1 value:
  - Full Address
    - The address is listed on the folder tab and will be indexed exactly as it appears.
- Regular Format File Naming Convention:
- Large Format Files Naming on Convention:
  - Please not any large format found within a folder will be named exactly as the folder tab but with LF added so you know these are associated with the regular format images.
- The files contain a mixture of black and white (bitonal) and color pages. Color items will be captured as bitonal, gray scale, color.

## White-Glove Packing

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The Client has the option to oversee the transportation and logistics involved in relocating their boxes for scanning to the Konica Minolta processing facility. However, should the Client opt for Konica Minolta's comprehensive 'white glove' packing and transportation service, we offer a suite of specialized services designed to ensure the safe, secure, and efficient handling of your documents:

- **On-Site Inventory and Box Labeling:** Our team will conduct a thorough inventory at your site, labeling each box for accurate tracking and identification.
- **Management of Un-shelving and Loading for Transportation:** We take responsibility for carefully un-shelving and loading the boxes, ensuring that they are securely prepared for transit.
- **Creation of Box-Level Manifests:** For each box, we will create detailed manifests that include the box number and the first and last folder tab, providing clear documentation for easy reference.
- **Detailed Chain-of-Custody Form:** We provide a comprehensive chain-of-custody form to track the movement of your documents from your premises to our processing facility, maintaining the integrity and security of your records throughout the process.

Below, you will find a detailed presentation of the range of services offered by Konica Minolta in this regard, along with the associated costs. Our aim is to provide a transparent and flexible service package that meets your specific needs, ensuring that your documents are handled with the utmost care and professionalism throughout their journey to our processing facility.

## Transportation

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When Konica Minolta is engaged to facilitate the packing and transportation of documents, we ensure a secure and efficient process:

- **Secure Transportation:** In cases where Konica Minolta is responsible for transportation, documents will be conveyed to our processing center using a secure cargo truck. We emphasize security throughout transit; our drivers are instructed not to make additional pickup stops and to never leave the truck unattended.
- **Manifest Review and Sign-off:** Before transportation commences, both the Client and Konica Minolta will collaboratively review and sign off on the final manifest, ensuring complete agreement on the contents being transported. Copies of this signed manifest will be retained by both parties.
- **Verification Upon Arrival:** Upon arrival at the Konica Minolta processing center, the manifest is thoroughly reviewed to confirm that all contents are accounted for. Each document container is then meticulously logged into the Konica Minolta batch/container management system. This enables effective tracking of each document throughout the capture process and eventual return.

As a reference for the pricing structure, the attached Konica Minolta White Glove Pack and Ship Specifications document outlines the details of our service. It's important to note that the quoted price is based on the conditions detailed in this document and may be subject to revision should the actual packing and shipping conditions deviate from those specified.

## Processing Center Receipt and Tracking

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Konica Minolta's storage facilities offer a highly secure environment for your documents throughout their processing lifecycle. Our storage protocol includes:

- **Secure, Climate-Controlled Storage:** All boxes are stored in a secure, climate-controlled area within our controlled and monitored staging area. This ensures the preservation of document integrity against environmental factors.
- **Controlled Access During Processing:** During the scanning and data entry stages, documents are kept in a production area with restricted access, ensuring that only authorized personnel handle your documents.
- **Rigorous Chain-of-Custody Procedures:** Throughout the production life cycle at the Konica Minolta processing center, we adhere to stringent chain-of-custody procedures. These include:



- **Employee Signoffs:** Our process involves meticulous signoffs by employees at each stage of acceptance and transfer of records. This protocol ensures accountability and traceability throughout the document handling process.
- **Control and Security of Records and Data:** We maintain strict control over the records and data during the entire conversion process. This is to ensure that there is no unauthorized copying or disclosure of documents or data, except for necessary communications related to technical details or staff inquiries during the conversion process.

The procedures we have in place are designed to provide the utmost security and confidentiality for your documents, assuring you that your data is handled with the highest level of care and professionalism throughout its time at our facility.

## Disaster Recovery

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Understanding the criticality of data recovery in the aftermath of a disaster for the resumption of business operations, Konica Minolta offers an optional service to enhance your disaster preparedness. We provide an ANSI standard Archival CD Copy of your data, which is securely stored at our facility, aligning with stringent disaster recovery standards.

The choice of CDs for archival masters is deliberate, as the ANSI standard ensures backward compatibility with CD readers. This is a crucial factor, as it mitigates the risk of data inaccessibility due to technological obsolescence – a challenge commonly associated with DVDs. This forward-thinking approach ensures that your data remains accessible and recoverable over time.

Included in our service offering is the option for a second master CD copy, along with the provision for annual disaster recovery storage at our facility. Pricing for these additional services is detailed below, providing a comprehensive solution for safeguarding your critical data against unforeseen disasters. With Konica Minolta, you can be assured of a robust and reliable disaster recovery strategy, vital for the continuity and resilience of your business.

## Image Delivery and Ingestion

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Konica Minolta recognizes the utmost importance of accurately ingesting documents into Share Point for the success of the project. Our process is comprehensive and is designed to ensure seamless integration of captured documents into the client's system.

Initially, the completed batches are prepared for ingestion. This involves exporting these batches with a specifically formatted data file -- that is compatible with <<target software>>. This file format is essential as it allows for efficient and error-free unattended software sweeps or manual image imports, aligning the images with their indexed information captured during the process.

To maintain data integrity during transfer, these images and their corresponding ingestion file are then compressed into a single file. This step is crucial in preventing corruption of individual images or data files during the Secure FTP (SFTP) transfer.

Once the compression is complete, these batches are delivered to the designated SFTP site through an automated process. Upon successful delivery, notifications are sent to the ingestion team, signaling readiness for the next phase. Each step of this process includes rigorous validation of image and document counts, ensuring completeness and accuracy.

Post-delivery, the steps include downloading the compressed files delivered by the BPO Processing Center, extracting them to a predetermined location on the SharePoint server, and subsequently ingesting the images and index information into SharePoint.

To further mitigate the risk of data loss, Konica Minolta has implemented automated processes at both the delivery and ingestion stages. These processes ensure that all deliveries are thoroughly accounted for and ready for retrieval.

## Professional Services

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During a capture project, clients may find the need for services that extend beyond the initial scope. Konica Minolta is equipped to accommodate such requirements, ensuring that each project is tailored to meet the specific needs of our clients. These additional services can include but are not limited to:

- The design and development of custom import formats tailored to the client's specific data management system, ensuring seamless integration and processing.
- Comprehensive Project Management services, which encompass scheduled periodic status meetings to keep all stakeholders informed and aligned on project progress and developments.
- Specialized handling of client-provided data which may require initial or ongoing manipulation, reformatting, or other alterations to make it suitable for the capture process.

If such services are recognized as necessary either during the initial project estimation phase or post-estimation, they will be duly noted in the section below. Should these needs arise at the project initiation stage, a Change Control process will be implemented.

## Post Delivery Data Purge

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Konica Minolta adheres to a strict policy regarding the handling of client data following the completion of a project. Specifically, all client data, including any files stored on our Secure File Transfer (SFTP) site, is scheduled for deletion sixty (60) days after the successful delivery of the digitized content to the client.

Given this policy, it is crucial for clients to promptly address any issues related to the delivery of their digitized content. We encourage clients to thoroughly review all delivered materials and communicate any concerns or discrepancies well before the 60-day deadline. This proactive approach ensures that any necessary adjustments or corrections can be made while the data is still retained on our servers.

This policy is in place to uphold data security and confidentiality standards, ensuring that client data is not stored beyond the necessary timeframe. Konica Minolta is committed to maintaining the highest levels of data privacy and security, and this purge policy is a key aspect of our commitment to protecting client information.

Client Initials Acknowledging Data Purge Timing: \_\_\_\_\_

## Box Disposition

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Upon completion of the document processing, Konica Minolta offers several flexible options for the disposition of the physical documents, catering to the specific needs and preferences of our clients:

- **Return of Documents:** Post-processing, the documents can be returned to the client's office. This option allows clients to retain physical copies of their documents after digitization.
- **Complimentary Short-Term Storage:** Konica Minolta provides a complimentary storage service for up to thirty (30) days following the delivery of digitized data. As documents are processed and digitized on a rolling basis throughout the project, each box's 30-day QA and destruction cycle commences from its respective completion and delivery date.
- **Authorized Document Shredding:** With this option, Konica Minolta is authorized to securely shred all original documents related to the project(s) thirty (30) days after the delivery of the completed work. This shredding process is also conducted on a rolling basis, aligned with the completion and delivery of each box.
- **Issuance of Destruction Certificate:** Following the shredding of documents, Konica Minolta will issue a certificate of destruction as confirmation. This serves as a record of the secure and compliant disposal of the documents.
- **Extension of Storage Period:** If the client requires an extension beyond the initial thirty (30) day period for QA testing or other purposes, they are requested to notify Konica Minolta at least seven (7) days prior to the scheduled destruction date. This notification will put a hold on the destruction process for the content in question.
- **Long-Term Storage at Prevailing Rate:** Should there be a need for storage beyond the complimentary thirty (30) days, Konica Minolta can accommodate this request. The documents will continue to be stored, with charges applied at the current storage rate.

Each of these options is designed to provide clients with the flexibility and security they need in managing their physical documents post-digitization, ensuring a solution that best fits their business requirements and operational workflows.

