

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>INCORPORATED 1911 SUGAR GROVE 10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Robert Bohler Kevin Geary Mari Johnson Rick Montalto David Paluch Thomas Renk</p>
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**Agenda
March 20, 2012
Regular Board Meeting
6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
 - a. None
5. Appointments and Presentations
 - a. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
 - a. Approval: Vouchers
 - b. Approval: Treasurer's Report
 - c. Resolution: Adopting the 2012 Zoning Map
8. General Business
 - a. Resolution: Authorizing Easement Agreement(s) for the MP/ROA DP - *STAR
 - b. Resolution: Purchase of Bulk Road Salt
 - c. Discussion: Contractor Licensing
9. New Business
 - d. None
10. Reports
 - a. Staff Reports
 - b. Trustee Reports
 - c. Presidents Report
11. Public Comments
12. Airport Report
13. Closed Session: Land Acquisition, Personnel, Litigation
14. Adjournment

**Committee of the Whole
March 20, 2012
Cancelled**

* STAR – Subject to Attorney Review

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: PURCHASE OF BULK ROAD SALT
AGENDA: MARCH 20, 2012 REGULAR BOARD MEETING
DATE: MARCH 6, 2012

ISSUE

Should the Board approve a Resolution authorizing participation in the State of Illinois program for the purchase of bulk road salt for the 2012-2013 season.

DISCUSSION

The State of Illinois Bureau of Strategic Sourcing & Procurement is planning to renew or award the bid for bulk road salt in the April/May 2012 time frame. In order to participate, the purchasing requisition form must be submitted by 5:00 P.M. March 30, 2012. Staff requests Board approval to participate in this year's program.

The State is again offering a renewal option for the 2012-2013 program. The renewal option allows the local government to lock in the current season's salt pricing for next year with a maximum increase of 5%. The Village currently pays \$59.87 per ton for salt. This was a \$0.68 increase from last year's costs. The price for salt outside the State's program averaged \$78.00 to \$85.00 per ton last season. The 5% increase for next season would translate to a maximum increase of \$2.99 or a total cost of \$62.86 per ton. Since 2003, Staff has witnessed a steady increase annually for the price of salt. On average, the increase has been \$3.60 per ton. The largest increase occurred between the 2008 and 2009 seasons with a \$12.44 cost increase. Considering this information, Staff feels that utilizing the renewal option and fixing the costs would be the best option. Should the Village not choose the renewal option, we can still participate in the State's purchasing program; however, we would be subject to the price per ton costs as set by the competitive bid. This per ton cost could be higher or lower than the renewal option.

Based on a thorough review of the amount of salt stored and stockpiled at the Public Works Facility, Staff recommends reducing the contract to 2,000 tons of salt (from 2500 tons) for the 2012-2013 snow and ice control program. The contract allows a purchase from 80% to 120% of the amount of salt.

COST

The estimated cost for 2,000 tons of salt is \$125,720.00. The funds have been included in account number 01-53-6615: Snow and Ice Control Supplies for the FYE 13 budget.

RECOMMENDATION

The Village Board approves Resolution **20120320PW1** authorizing the Director of Public Works or his designee to enter into an agreement with the State of Illinois, Bureau of Strategic Sourcing & Procurement for the purchase of bulk road salt for snow and ice control operations.



RESOLUTION NO. 20120320PW1

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE STATE OF ILLINOIS BUREAU OF STRATEGIC SOURCING & PROCUREMENT FOR THE PURCHASE OF BULK ROAD SALT

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to engage the services of the State of Illinois Bureau of Strategic Sourcing and Procurement for the purchase of Bulk Road Salt, and to execute the attached agreement;

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

The agreement between the State of Illinois Bureau of Strategic Sourcing and Procurement and the Village of Sugar Grove for the professional construction services for the purchase of Bulk Road Salt. The Director of Public Works or his designee is hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 20th day of March, 2012.