## Destruction Services

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Konica Minolta offers various document destruction methods to accommodate the specific requirements of our clients, ensuring both security and compliance:

- **In-house Shredding for Small Batches:** Suitable for smaller volumes of documents, Konica Minolta's in-house staff conduct shredding tasks using a P-4 rated shredder. This level of security exceeds the requirements stipulated by HIPAA, ensuring that sensitive information is destroyed in a highly secure manner.
- **In-house Third-party Shredding for Large Volumes:** For extensive destruction needs, typically associated with backfile capture projects, Konica Minolta partners with a high-capacity mobile destruction service. This service involves shred trucks from our partner performing the destruction on-site at the Konica Minolta BPO processing center. This method is especially efficient for large-scale shredding tasks, providing convenience and security.
- **External Third-party Shredding for High-Volume Needs:** In scenarios where the volume of documents for destruction is exceptionally high, Konica Minolta may opt to transport these documents to our partner's facility for destruction. This method is utilized under specific conditions where off-site destruction is more feasible.

In all cases, the shredded materials are responsibly recycled, aligning with our commitment to environmental sustainability. Upon the completion of the shredding process, Konica Minolta provides the Client with a detailed destruction certificate. This certificate lists all the boxes that have been destroyed, serving as a formal record of the secure disposal of documents.

These varied destruction options ensure that Konica Minolta can effectively cater to the diverse needs of our clients, whether dealing with small, large, or high-volume batches, while maintaining the highest standards of security and compliance.

## Security

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At Konica Minolta, we place paramount importance on security in every aspect of our data and document handling processes. Our comprehensive security measures are designed to provide peace of mind and assure clients of the utmost protection of their sensitive information throughout the capture process.

**Facility Security:** Understanding that facility security is a primary concern for our clients, we have implemented robust security protocols. Our buildings are equipped with secure-card access control systems, ensuring that only authorized personnel can enter the premises and the operations areas. This level of security extends to all phases of the document capture process, safeguarding client documents at every step.

**Surveillance and Device Control:** To enhance our security measures, we employ continuous video surveillance. This includes digitally recorded monitoring of all office entrances, exits, and the operations area. We also enforce strict policies regarding personal technology devices; items such as cell phones and USB devices are not permitted within the operations area. This measure is crucial in preventing unauthorized data access or breaches.

**Data Center and Server Security:** The data center, situated within the operations area, is protected by a robust firewall. We do not engage in web hosting or FTP services through our servers, further minimizing the risk of external threats.

**Data Backup and Fail-Over Mechanisms:** Recognizing the importance of data integrity, Konica Minolta implements fail-over capabilities. We create snapshots of our main server every fifteen minutes, ensuring that client data is consistently backed up. Additionally, all paper documents are retained on-site until all quality assurance steps are complete and the original documents are no longer needed for verification purposes. Weekly server backups are conducted, with the backups stored securely off-site.

**Adherence to Industry Standards and Confidentiality Agreements:** Serving clients from various sectors, including government, education, medical, financial, and legal industries, we adhere to the specific standards required by these communities. Every employee at Konica Minolta is required to sign a confidentiality agreement, acknowledging the sensitive nature of the information processed and understanding the legal implications of failing to comply with our stringent confidentiality policies.

These layers of security protocols at Konica Minolta are testament to our commitment to safeguarding client data and documents, ensuring that they are secure and protected throughout the capture and processing phases.

## Change Control Process

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At Konica Minolta, we understand that project requirements can evolve over time, necessitating adjustments to job specifications. To efficiently manage and communicate these changes, we have instituted a structured Change Control Process. This process is detailed in an accompanying document, designed to facilitate modifications to project specifications in a controlled and systematic manner.

The Change Control Process at Konica Minolta is more than just a procedural formality. It serves as a vital tool for maintaining project integrity and alignment between all parties involved. When a change is proposed or identified, this process kicks in to assess and document the potential impacts on various aspects of the project. These include, but are not limited to, adjustments in project costs, resource allocation, and timelines. The process ensures that any alterations are thoroughly evaluated and agreed upon before implementation.

A key feature of our Change Control Process is the requirement for formal documentation and approval. Any proposed changes are meticulously outlined, along with their implications for the project. This document is then reviewed and signed by representatives from both the Client and Konica Minolta, ensuring mutual agreement and understanding of the revised project scope and parameters.

Our Change Control Process underscores Konica Minolta's commitment to flexibility and collaboration, ensuring that project adaptations are managed efficiently and transparently, always with the client's best interests in mind.

## Price List

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Service and Description	Unit Pricing
Scanning at 300 DPI (per image)	7¢
Large Format Scanning at 300 DPI Bitonal	\$1.58
Slip Sheet Printing (per document)	3.1¢
Indexing (per key stroke)	1¢
Document Preparation (per hour)	\$30
OCR (per image)	.5¢
Enhanced Quality Control (per hour) each box is about 30 minutes	\$40
Image/Index QA and Publication, including Delivery Media Master (per GB)	\$75

## Proposal Acceptance

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This Proposal, and the pricing contained herein, is valid for a period of thirty (30) days from the date stated on the cover page.

## Controlling Document

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This Proposal is subject to the terms and conditions contained in the attached Scanning Services Agreement.

## Acceptance

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I have read and understand the terms and conditions set forth in this Proposal. As a duly authorized representative of Client, I hereby accept this Proposal on behalf of Client.

I further understand that this Proposal and the governing Scanning Services Agreement constitute the complete and exclusive statement of the agreement between the parties related to the subject matter contained herein, and all prior agreements for these services verbal or written are superseded. Any changes to the scope of work specifications following signature of this Proposal are subject to the Change Control Process.

## Customer Selections

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Please check below product/service to be acquired:

Yes	No	Product and/or Service
X		Backfile Capture - Listed document classes estimated at \$47,447
X		White Glove Packing and Transportation – estimated at \$4,265

Please check below any additional services that you would like Konica Minolta to provide with respect to this project:

- ☐ Master Archival CDs
- ☐ CD copies (See Disaster Recovery Section above.)
- ☐ Annual disaster recovery storage at Konica Minolta facility (See Disaster Recovery Section above.)
- ☐ Box Disposition (Check the option below)
  - Return documents to Client.
  - Store for thirty (30) days following data delivery then, in the absence of a request to hold, destroy. Extended Storage (\_\_\_\_\_ days).

Signatures

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AGREED AND ACCEPTED by an authorized representative of each party.

The Village of North Aurora Approval

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Title	Approver	Signature	Date Signed
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Konica Minolta Business Solutions U.S.A., Inc. Approval

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Title	Approver	Signature	Date Signed
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## Appendix A: Attachment List

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Appendix A: Attachment List

Appendix B: Document Conversion Process and Methodology

Appendix C: Konica Minolta White Glove Pack and Ship Specifications

Appendix D: Konica Minolta Change Control Process Document Sample

Appendix E: Konica Minolta Scanning Services Agreement (SSA)

## Appendix B: Document Conversion Process and Methodology

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Konica Minolta's Business Processing Outsourcing (BPO) operations are strategically situated in three key locations: Chatsworth, CA, Lexington, KY, and Warwick, RI. These state-of-the-art processing centers boast a robust capacity for capturing over eight million images per month, showcasing our scale and efficiency in document management services.

At the heart of our BPO services is a foundational commitment to best practices and quality assurance. These principles are not just components of our processes; they are deeply embedded in the very fabric of Konica Minolta's BPO business. This integration of best practices and quality assurance across all our BPO processes reflects our dedication to delivering reliable and high-standard services. Our clients can be confident in our ability to handle their document management needs with professionalism and precision, ensuring that each project is executed to meet their specific requirements, and the high-quality standards Konica Minolta is known for.

### Project Methodology

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Konica Minolta's approach to project implementation is designed to ensure the delivery of high-quality services to our clients. This approach is built on a framework that emphasizes repeatable and constantly evolving processes, ensuring that each project benefits from our extensive experience and expertise in document management services.

Central to this approach is the adoption of a unified project language, incorporating best practices and process guides. This framework is designed to leverage the insights and knowledge gained from past projects. It carefully considers the constraints of resources and time, employing a variety of templates, tools, sample project plans, and accumulated intellectual capital to optimize project execution.

Collaboration with clients is a cornerstone of our methodology. Konica Minolta project managers work closely with client team members to develop a mutually agreeable project schedule. This schedule outlines tasks and timelines, covering every aspect of the project from document pickup and delivery to the turnaround times for periodic batches.

During the initial stages of the project, roles and responsibilities are clearly defined, and a comprehensive communication plan is established. Additionally, procedures for issue tracking and resolution are set in place. These crucial elements are finalized during a project kick-off meeting, ensuring a well-structured and transparent process that aligns with our commitment to excellence and client satisfaction.

### Project Initiation and Planning

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At the commencement of a project, Konica Minolta places great importance on the initial stage of collaboration, embodied in the Project Initiation Meeting. This critical meeting is organized between the client and Konica Minolta, involving key members from the BPO processing center and the client's project team.

The agenda of this meeting is comprehensive, focusing on key areas critical to the project's success. It involves a thorough evaluation of project requirements and the establishment of project timelines. The responsibilities of essential personnel are clarified, and designated client contacts are established. A significant part of the discussion is dedicated to detailing quality assurance procedures and outlining the schedules for document pickup and delivery.

In addition to these components, the meeting also delves into the specifics of document preparation and indexing requirements. The outcome of this meeting is the creation of a detailed project specification document. This document serves as a blueprint for the project, encompassing all steps from document pickup and delivery to the intricacies of document preparation. It includes specifics such as knowledge and decision-making requirements, indexing, scanning, output, delivery of metadata and digital images, and the final disposition of the physical documents.

Throughout this process, staff from the BPO processing center and the client engage in an iterative process to refine the project specifications. This collaborative effort ensures that the final document accurately encapsulates all procedures and requirements necessary to transform paper documents into their digital counterparts effectively and efficiently.

## Document Pickup and Delivery

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Konica Minolta understands the importance of maintaining an iron-clad chain-of-custody with respect to the client's records.

Konica Minolta is able to provide full service, including packaging, manifesting and shipping documents. Alternatively, clients are able to perform these tasks with clear guidance and tools provided by Konica Minolta. Boxes will be delivered to the BPO processing center for processing. A receipt for delivery and pickup will be signed by both a BPO processing center and client authorized contact.

Konica Minolta recommends the use of manifests to support the chain-of-custody as well as document requests throughout the capture process. Konica Minolta provides tools that will support either a detailed or summary manifesting process.

The boxes will be logged in a tracking system when unloaded at Konica Minolta's facility and physically "checked off" on the courier form to ensure receipt. The contents of the box will be reconciled against the enclosed manifest during processing. If there are any anomalies in either the courier form or the manifest, the client representative responsible will be contacted immediately to correct or reconcile the issue.

Each stage of the transformation from paper to digital format is tracked and managed through a combination of project management tools and operations personnel and management. Boxes are systematically labeled to track their status and the next step in the process. The tracking system is constantly updated to provide an audit trail and record the flow and status of the documents.

To ensure the project is delivered on time, a project plan and timeline will be created and maintained. The project plan and timeline will become the reporting mechanism for regularly scheduled project status reports and meetings.

## Document Preparation

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Document preparation includes creation and application of bar-code break sheets, staple removal, document separation, organization, taping of torn documents and photocopying of poor originals, if necessary.

The document preparation staff will apply a break (cover) sheet to each document as required for each project. The bar-coded sheets provide an automated method of populating the index fields during document scanning. The cover sheet can also be manually populated with index values. In the past, Konica Minolta has been able to use a combination of automated barcode indexing and manual document index identification for various projects.

Often it is determined that Konica Minolta can receive electronic files from clients with metadata associated with the documents to be scanned. In these cases, most metadata is provided in electronic form by the client and Konica Minolta produces barcode slip sheets with this metadata.

This process provides two benefits: (1) it provides one hundred percent (100%) accuracy on document indexing and (2) it provides a tool for identifying any missing files or files for which there is no associated data. Any exceptions identified are brought to the attention of the client's team member responsible for the project for reconciliation and correction. This process is finalized during the project kick-off meeting.

In the event that large format items are included in a project (e.g., blueprints, design drawings, etc., which exceed 11" X 17"), Konica Minolta is uniquely qualified to capture these documents and integrate the items in the same order in which they were found in the source document of the folder. Some vendors scan these items as separate documents, while other vendors group all large format items at the end of a document. Either option creates chaos as pages of content are delivered in an out-of-order sequence.

Konica Minolta utilizes internally developed processes and software to guarantee large format items are captured in the original file order within the collection. After completion of the document preparation, the boxes are moved to the scanning area.

## Scan, Index and Verify

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Quality is implemented throughout every stage of the document conversion process. Each project is examined on the front-end and configured to the specifications that will ensure the best quality image. The scan process incorporates personnel skills, technology configuration and a consistent process. Scan operators have years of experience and are skilled with hand-eye coordination, to view every image as it is scanned, while also ensuring it is fed through the scanning equipment properly. The equipment is configured to detect double feeds, preventing "piggybacks". The equipment goes through periodic maintenance processes throughout the day, including cleaning and calibration, to ensure optimal performance.

Each scan operator is trained on the specifications of each project and the expected end-results. The scan operator reviews each image. If the image is difficult to read, a visual inspection is conducted using the source document and adjustments are made to the scanning software to produce a quality scanned image. If automated indexing is performed (through

barcodes) during the scanning process, the scan operator verifies and validates, upon scanning, the appropriate values are being populated

Upon completion of scanning, the project will enter the manual indexing stage, if required. Konica Minolta will manually index documents, double keying any key fields as designated by the client and will enter additional indexes as defined in the project. Double blind key indexing is a process whereby an index is entered a second time by a separate operator to validate accuracy. This process assures ninety-nine-point ninety-five percent (99.95%) accuracy, at the character level, of the indexing. The use of the barcode cover sheets provides significant savings and an even higher level of quality.

Konica Minolta can provide automatic indexing through the use of external database sources utilizing a match and merge process. This process provides additional indexing for minimal cost, will produce high quality indexing results, and will provide additional search criteria for the end user retrieval application.

Konica Minolta has the capability to perform verification checks against data sources provided by the client to ensure one hundred percent (100%) accuracy of key fields.

Indexing of each of all content types is determined at the onset of the project. Manual, zonal OCR and blind key verification, along with the use of bar codes when feasible, are employed for the highest level of quality available. The indexing operator and QA staff will verify and validate that the appropriate values are being populated.

Once the indexing has been reviewed and determined to be accurate, the project is transitioned to the post-processing step.

## Post-Processing

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In line with Konica Minolta's commitment to excellence in document management, our post-processing phase is designed to refine the quality of images. This phase includes advanced techniques to de-skew and eliminate any black borders, ensuring that each image adheres to our high standards of visual clarity and presentation.

Additionally, as part of our service offerings, Konica Minolta provides the option to remove other predictable anomalies such as hole-punch marks. This tailored approach allows us to cater to the specific needs of our clients, delivering documents that are not only accurate but also readable and easy to work with.

Following the completion of this detailed post-processing stage, the project transitions into our comprehensive Quality Assurance (QA) process.

## Quality Assurance

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Konica Minolta's proprietary quality assurance process, crafted by our in-house technical experts, plays a pivotal role in our commitment to delivering unparalleled accuracy in document management. This process is applied to all production data prior to image delivery. Its primary objective is to ensure that each image is accounted for and fully accessible.

This rigorous process includes a comprehensive electronic inspection of every image, ensuring each one can be opened without issues and is free from corruption. In our standard procedure, a threshold of 3% percent is applied exclusively to the back pages of documents to identify and remove blank pages. However, the front and remaining back pages undergo a thorough manual review as part of our quality assurance protocol.

For clients seeking an even higher level of scrutiny, we offer the Enhanced Quality Control Services – an optional process. This premium service is detailed further in the subsequent section.

A critical component of our quality assurance also involves the verification of embedded break sheets to prevent the occurrence of "piggy-back" documents. This scenario arises when a break sheet is not accurately detected by the scanner, resulting in documents being concatenated inadvertently, making retrieval by end-users challenging. Unlike many providers, Konica Minolta possesses the capability to identify and rectify this issue effectively. This is achieved through our careful, page-by-page evaluation performed by our QA specialists, who are also equipped to rescan any images of subpar quality during this final stage of the process.

Upon the completion of these exhaustive QA procedures, the batch is prepared for output and delivery, ensuring that our clients receive their documents in the most reliable and accurate form possible.

## Konica Minolta Enhanced Quality Control Services (Optional)

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Konica Minolta's Enhanced Quality Control service for document scanning is designed for clients who require the highest level of accuracy and attention to detail in document management. While our standard service achieves exceptional results by relying on eliminating pages with content on less than 3% of the image, this premium service combines advanced AI technology with a 'human in the loop' approach. Every potential blank image is thoroughly inspected by our professionals, ensuring that even pages with minimal content are accurately identified and preserved.

The process is especially beneficial for documents where vital information may be present in small quantities, such as signature pages. Our Enhanced Quality Control ensures that true blank pages are effectively eliminated, while all content-bearing pages are retained. This approach significantly reduces the risk of inadvertently losing critical data due to automated processing criteria.

This service represents Konica Minolta's commitment to delivering tailor-made solutions that meet the diverse and specific needs of our clients. By opting for this Enhanced Quality Control service, clients can be assured of the utmost precision in their document processing, making it an ideal choice for projects demanding the highest standards of data integrity and accuracy.

## Output and Data Delivery

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After QA is completed, images will be delivered to the specifications defined by the client in conjunction with Konica Minolta. Any exceptions reported during transmission will be identified, reconciled and either corrected or reported to the appropriate client representative for resolution. A designated representative will receive notification emails that electronic deliveries

are completed. Optionally, they can get confirmation of a successful load into their document retrieval software. This requires that the software supports auto-notifications.

The client will then carry out any designated internal QA within thirty (30) calendar days. Upon completion of any client designated internal QA, the client will either certify the work as conforming to quality standards agreed to at the inception of the project, or report any problems found during the internal QA process. If Konica Minolta is not notified of acceptability of the work delivered, the work delivered will be deemed “accepted” after thirty (30) calendar days.

## Post Delivery Data Purge

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All client data is purged from Konica Minolta servers sixty (60) days following the successful delivery of digitized content. As a result, it is imperative that any delivery issues be addressed prior to the data purge.

## Box Disposition/Delivery

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Documents are not typically reconstructed to their original state, unless this has been stipulated for the project. Instead, Konica Minolta prepped bundles, along with file folders, will be placed back in the corresponding boxes in which the collection was received. Completed boxes are either returned to the client, stored for thirty (30) days and destroyed, or placed into extended storage, at the instruction of the client.

## Destruction Services

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Depending on the specific needs of the client, there are three (3) methods used for destruction:

- **In-house Shredding** – For small batches, Konica Minolta staff perform shredding tasks using a shredder with a security rating of P-4, exceeding the requirements for HIPAA.
- **In-house Third-party Shredding** – For large destruction engagements, typically following a backfile capture, Konica Minolta contracts with a partner with high-capacity mobile destruction capability. The partner’s shred trucks perform the destruction on-site at the Konica Minolta BPO processing center.
- **External Third-party Shredding** – Under certain conditions, Konica Minolta transports high-volume destruction work to our partner’s facility for destruction.

All shredded documents are recycled. A destruction certificate, listing all boxes destroyed, is sent to the client upon completion of shredding.