P. Sean Michels,
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____
Trustee Thomas Renk	_____	_____	_____	_____

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
SUBJECT: MONTHLY TREASURER'S REPORT
AGENDA: MARCH 20, 2012 REGULAR BOARD MEETING
DATE: MARCH 16, 2012

ISSUE

Should the Village Board approve the February 2012 monthly Treasurer's report.

DISCUSSION

The Summarized Revenue & Expense Reports are attached (pages 1 – 7). At February 29, 2012 we are through 10 months of the year (83.3%).

The General Fund revenues and expenditures are at 88.8% and 73.9%, respectively. The main reason revenues are higher than budgeted is due to the timing of receipt of property taxes. Natural gas and state sales taxes are expected to be lower than budgeted by \$27,000 and \$22,000 respectively; however, state income and use taxes are expected to be higher than budgeted (and offset the above) by \$44,000 and \$9,000, respectively. The main reason for the expenditures being lower than budgeted is the timing of payments for road salt (\$96,900 or 2.3%) and dispatch services (\$259,300 or 6.3%). The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-51-6102	Salaries-Overtime	54,195	65,035	120.0%	A
01-51-6209	Uniform Allowance	10,400	10,400	100.0%	B
01-51-6301	Legal Services	64,800	63,671	98.3%	C
01-51-6407	Repair & Maint -Vehicles	30,000	28,501	95.0%	D
01-51-6603	Specialized Supplies	4,975	5,011	100.7%	E
01-53-6105	Salaries-Seasonal	7,005	9,869	140.8%	F
01-53-6606	Landscaping Supplies	11,850	22,838	192.7%	G
01-55-6104	Salaries- Part-Time	5,073	4,878	96.2%	H
01-56-6302	Audit Services	11,350	11,261	99.3%	I

- A Pol – This is due to the timing of Corn Boil as well as officers out on disability.
- B Pol – This is due to the timing of payments for the uniform allowance.
- C Pol – This is due to negotiations with the Patrol and Sergeant Unions. It is anticipated that this account will be over budget for the year.
- D Pol – Several recent major repairs have caused this account to be higher. This is mainly due to the increase in age of the police fleet.
- E Pol – This is mainly due to the purchase of rifle ammunition for training purposes.
- F Str – This is due to the timing of work for the seasonal employees, as well as additional work upon retirement of the part-time laborer.
- G Str – This is due to the purchase of parkway trees. Although unbudgeted, the Village has been reimbursed by a \$9,850 EAB grant.
- H CD – This is due to the increase in inspections for commercial buildings.
- I Fin – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.

Please note engineering invoices are paid approximately 2 months after services are provided. Thus, engineering services accounts in the General Fund, Infrastructure Capital Projects Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 55.2% and expenditures are at 49.4%. The revenue is low due to lower interest rates and the timing of sale of a capital asset. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Industrial TIF Fund expenditures are at 160.1%. The expenditures are high due to revisions to the TIF plan.

The Infrastructure Capital Projects Fund revenues are at 86.4% and expenditures are 84.8%.

The Debt Service Fund revenues are at 85.3% and the expenditures are at 100.0%. The expenditures are high due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 78.9% and 76.3%, respectively. The capital revenues and expenses are at 75.7% (excluding debt issuance) and 37.8% (excluding the new water meter system), respectively. The capital expenses are low due to projects not starting yet this fiscal year. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-6302	Audit Services	11,350	11,261	99.3%	J
50-50-6307	I.S. Services	4,864	7,576	155.7%	K
50-50-6309	Other Professional Srvc.	3,030	6,562	216.5%	L
50-59-6303	Engineering Services	1,500	6,779	451.9%	M
50-59-6313	SCADA Services	6,000	8,991	149.8%	N