## Exception Process/Issue Resolution

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In the event of exceptions, the Konica Minolta project manager will contact the client’s project manager and determine a mutually agreeable means to overcome the exception. Any process

change stemming from an exception process will be documented via email with a request for confirmation from the client's project manager. Any changes will be added to the client's processing manual to ensure consistency through the project and, in many cases, supported by a signed Change Control.

## Document Access – Scan on Demand Service

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Konica Minolta will provide a secure, hosted repository for access to images/data during document processing and prior to ingestion into the document management system. User IDs will be issued based on the instructions provided by the client's project team leaders.

Documents will be accessible within two (2) business hours of the request, or, upon special arrangement between the Konica Minolta project manager and the client's project manager, if access is required outside of normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. local time. If daily document access exceeds four (4) requests, Konica Minolta reserves the right to charge \$35 per hour for additional requests.



## **Appendix C: Konica Minolta White Glove Pack and Ship Specifications**

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White Glove pack and ship service will be scheduled on the initial kickoff call.

## Appendix D: Konica Minolta Change Control Process Document Sample

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### Change Control Form

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<b>Title:</b>		<b>Project:</b>	
<b>Date:</b>			
<b>Author:</b>		<b>Organization:</b>	
<b>Originator:</b>		<b>Organization:</b>	

- Proposed Change Description:
- Justification:
- Affected Requirements:
- Impact on Cost:
- Impact on Schedule:
- Impact on Resources:
- Travel:
- Detailed Review Results:

<b>Approved</b>	<b>Defer Until:</b>	<b>Declined</b>
Y/N	Date:	Y/N

Reasons/Comments:

Payment Terms:

FINAL APPROVALS (Signature Block is Provided Here)

## Appendix E: Scanning Services Agreement

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This Scanning Services Agreement ("Agreement") is made and entered into this 17th day of March, 2025 ("Effective Date") by and between The Village of North Aurora, located at 25 E State Street, North Aurora, IL 60542 ("CLIENT"), and Konica Minolta Business Solutions U.S.A., Inc., located at 100 Williams Drive, Ramsey, New Jersey 07446 ("CONTRACTOR").

WITNESSETH

**WHEREAS** CLIENT desires to engage CONTRACTOR to provide the document services specified herein as an independent contractor and in accordance with the terms and conditions set forth in this Agreement; and

**WHEREAS** CONTRACTOR desires to provide the document services specified herein to CLIENT as an independent contractor and in accordance with the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants hereinafter contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

### 1. SCOPE OF DUTIES.

(a) CONTRACTOR shall provide the services set forth in each proposal issued by CONTRACTOR ("Proposal"), which may be attached hereto or, if not attached, shall be treated as an addendum to this Agreement when fully executed by the parties. To the extent there are any discrepancies or inconsistencies in the terms of this Agreement and a Proposal, the terms of this Agreement shall prevail.

(b) To the extent CONTRACTOR provides scanning services, CLIENT certifies that CLIENT is authorized by the owner of the documents and data included in the Proposal to deliver the documents and data to CONTRACTOR to be duplicated and captured electronically. CLIENT further certifies that copying and electronically capturing these documents will not violate any copyrights.

(c) CLIENT Contact Person is David Arndt

(d) CONTRACTOR and CLIENT may hereafter mutually agree to include additional Statements of Work as Change Controls referencing the original Proposal and this Agreement. Such additional Change Controls shall not be valid unless in writing signed by both parties. Any valid Change Control shall be incorporated herein by this reference and included in the definition of Proposal and Contract Documents, as such terms are used herein.

(e) In the event that CONTRACTOR is requested or required to perform services beyond those which are specifically set forth in the Proposal or a Change Control, any such additional services and a compensation schedule for such services shall be mutually agreed upon in advance by a written Change Control between the parties, specifying the amended scope of work, project specifications, delivery dates, and the impact on compensation. Said mutually agreed upon Change Control shall be an amendment to the applicable Proposal and this Agreement. If the parties are unable to agree on the terms

of a Change Control, then the parties may agree to complete the project according to the original Proposal or Change Control.

**2. WORK STANDARDS.** CONTRACTOR shall perform the services in a professional and workmanlike manner in accordance with generally accepted industry standards and in material compliance with the original Proposal and each subsequent Change Control executed by the parties. THIS SECTION 2 SETS FORTH THE ONLY WARRANTIES MADE BY CONTRACTOR. CONTRACTOR HEREBY DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**3. TERM AND TERMINATION.** (a) The term of this Agreement shall commence on the Effective Date and terminate on the date that Contractor receives payment in full for all outstanding Statements of Work contained in Attachment A. (b) Either party may terminate this Agreement for cause if the other party fails to cure a material breach of this Agreement within ten (10) days following receipt of written notice which details the nature of the breach. (c) Either party may also terminate this Agreement without cause upon thirty (30) days written notice to the other party. (d) If this Agreement is terminated by either party without cause, CLIENT shall pay CONTRACTOR for all work completed or otherwise performed up to the date of termination; CLIENT shall be relieved of any further obligations or liabilities to CONTRACTOR, financial and otherwise; and CONTRACTOR shall promptly deliver to CLIENT any deliverable or CLIENT documents in its possession.

**4. COMPENSATION.** In consideration of the performance of the terms of this Agreement, CLIENT shall pay to CONTRACTOR, and CONTRACTOR shall accept from CLIENT, in full payment for CONTRACTOR's services hereunder the fees set forth in the Proposal and any associated Change Controls. CONTRACTOR shall invoice CLIENT monthly. Payment shall be due Net 30 Days from the date of each invoice. Any additional fees shall be mutually agreed upon prior to CONTRACTOR's performing additional services.

**5. CONFIDENTIALITY; INDEMNIFICATION.**

(a) CONTRACTOR recognizes that it will have access to confidential information of CLIENT as a result of its performance of the services hereunder and agrees to take commercially reasonable precaution to safeguard and treat the information as confidential and to take appropriate action by instruction, agreement and notice to its employees of the confidential and proprietary nature of the information provided. CONTRACTOR shall not use or disclose, directly or indirectly, any of the information which it receives from CLIENT other than as required to perform its obligations hereunder.

(b) CONTRACTOR agrees to abide by all applicable state and federal laws regarding the security of the information it receives from CLIENT. CONTRACTOR agrees to indemnify, defend, and hold harmless CLIENT from and against any third-party claims, causes of action, damages, costs, expenses or liabilities (including reasonable attorneys' fees) arising from CONTRACTOR'S disclosure of CLIENT's employee personal information because of CONTRACTOR's negligence or willful misconduct.

(c) The above confidentiality provisions and indemnification obligations shall not apply to any information or liability arising from disclosure of information that:

- (i) is or (through no improper action or inaction by CONTRACTOR) becomes generally known to the public;
- (ii) was properly in CONTRACTOR's possession or known by it without restriction prior to receipt from CLIENT;
- (iii) was rightfully disclosed to CONTRACTOR by a third party without restriction;
- (iv) was developed by CONTRACTOR independently and without the use of CLIENT's confidential information; or
- (v) is required to be disclosed by court order or operation of law; provided, that CONTRACTOR shall immediately notify CLIENT of such required disclosure to enable CLIENT to contest such disclosure, in which event CONTRACTOR shall take reasonable steps to cooperate with CLIENT to limit such disclosure in accordance with applicable law.

6. **NON-DISCRIMINATION.** CONTRACTOR represents and warrants that it complies with all applicable federal and state laws and regulations governing employment relationships with its employees and subcontractors, including, but not limited to, equal employment and nondiscrimination, affirmative action, sexual harassment, equal pay, accommodation of disabilities, family and medical leave and workplace safety.

7. **LIMITATION OF LIABILITY.** (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. CONTRACTOR SHALL NOT BE RESPONSIBLE FOR PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE OR THIRD-PARTY PERSONNEL. (B) EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, CONTRACTOR'S TOTAL LIABILITY TO CLIENT ARISING OUT OF SERVICES PERFORMED UNDER THIS AGREEMENT OR ANY STATEMENT OF WORK ISSUED HEREUNDER, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED IN THE AGGREGATE THE TOTAL PAYMENTS MADE BY CLIENT TO CONTRACTOR FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.

8. **WAIVER.** The failure of either party at any time to require performance by the other party of any provision expressed herein shall in no way affect such party's right thereafter to enforce such provision; nor shall the waiver by either party of any breach of any provision expressed herein be taken or held to be a waiver of any succeeding breach of any such provision or as a waiver of the provision itself.

9. **INDEPENDENT CONTRACTOR.** The parties hereto are independent contractors, and nothing contained in this Agreement shall be construed to place them in the relationship of partners, principal and agent, employer/employee or joint venture.

10. **ASSIGNMENT.** This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all the party's assets. Any purported assignment in violation of this section shall be void.

11. **NOTICE.** All notices, requests, and consents required to be made or given hereunder shall be given in writing, registered mail (return receipt requested), and addressed:

If to CLIENT:                      Attn.: David Arndt  
   25 E State Street  
   North Aurora, IL 60542

If to CONTRACTOR: Konica Minolta Business Solutions U.S.A., Inc.  
   Attn: Philip De Simone  
   2670 Warwick Ave  
   Warwick, RI 02889

12. **FORCE MAJEURE.** Neither party shall be liable to the other for any delay or failure to perform any obligation under this Agreement or any Change Controls (except for a failure to pay fees) if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, fire, floods, earthquakes or other natural disasters and power outages, insofar as such an event prevents or delays the affected party from fulfilling its obligations, such party is not able to prevent or remove the force majeure at reasonable cost, and such party resumes performance hereunder as soon as possible.

13. **APPLICABLE LAW.** The parties agree that this Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey and the parties consent to the jurisdiction and venue of the state and federal courts of the State of New Jersey.

14. **INTEGRATION.** This Agreement (and all attachments) embodies and constitutes the entire understanding between the parties with respect to the transactions contemplated herein, and all prior agreements, understandings, representations and statements, whether oral or written, are merged into this agreement. Neither this Agreement nor any provisions hereof may be modified or amended unless in an instrument signed by both CONTRACTOR and an authorized representative of CLIENT.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have hereunto executed this Agreement as of the Effective Date provided above.

Village of North Aurora Approval

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Title	Approver	Signature	Date Signed
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Konica Minolta Approval

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Title	Approver	Signature	Date Signed
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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, BUSINESS SERVICES MANAGER  
**SUBJECT:** TIF FAÇADE GRANT – 101 S. LINCOLNWAY  
**AGENDA:** MARCH 17, 2025 REGULAR VILLAGE BOARD MEETING

---

### ITEM

Resolution approving TIF Façade Grant funding in the amount of \$20,000 for the property located at 101 S. Lincolnway, North Aurora, Illinois

### DISCUSSION

The North Aurora Tax Increment Financing Grant Program (NATIFGP) provides financial assistance to commercial property owners to make building, landscaping and signage improvements within the TIF district. The demolition of structures considered to be of visual blight is also a qualified expense. The NATIFGP offers reimbursement up to 50% of the cost of improving storefronts, building façades and site enhancements up to \$20,000.

The property owner is requesting \$20,000 in NATIFGP funding to demolish the carwash located at the back of the subject property. Staff notes that the carwash has been the subject of previous Village fines and penalties as it has been in a state of disrepair for several years. By demolishing the carwash, the new property owner would be avoiding similar violations from the Village.

Staff has reviewed the submittal information for eligibility and the above requested project meets the established criteria for the NATIFGP. The minimum of two bids were provided and are included with the application packet. As both bids exceed \$40,000, the maximum allowance of \$20,000 would be applied to the project. The property owner has the discretion to select one of the two demolition contractors so the work can be completed in a timely fashion.

Staff notes that this is the first time the Village Board has reviewed this request. Staff is requesting approval of this application on first read to allow the property owner to begin work on the proposed demolition.

**RESOLUTION No.**

**RESOLUTION APPROVING TIF FAÇADE GRANT FUNDING**  
**IN THE AMOUNT OF \$20,000 FOR THE PROPERTY LOCATED AT 101 S. LINCOLNWAY, NORTH**  
**AURORA, ILLINOIS**

**WHEREAS**, the President and the Board of Trustees established the United Tax Increment Financing District by Ordinance No. 21-07-19-08, passed on July 19, 2021, and have approved a Façade Grant Funding Program for the properties in the United TIF District and Route 31 TIF District;

**WHEREAS**, an application has been filed requesting façade grant funding for the properties located at 101 S. Lincolnway in the Village of North Aurora in the amount of \$20,000 for certain demolition costs, and;

**WHEREAS**, the President and the Board of Trustees find that granting the application would be consistent with the purposes of the United TIF District, meets the criteria for the Façade Grant Program and is in the best interests of the Village of North Aurora.

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

1. The recitals set forth above are incorporated herein as the material findings of the President and the Board of Trustees.

2. A façade grant in the amount of \$20,000 is hereby approved for the properties located at 101 S. Lincolnway, North Aurora, Illinois, subject to the following condition:

a) The entirety of the carwash shall be demolished, including all above grade and below grade improvements.

3. This Resolution shall take immediate full force and effect from and after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025, A.D.

Jason Christiansen \_\_\_\_\_  
Mark Guethle \_\_\_\_\_  
Todd Niedzwiedz \_\_\_\_\_

Laura Curtis \_\_\_\_\_  
Michael Lowery \_\_\_\_\_  
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 \_\_\_\_\_, 2025, A.D.

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

ATTEST:

\_\_\_\_\_  
Jessi Watkins, Village Clerk



**TAX INCREMENT FINANCING DISTRICT FAÇADE GRANT PROGRAM**  
**[Application Form]**

Loan Amount Requested: \$ 27500+ Total Project Cost: \$ 55,000/-

**1. Applicant Information**

Name: Shilpa Patel

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is: Owner ☒ Tenant \_\_\_\_\_ If tenant, term of lease: \_\_\_\_\_

If tenant, name & phone of owner: \_\_\_\_\_

**2. Property Information**

Address: 101 S. Lincolnway North Aurora, IL 60542

Business Name (if applicable): BP Gas station

Property Identification Number #: 15-04-276-001

**3. Proposed use of funds:**

\_\_\_\_ Canopy/awning

\_\_\_\_ Signage

\_\_\_\_ Windows/doors

\_\_\_\_ Exterior lighting

\_\_\_\_ Painting/tuck pointing

\_\_\_\_ Restoration of architectural feature

\_\_\_\_ Landscaping

\_\_\_\_ Exterior ADA accessibility

☒ Demolition

\_\_\_\_ Parking lot improvements

☒ Other (please specify) Disconnecting electric & gas utilities  
~~Other (please specify)~~

#### 4. Breakdown of Project:

Estimated Amount	Description of Work
A. \$ <u>47,000/-</u>	<u>Demolition work</u>
B. \$ <u>3,000/-</u>	<u>ComEd - removing service</u>
C. \$ <u>5,000/-</u>	<u>Nicor - removing service</u>
D. \$ _____	<u>to main building</u>

TO COMPLETE THIS APPLICATION, PLEASE ATTACH THE FOLLOWING INFORMATION TO FURTHER DESCRIBE THE PROPOSED PROJECT:

- Preliminary cost estimates (typically a copy of itemized contractor estimates/quotes).
- Site plan and elevation drawn to scale, with scale(s) noted, illustrating the proposed improvements. Proposed materials, colors, finishes and details, including signage (if any).
- Elevations of any façade proposed to be drawn to a scale of a least 1.8": 1'; each elevation drawing should include notations of proposed materials, colors, finishes, and details. The drawing should clearly show proposed signage (if any).
- Clear and identifiable photographs of the building facades and facades of buildings on the same block. If more than one façade is proposed for renovation, photographs of each façade and buildings on the same block should be submitted.

#### 5. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Village of North Aurora Tax Increment Financing District Grant Program and the conceptual design and outline specifications as agreed to by the applicant and the grantor.
- B. The applicant understands that the applicant must submit detail cost documentation, copies of building permits, bids contracts and invoices and contractor's final waivers of lien upon completion of the approved improvements.

Applicant's Signature: 

Date: 3/12/2025

If the applicant is other than the owner, the following line must be completed:

I certify that I, the owner of the property at \_\_\_\_\_, do authorize the applicant to apply for a grant under the Village of North Aurora Tax Increment Financing District Grant Program and to undertake the approved improvements.

Lease beginning date: \_\_\_\_\_ Lease ending date: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application form to:**

**Community Development Department  
Village of North Aurora  
25 E. State Street  
North Aurora, IL 60542  
(630) 897-1457**

Date application received: \_\_\_\_\_ Zoning District : \_\_\_\_\_

United TIF \_\_\_\_\_ Route 31/Lincolnway TIF \_\_\_\_\_

Minimum of two cost estimates for each work item: Yes \_\_\_\_\_ No \_\_\_\_\_

Ineligible improvements, if any: \_\_\_\_\_

**Grant Approved** Date: \_\_\_\_\_

**Grant Denied** Date: \_\_\_\_\_

Total estimated project cost: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

Percent applied for grant: \_\_\_\_\_

\_\_\_\_\_

Total amount of grant: \$ \_\_\_\_\_

\_\_\_\_\_

**Revised July, 2023**

ComEd:

We have contacted ComEd for removal of the service on 3/3/25. ComEd has completed their site meeting on 3/12/25 to access and plan the work. They have put in the work order to disconnect the overhead service. First the overhead crew will come and disconnect the service. After they are done, the meter removal crew will come and remove the meter. They have estimated that it will take about 2 weeks.

Nicor:

We have contacted Nicor on 3/3/25. The representative told us that the someone will call within 4 days to discuss the next step. We didn't hear anything back, so we called on 3/12/25 and the representative said they have not actually put the work order, so she had put in the work order and requested to rush. She has we should get a call tomorrow or day after since it is a rush work order to discuss for the next step. She explained that since we have the main building feeding the gas from car wash building, first we have to install new service to main building. Typically, it would take about 4-6 weeks. After that is completed we have to put a work order to remove the other service from car wash, which would take another 4-6 weeks.

**Certified Services Pro LLC***Facility Maintenance & Management***ESTIMATE**

289 E Central Ave  
Lombard, IL, 60148  
Phone: 312-600-8385

ESTIMATE# 3325  
DATE: 03/06/2025

**BILL TO:**  
Shil Patel  
BP Gas Station/Car Wash  
101 S Lincolnway  
North Aurora, IL 60542  
Phone: 630-202-7545

**SHIP TO:**  
Shil Patel  
BP Gas Station/Car Wash  
101 S Lincolnway  
North Aurora, IL 60542  
Phone: 630-202-7545

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Demolish the existing car wash structure, clean up the site, and level the land. The foundation of the walls and the existing concrete slab be left intact. Level the space after removing the conveyor system.