50-59-6406	Repair & Maint – Bldg	4,924	6,101	123.9%	O
50-60-6309	Other Professional Srvc.	17,370	27,139	156.2%	P
50-60-6311	IEPA Water Sampling	10,000	10,171	101.7%	Q
50-60-6406	Repair & Maint – Bldg	4,000	9,464	236.5%	R
50-60-6603	Specialized Supplies	73,385	74,258	101.1%	S
50-71-8002	Debt – Principal	80,000	80,000	100.0%	T
50-71-8003	Debt – Interest	105,825	105,825	100.0%	U

- J W&S Adm – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.
- K W&S Adm – This is due to the installation and monthly hosting of iConnect (for online utility billing). This was not a budgeted item, but was discussed with the Board prior to installation. The account will be over budget for the year.
- L W&S Adm – This is due to the outsourcing of utility bills. Although this account is expected to be over budget, there are cost savings elsewhere in the budget to offset this.
- M W&S PW – This is due to radium excursion work at well 8 and this account is expected to be over budget.
- N Water Ops – This is due to emergency repairs for the SCADA system caused by a lightning strike.
- O W&S PW – This is due to unforeseen repairs to fire alarm and shop lighting.
- P W&S Ops – This is due to the outsourcing of water meter installations and this account is expected to be over budget.
- Q Water Ops – This is due to the timing of water sampling program. This is a budgeted item.
- R Water Ops – This is due to emergency inspections of the water system due to a lightning strike.
- S Water Ops – This is due to the on-going replacement of water meters and transmitters. This account is expected to go over budget.
- T Water Cap – This is due to the timing of payments for debt. Payments are budgeted and this account is not expected to be over budget.
- U Water Cap – This is due to the timing of payments for debt. Payments are budgeted and this account is not expected to be over budget.

The Refuse Fund revenues and expenses are at 82.2% and 74.2%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential, 6 commercial, and 325 miscellaneous permits in the fiscal year 2011 – 2012 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of March 15, 2012, 1 of the residential, 2 of the commercial, and 245 of the miscellaneous permits have been issued. The following accounts will be included in each Treasurer's Report to reflect the revenues from building activity:

Budget Actual % Earned

01-00-3310	Building Permits	38,100	35,756	93.9%
01-00-3320	Cert of Occupancy Fees	600	1,310	218.3%
01-00-3330	Plan Review Fees	1,920	1,153	60.1%
01-00-3340	Reinspection Fees	2,873	1,120	39.0%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	4,900	89.1%
01-00-3760	Review and Dev. Fees	106,600	79,743	74.9%
30-00-3850	Improvement Donations	0	0	0.0%
30-00-3851	Emerg Warn Device Fee	0	0	0.0%
30-00-3852	Life Safety-Police	0	200	100.0%
30-00-3853	Life Safety-Streets	0	200	100.0%
30-00-3856	Commercial Fee	0	0	0.0%
35-00-3854	Traffic Pre-emption Donate	0	0	0.0%
35-00-3855	Road Impact Fee	0	1,000	100.0%
50-00-3310	Meter Reinspections	175	0	0.0%
50-00-3670	Meter Sales	11,565	2,829	24.5%
50-01-3651	Water Tap-On Fees	17,403	5,597	32.2%
50-01-3652	Sewer Tap-On Fees	0	151	100.0%
50-01-3791	Fire Suppr Tap-On Fee	17,403	0	0.0%

COST

There are no direct costs associated with the monthly Treasurer's report.

RECOMMENDATION

That the Board approve the February 2012 monthly Treasurer's reports

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION: ADOPTING 2012 ZONING MAP
AGENDA: MARCH 20, 2012 REGULAR VILLAGE BOARD MEETING
DATE: MARCH 15, 2012

ISSUE

Approval of the 2012 Zoning Map.

DISCUSSION

As required by State Statute, the Village is required to adopt a new zoning map by March 31 of each year. This map reflects already approved site-specific changes from the 2011 zoning map, as well as the addition of the I-1 Light Industrial District. The Village engineering consultant has produced the 2012 zoning map with input from Village Staff. Staff has reviewed the map and all changes recommended have been incorporated into the map. The COW reviewed the map on March 3, 2012 and had no recommended changes.