SALESPERSON	P.O. NUMBER	REQUISITIONER	CITY	STATE	TERMS
F Rahman		Shil Patel	North Aurora	Illinois	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Site preparation and safety measures implemented, Get Permits	\$47,500	\$47,500
	Demolition of all walls, roof, remove and dispose of existing fixtures		
	Removal and disposal of debris in compliance with local regulations		
	Use of necessary equipment such as excavators, jackhammers, and dumpsters		
	Site cleanup and leveling upon completion		
	Disconnect utilities		
SUBTOTAL			\$47,500
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			\$47,500

**Make all checks payable to Certified Services Pro LLC**  
**Terms: 50% Advance and 50% After Completion**

**THANK YOU FOR YOUR BUSINESS!**



**02/24/2025**

**QUOTE NO.# 31064**

**To**  
Shil Patel  
101 S Lincolnway  
North Aurora, IL 60542

BP Gas Station – Car Wash Building

Quantity	Description	Unit Price	Total
1	Demolition of car wash building	49,000	49,000
	Disconnect utilities		
	Remove curbs around the car wash building		
Subtotal			49,000
Sales Tax			
Shipping & Handling			
Total Due			49,000

Due upon receipt

Thank you for your business!

**Chuy's Construction Inc.**

Tel 732 739 0625

10649 S Buffalo Ave.  
Chicago, IL 60617

Adris621@hotmail.com

Page 1 of



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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:** NATHAN DARGA, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** LINCOLN VALLEY WELL  
**AGENDA:** MARCH 17, 2025, REGULAR VILLAGE BOARD MEETING

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**ITEM**

An Ordinance Allowing the Use of Groundwater for Pond Level Maintenance and Landscaping in the Lincoln Valley Subdivision

**DISCUSSION**

The Lincoln Valley Subdivision was approved in 2018 as Ordinance 18-06-18-03. The subdivision, which is now complete, included a wet bottom detention pond on lot 247. It was intended that this pond would be an amenity to the subdivision. The pond was to maintain a certain water level at all times and a walking path was constructed around it. Unfortunately, this pond has failed to maintain the required water level over the past year. This has resulted in unsightly and stagnant conditions.

The Lincoln Valley HOA has proposed drilling a shallow well to help maintain a constant water level. Village code generally prohibits private wells in areas served by our water system. This ordinance would allow the HOA to construct this well. It would also prohibit this well from ever being connected to the Village potable water systems or to the sanitary sewer system. All responsibility for maintaining this well would be with the HOA.

VILLAGE OF NORTH AURORA



VILLAGE OF NORTH AURORA  
KANE COUNTY, ILLINOIS

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

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**AN ORDINANCE ALLOWING THE USE OF GROUNDWATER FOR POND LEVEL  
MAINTENANCE AND LANDSCAPING IN THE LINCOLN VALLEY SUBDIVISION**

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Adopted by the  
Board of Trustees and President  
of the Village of North Aurora  
this \_\_\_\_ day of \_\_\_\_\_, 2025

Published in Pamphlet Form  
by authority of the Board of Trustees of the  
Village of North Aurora, Kane County, Illinois,  
this \_\_\_\_ day of \_\_\_\_\_, 2025  
by \_\_\_\_\_.

Signed \_\_\_\_\_

**VILLAGE OF NORTH AURORA**

**ORDINANCE NO.**

**AN ORDINANCE ALLOWING THE USE OF GROUNDWATER FOR POND LEVEL MAINTENANCE AND LANDSCAPING IN THE LINCOLN VALLEY SUBDIVISION**

**WHEREAS**, Ordinance 18-06-18-03 approved the Residential Planned Unit Development for Lincoln Valley on the Fox; and

**WHEREAS**, the subdivision, which is now complete, included a detention pond on lot 247; and

**WHEREAS**, said pond was designed to be an amenity to the development and hold water throughout the year; and

**WHEREAS**, since being constructed, the pond has not maintained the desired water level resulting in unsightly and stagnant conditions for the neighboring lots; and

**WHEREAS**, the construction of private wells for potable and nonpotable water uses is generally prohibited in the Village of North Aurora (13.04.260), as the water supply system is deemed to be generally available to all areas within the Village; and

**WHEREAS**, the Lincoln Valley Homeowners Association (HOA) has requested permission to drill a shallow well for the purposes of maintaining the pond level and surrounding landscaping as detailed in the application material attached as Exhibit A.

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

**Section One**    Recitals

The recitals set forth above are incorporated herein as the finding of the North Aurora Village Board.

**Section Two**    Use of groundwater as a nonpotable water source

The use of a well for a nonpotable water supply for the Lincoln Valley pond located on lot 247, is hereby allowed.

**Section Three**    Cross-Connection Strictly Prohibited

At no time shall this well be connected to the public water supply maintained by the Village of North Aurora. Neither shall this well be connected to the sanitary sewer.

**Section Four**    Maintenance Responsibilities

The HOA shall bear the full responsibility for the construction, operation, and maintenance of this well. The Village shall not have any liability for the same.

**Section Five**    Effective Date

**VILLAGE OF NORTH AURORA**

This Ordinance shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025 A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025 A.D.

Jason Christiansen \_\_\_\_\_

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

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

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

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

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 \_\_\_\_\_, 2025 A.D.

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

ATTEST:

\_\_\_\_\_  
Jessi Watkins, Village Clerk

**VILLAGE OF NORTH AURORA**

**EXHIBIT A**

**Well Application Material**

State of Illinois  
Illinois Department of Public Health

RECEIVED  
MAR 04 2025  
\$280



APPLICATION FOR PERMIT TO CONSTRUCT, MODIFY OR ABANDON A WATER WELL

PERMIT FEE: \$ 280.00

DO NOT SEND CASH

Local Health Department Kane County Health Department

Address 1750 Grandstand Place Suite 2

City/State/Zip Code Elgin, IL 60123

Phone Number 847-888-6450

Fax Number

FOR OFFICIAL USE ONLY

TYPE OR PLACE  
LABEL WITH NEEDED  
INFORMATION

☐ If this box is checked, the permitting authority plans to complete a comprehensive inspection and shall be notified of any scheduling changes.

Owner Lincoln Valley HOA Foster Premier Inc. / Dr. Horton Owner Phone Number 224 423 2325

Mailing Address 750 W Lake Cook Rd Suite 190

City Buffalo Grove State IL Zip Code 60089-2084

Owner Fax Number

Well Site: Property Address Outlot 248 Churchill Dr

City North Aurora Zip Code 60542

Township Name Batavia

County Kane

Subdivision

County Property Identification # 1234-129-004

Township 39N Range 8E Section 34

Lot #

NW 1/4 of the NW 1/4 of the SE 1/4

Directions to the Site

WATER WELL INFORMATION

Permit To: ☒ Construct ☐ Deepen ☐ Repair ☐ Seal

for a: ☒ A. Private Well ☐ B. Semi-Private Well

well type: ☐ Dug ☐ Driven ☐ Bored ☒ Drilled

use: ☐ Residential ☐ Commercial ☐ Livestock ☐ C. Non-Community Well ☐ D. Non-Potable Well

Complete if B or C checked: Number of people served

☐ Irrigation

☒ Other fill pond

Type of facility

(If C is checked, an application For Permit to Construct, Alter or Extend a Non-Community Public Water Supply must be submitted.)

☐ Check if anticipated pumping capacity is greater than 100,000 gallons per day.

WELL CONSTRUCTION OR ABANDONMENT INFORMATION

1. If well log is available, attach the log to this form.

2. If well log is not available, well must be sealed from bottom to top.

Borehole: Size 6 in/ft depth 160 ft

Aquifer: ☐ Sand & Gravel ☒ Limestone ☐ Sandstone ☐ Other

Casing: Type Steel Size 6 in/ft Estimated Amount 100 ft

Liner: Type Size in/ft Estimated Amount ft

Top of Liner ft Type Seal Bottom of Liner ft Type Seal

Existing water well on property?

☐ Yes ☒ No

Will it be used? ☐ Yes ☐ No

Is it to Code? ☐ Yes ☐ No

Existing well to be sealed:

☐ Well in building

☐ Well in pit ☐ Pit retained

Pit eliminated by: ☐ Contractor ☐ Owner

Is well free of obstruction?

☐ Yes ☐ No

If No, at what depth is obstruction? ft

FOR OFFICIAL USE ONLY

Approved by

Date

Construction Permit Number  
PA-089 / 0618 / 25  
FIPS Code Number Year

Sealing Permit Number

FIPS Code Number Year

Form Number IL482-0620





**APPLICATION FOR PERMIT TO CONSTRUCT, MODIFY OR ABANDON A WATER WELL**

**ATTACH A SHEET WITH DIAGRAM OF WELL SITE SHOWING DIMENSIONS**

Furnish septic system plot or draw the proposed construction site with dimensions showing the water well, direction of slope, distances to buildings and property lines, sewer lines, all septic system components including septic tanks and seepage fields, and other sources of contamination, e.g., abandoned wells, storm water dry wells and underground storage tanks. Indicate distance to community water supply, if available. If there is an existing well on the property, indicate location and status.

**WATER WELL PUMP INFORMATION**

Pump Type 1 HP Capacity 25 gpm Storage/Pump Cycle 11 gallons

**WORK SCHEDULE**

Estimated scheduled date to start work on water well (MM/DD/YR): Asap

**\*NOTE:**

*Illinois Water Well Construction Code, Section 920.130 g) Notification. Any person who contracts or deepens a water well for which a permit has been issued under this Part, shall notify the Department, or approved local health department, or approved unit of local government by telephone or in writing at least two days prior to commencement of the work.*

**LICENSED CONTRACTOR CERTIFICATION**

I certify that the attached information is complete and correct and that the work will conform to the current Illinois Water Well Construction Code and to the current Illinois Water Well Pump Installation Code.

**Licensed Water Well Contractor**

Matthew Liberg-Prairie State Water Systems, Inc

Print Name of Licensed Water Well Contractor

48W557 Route 64

Address

630-365-4242

Office Phone Number

630-365-4244

Fax Number

Matthew Liberg  
Signature Licensed Water Well Contractor / Property Owner

102-004504

License Number

Maple Park, IL 60151

City, State, Zip Code

630-625-2434

Cell Phone Number

3/4/25

Date

**Licensed Water Well Pump Installation Contractor**

Matthew Liberg-Prairie State Water Systems, Inc

Print Name of Licensed Water Well Pump Installation Contractor

48W557 Route 64

Address

630-365-4242

Office Phone Number

630-365-4244

Fax Number

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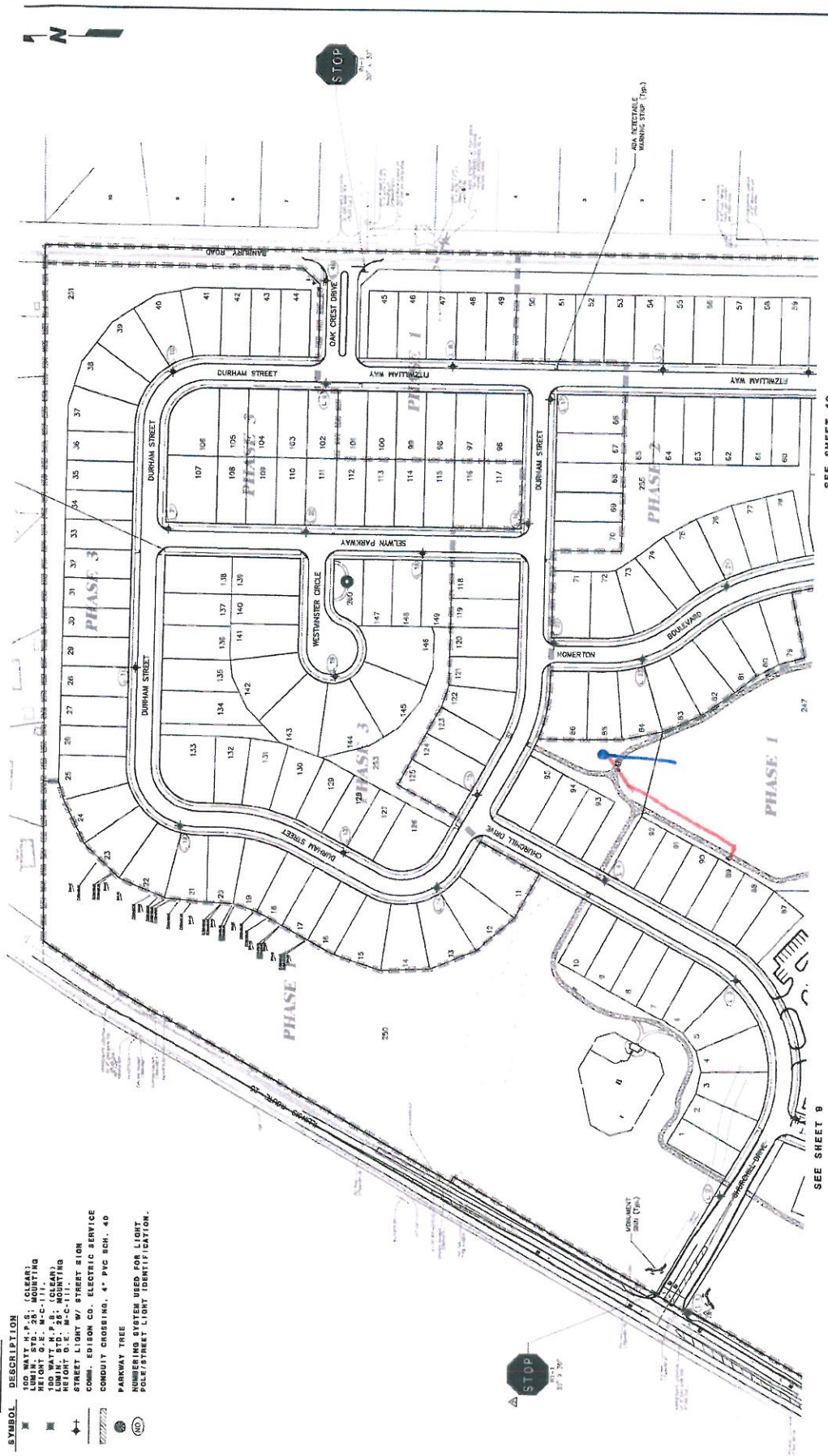
**COPIES**  
**THREE COPIES ARE RETURNED TO THE LOCAL HEALTH DEPARTMENT WHERE THE PERMIT IS ISSUED**  
One copy is retained by the health department where the permit is issued  
One copy of the approved application is sent to Illinois State Water Survey  
One copy is sent to the water well contractor

**IMPORTANT NOTICE**

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Public Act 011-0863. Disclosure of the information is mandatory. This form has been approved by the Forms Management Center



- SYMBOL DESCRIPTION**
- 100 WAT. H.P.S. (CLEAR)
  - 100 WAT. H.P.S. (MOUNTING)
  - 100 WAT. H.P.S. (CLEAR)
  - 100 WAT. H.P.S. (MOUNTING)
  - STREET LIGHT W/ STREET SIGN
  - COMM. EDISON CO. ELECTRIC SERVICE
  - CONDUIT CROSSING, 4" PVC SCH. 40
  - PARKWAY TREE
  - NUMBERING SYSTEM USED FOR LIGHT
  - POLE/STREET LIGHT IDENTIFICATION



PREPARED FOR:  
**DR. HORTON, INC. - WESTVIEW A CALIFORNIA CORPORATION**  
 750 E. BUNKER COURT, SUITE 500  
 VERNON HILLS, IL 60061  
 (247) 462-9100



**CEMCON, Ltd.**  
 Consulting Engineers, Land Surveyors & Planners  
 1000 North Lincoln Avenue, Suite 100  
 Chicago, Illinois 60610  
 Tel: 870.894.2100 Fax: 870.894.2199

NO.	DATE	DESCRIPTION
1	10-15-1994	PRELIMINARY DESIGN
2	10-15-1994	PRELIMINARY DESIGN
3	10-15-1994	PRELIMINARY DESIGN
4	10-15-1994	PRELIMINARY DESIGN
5	10-15-1994	PRELIMINARY DESIGN
6	10-15-1994	PRELIMINARY DESIGN
7	10-15-1994	PRELIMINARY DESIGN
8	10-15-1994	PRELIMINARY DESIGN
9	10-15-1994	PRELIMINARY DESIGN
10	10-15-1994	PRELIMINARY DESIGN

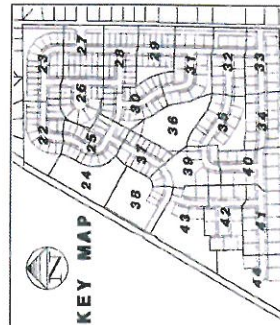
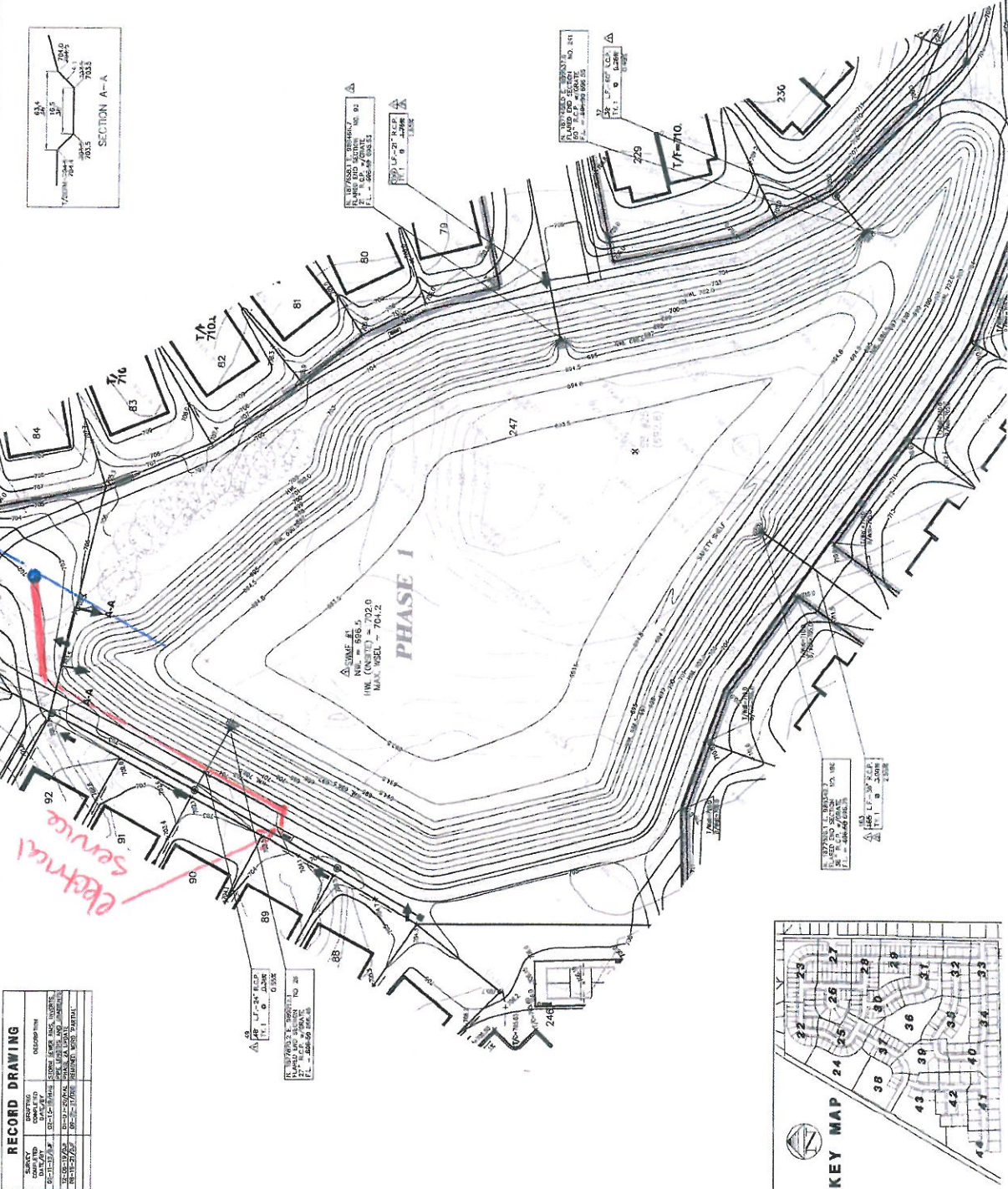
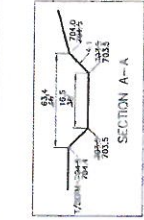
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100 WAT. H.P.S. (CLEAR)	10-15-1994	PRELIMINARY DESIGN
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100 WAT. H.P.S. (MOUNTING)	10-15-1994	PRELIMINARY DESIGN