COSTS

The development of the revised map was approximately \$900, plus copying costs for the individual maps. This amount will come from 01-55-6303 Engineering Services.

RECOMMENDATION

That the Board by resolution approve the 2012 Village of Sugar Grove Zoning Map.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20120320A

**A Resolution Adopting the
2012 Zoning Map for
the Village of Sugar Grove, Kane County, Illinois**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 20th day of March 2012..

Published in Pamphlet Form
by authority of the Board of Trustees
of the Village of Sugar Grove, Kane County,
Illinois, this 20th day of March 2012.

RESOLUTION NO. 20120320A

**A RESOLUTION ADOPTING THE 2012 ZONING MAP FOR
THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS**

BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

WHEREAS, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

WHEREAS, the corporate authorities of the Village of Sugar Grove have consistently exercised their zoning authority pursuant to the Illinois Municipal Code, Division 13 and desire to adopt a revised zoning map reflecting annexations and map amendments during the past year; and,

WHEREAS, the Corporate Authorities of the Village of Sugar Grove find that the proposed 2012 Zoning Map, attached hereto as **Exhibit A** accurately shows all changes approved by the Village in the last year.

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

SECTION ONE: ADOPTION OF THE 2012 ZONING MAP

That the 2012 Zoning Map attached hereto as **Exhibit A** and incorporated herein by reference is hereby adopted in whole as the Official Zoning Map of the Village of Sugar Grove and thereby determines the boundaries of the zoning districts pursuant to 65 ILCS 5/11-13-1 and 2.

SECTION TWO: PUBLICATION OF NEW ZONING MAP

That the Village Clerk is directed to publish a notice regarding the availability of the 2012 Zoning Map after passage of this Resolution.

SECTION THREE: EFFECTIVE DATE

The 2012 Zoning Map shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 20th day of March 2012.

P. Sean Michels, President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

	Aye	Nay	Absent
Bohler	_____	_____	_____
Geary	_____	_____	_____
Montalto	_____	_____	_____
Johnson	_____	_____	_____
Renk	_____	_____	_____
Paluch	_____	_____	_____

ATTEST: _____
Cynthia L. Galbreath, Clerk, Village of Sugar Grove

Contractors Registration

	Currently Pay	Pay w/proposed		
Carpet / Flooring	No	No	never	
Carpentry (decks)	yes	yes		
Concrete	yes	yes		
Drywall	yes	yes		
Electrical	No	yes		
Elevator Installer	yes	yes		
Excavation	yes	yes		
Fence	yes	yes		
Fire Alarm	No	No	Fire	One fee charged by
Fire Sprinkler	yes	No	Fire	Fire for plan rev only
General	yes	yes		
Insulation	No	yes		
Landscaper	yes	yes		
Lawn Irrigation	No	yes		
Marsonry	yes	yes		
Mechanical	yes	yes		
Painter	No	No	never	
Paver / Asphalt	yes	yes		
Plumbing	No	No	State	
Pool Installer	yes	yes		
Roofing	yes	yes		
Sewer / Water	yes	yes		
Siding	yes	yes		
Sign Installer	yes	yes		
Steel Erector	yes	yes		
Window Replacement	yes	yes		