**OVERALL STREET LIGHTING AND STRIPING PLAN**  
**LINCOLN VALLEY ON THE FOX**  
 DATE: 10-15-1994  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]



# RECORD DRAWING

SURVEY	DATE	BY	REVISION
1. SURVEY	10/1/88	W. J. HARRIS	1.0
2. SURVEY	10/1/88	W. J. HARRIS	2.0
3. SURVEY	10/1/88	W. J. HARRIS	3.0
4. SURVEY	10/1/88	W. J. HARRIS	4.0
5. SURVEY	10/1/88	W. J. HARRIS	5.0
6. SURVEY	10/1/88	W. J. HARRIS	6.0
7. SURVEY	10/1/88	W. J. HARRIS	7.0
8. SURVEY	10/1/88	W. J. HARRIS	8.0
9. SURVEY	10/1/88	W. J. HARRIS	9.0
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93. SURVEY	10/1/88	W. J. HARRIS	93.0
94. SURVEY	10/1/88	W. J. HARRIS	94.0
95. SURVEY	10/1/88	W. J. HARRIS	95.0
96. SURVEY	10/1/88	W. J. HARRIS	96.0
97. SURVEY	10/1/88	W. J. HARRIS	97.0
98. SURVEY	10/1/88	W. J. HARRIS	98.0
99. SURVEY	10/1/88	W. J. HARRIS	99.0
100. SURVEY	10/1/88	W. J. HARRIS	100.0



- DRAINAGE & GRADING NOTES**
1. ELEVATIONS SHOWN FOR ALL CORNERS, CATCH BASINS, AND OTHER STRUCTURES SHALL BE IN FEET AND INCHES.
  2. ALL CORNERS SHALL BE ROUNDED TO WITHIN 6 INCHES OF THE TOP CORNER.
  3. EXISTING GRADE SHALL BE SHOWN BY DASHED LINES.
  4. EXISTING GRADE SHALL BE SHOWN BY DASHED LINES.
  5. 1/2" - INDICATES PROPOSED TOP OF FOUNDATION.
  6. THE TOP OF FOUNDATION SHALL BE SHOWN BY A DASHED LINE.
  7. THE FINISHED TOP OF FOUNDATION SHALL BE SHOWN BY A DASHED LINE.
  8. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  9. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  10. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  11. LOT DIMENSIONS SHOWN ON THE PLAN MAY NOT NECESSARILY BE THE SAME AS THE DIMENSIONS SHOWN ON THE DEED.
  12. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  13. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  14. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  15. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  16. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  17. ALL REAR YARD TYPED SIZES ARE TO BE SHOWN.
  18. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  19. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
  20. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.
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  33. 1/2" - INDICATES THE PROPOSED GRADE FLOOR.

PREPARED FOR:  
D.R. HORTON, INC. - MIDWEST, A CALIFORNIA CORPORATION  
750 E. BUNKER COURT, SUITE 500  
VERONA HILLS, IL 60061  
(847) 362-9700

DESIGNED BY:  
CEMCON, Ltd.  
Consulting Engineers, Ltd. (Surrey) & Partners  
100 Victoria Road, Suite 100  
Aurora, Ontario M1R 3X5  
CANADA  
TEL: (416) 291-1111  
FAX: (416) 291-1112

DRAINAGE AND GRADING PLAN  
LINCOLN VALLEY ON THE FOX

SHEET NO. 1



**RE: Well RFP - North Aurora - DR Horton**

3/3/25 1:28 PM

From: "Sam McDevitt" <SAMcdevitt@drhorton.com>

To: "office@prairiestatewater.com" <office@prairiestatewater.com>

Change it once more, Outlot 248, but it does not have an actual address, only a PIN.  
PIN 12-34-129-004



Thank you,



**Sam McDevitt, P.E.**  
Land Development Manager

**D.R. HORTON**  
1750 E. Golf Rd, Suite 925, Schaumburg, IL 60173  
m: 224.423.2325

**America's #1 Homebuilder Since 2002 | drhorton.com**

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**From:** Prairie State Water <office@prairiestatewater.com>

**Sent:** Monday, March 3, 2025 1:19 PM

**To:** Sam McDevitt <SAMcdevitt@drhorton.com>

**Subject:** RE: Well RFP - North Aurora - DR Horton

[External]

## Village of North Aurora Memorandum



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

**From:** Jason Paprocki, Finance Director

**CC:** Steven Bosco, Village Administrator

**Date:** March 17, 2025

**RE:** FY 2024-25 Budget Amendment #2

---

At the March 3, 2025 Committee of the Whole meeting, staff proposed a new Administrative Operations Assistant position during the initial FY 2025-26 Budget update. Staff is requesting the authorization of this position prior to June 1, 2025. The timing of the request relates to the upcoming events season, which includes over 10 community events scheduled. Currently, the Community Relations Coordinator handles many administrative roles, as well as plans and runs all Village events.

The Administrative Operations Assistant position will assume certain duties from the Community Relations Coordinator. Main responsibilities of the Administrative Operations Assistant include:

- Compiling all meeting agendas and packets
- Processing Freedom of Information Act (FOIA) requests
- Tracking the Village's Strategic Plan and providing updates
- Assisting with interdepartmental projects
- Serve as the Deputy Clerk
- Provide office support
- Handle all resolutions, ordinances, and contracts
- Assist with the planning and execution of all Village events

Shifting these responsibilities will allow the Community Relations Coordinator to primarily focus on community outreach, planning and running Village events, assisting with economic development initiatives, and Village marketing. Many of these items are currently being done minimally due to overall time constraints.

Along with this change, we are proposing a range adjustment for the Community Relations Coordinator position. Staff survey surrounding communities with similar positions and found the market salary range is one grade higher than current. We are proposing moving the range from \$65,915 - \$93,829 to \$74,090 to \$105,456. The Village had previously hired a firm to perform a compensation study, however, the Community Relations Coordinator position did not exist at the time of the study.

If approved, the Administrative Operations Assistant position would be advertised beginning March 18<sup>th</sup>. Due to the timing of the hiring process, we anticipate the budget impact to be minimal for FY 2024-25 as an employee would likely be in this role for only a few weeks of the current fiscal year. The increase in pay range for the Community Relations Coordinator would result in a salary adjustment this fiscal year.

The total budget amendment requested for FY 2024-25 related to the new Administrative Operations Assistant and salary range adjustment for the Community Relations Coordinator is an increase of \$12,910 between the following accounts:

<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
01.430.4020	Salaries – Regular	\$9,350
01.430.4110	FICA	715
01.430.4120	IMRF	895
01.430.4130	Health Insurance	1,900
01.430.4135	Life Insurance	5
01.430.4136	Dental Insurance	45
		<hr/> \$12,910

The attached ordinance authorizes the Administrative Operations Assistant and range adjustment for the Community Relations Coordinator.



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

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

---

**AN ORDINANCE APPROVING THE 2<sup>nd</sup> BUDGET AMENDMENT  
FOR FISCAL YEAR 2024-25**

---

**Adopted by the  
Board of Trustees and President  
of the Village of North Aurora  
this \_\_\_\_ day of \_\_\_\_\_, 2025**

**Published in Pamphlet Form  
by authority of the Board of Trustees of the  
Village of North Aurora, Kane County, Illinois,  
this \_\_\_\_ day of \_\_\_\_\_, 2025  
by \_\_\_\_\_.**

**Signed \_\_\_\_\_**

VILLAGE OF NORTH AURORA

Ordinance No. \_\_\_\_\_  
An Ordinance Approving the 2<sup>nd</sup> Budget Amendment for Fiscal Year 2024-25

**WHEREAS**, the Village of North Aurora has adopted the Budget Act, and approved a Budget for the 2024-25 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 \_\_\_\_\_, 2025, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025 A.D.

Jason Christiansen \_\_\_\_\_

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 \_\_\_\_\_, 2025 A.D.

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

ATTEST:

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

Village of North Aurora  
FY 2024-25  
Exhibit "A"  
Budget Amendment #2

<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>
General Fund	Administration/IT	Salaries - Regular	01.430.4020	\$ 615,560	\$ 9,350	\$ 624,910
General Fund	Administration/IT	FICA - Social Security and Medicare	01.430.4110	47,165	715	47,880
General Fund	Administration/IT	IMRF	01.430.4120	61,765	895	62,660
General Fund	Administration/IT	Health Insurance	01.430.4130	78,870	1,900	80,770
General Fund	Administration/IT	Life Insurance	01.430.4135	105	5	110
General Fund	Administration/IT	Dental Insurance	01.430.4136	2,350	45	2,395
TOTAL GENERAL FUND EXPENDITURES				\$	<u>12,910</u>	