CONTRACTOR REGISTRATION SURVEY

<u>MUNICIPALITY</u>	<u>Registration</u>	<u>Fee</u>	<u>Type</u>	<u>Bond</u>	<u>Gen Liab</u>	<u>Insurance WC</u>	<u>Auto</u>	<u>Other</u>
Recommendation	Yes	\$150	ALL, but painters/flooring/Indscp maint	\$10,000 EACH, EXC PL	\$1,000,000	IL LAW no proof	IL LAW no proof	PL, EL, IRRIG. ALL PAY OR DON'T ONLY N/C PL.
SUGAR GROVE	YES	\$165	ALL, but painters/flooring/Indscp maint	\$20,000 GC; \$10,000 exc PL	\$2,000,000	IL Law	\$1,000,000	License for roofing/plumbing/electric/irrigation
Aurora	Yes	\$200 new, then \$100	GC, Sign, HVAC, Elect, Roof	20,000	\$1,000,000	IL Law	none	
Arlington Heights	Yes	\$130 or \$60	All but no E, PL, Alarm	only Dem & Swr	none	none	none	Background check by PD & crime ?
Bartlett	Yes	\$100 GC; \$50 Subs	All	10,000	\$1,000,000	IL Law	none	License for Electrician, roofing, plumbing
Barrington	Yes	\$75	All	none	only GC			License for Electrician, roofing,
Batavia	No							
Bolingbrook	Yes	\$260 GC; \$160 Subs	All	\$20,000 or 10%	\$300,000	none	none	License for Electrician, roofing, Irrigation
Channahon	Yes	\$150 GC; \$100 Subs	All	none	\$300,000	IL Law	none	License for Electrician, roofing,
Carol Stream	No							
Crystal Lake	No but requires bond	\$0	Certain trades	10,000	none	none	none	State license for roofing & plumbing
DeKalb	Yes	\$250 then \$50	Elect/Plumb/HVAC/ROW only	10,000	none	none	none	
Downers Grove	Only Electrical	\$0						
Elburn	No							License for roofing & plumbing
Elgin	No-license only			\$20,000 for HVAC & Sewer	none	none	none	License for Electrician, roofing,
Geneva	No		Only ROW		\$1,000,000			State license for roofing & plumbing
Huntley	Yes	\$25 +\$10 for ea trade	1/2 after July 15th for all trades	\$10,000 for row or easements	\$1,000,000			
Lemont	Yes	\$200 GC; \$75 Subs	All (no chg for pl, elect, alarm Indscp)	\$25,000*	250000 injury	not <\$100,000	none	\$100,000 prop damage ins; License
Lisle	No							3/16/2012 Holly Baker

CONTRACTOR REGISTRATION SURVEY

Montgomery	Yes	\$125	All	none	yes certificate nothing else			License for Electrician, roofing,
Morris	Yes	\$200	GC	20,000	\$300,000	IL Law	\$300,000	
		\$100	All Subs	10,000	\$300,000	IL Law	\$300,000	
Naperville	Yes	Elec\$50; PL\$25;ROW\$	Elect/Plumb/ROW only	\$10,000 Elect only	Only Elect		none	License for Elec, plumbing and
New Lenox	Yes	\$150	All but no chg for pl or sprinkler	10,000	\$1,000,000	500000	none	License for roofing, plumbing & sprinkler
North Aurora	Yes	\$150; \$25 if state license	All	20,000	yes certificate nothing else			License required for Electrician, plumbing,
Oswego	Yes	\$250	GC	20,000	\$2,500,000	500000	\$500,000	
		\$100	All Subs	10,000	\$1,500,000	500000	\$200,000	License required for Electrician, plumbing,
Plainfield	Yes	\$50	All but no chg for pl or sprinkler	GC & roofer \$10,000	\$1,000,000	none	none	License required for Electrician, plumbing,
Plano	No							
Romeoville	Yes	\$150 GC; \$75 Subs; no pl	All	\$10,000 except pl	\$300,000inj	1000000	none	\$25,000 prop damage ins; License
Sandwich	No							State license for roofing(commercial
South Elgin	No		Only state license copies					
St. Charles	No							
Sycamore	No	only \$ for elect test	Elect City test & PI 055/058 & PL #					
Warrenville	Yes	Only Elec \$35	Elect/Roofers only	\$5,000 Elect.	yes			License required for Electrician and
West Chicago	Yes	\$195 Initial; \$145 Renewal	All	10,000	\$250,000	1000000		\$100,000 property damage insurance
Wheaton	Yes	\$25	All except pl, alarm, roof, irrig, sprinklr or elect	10,000	\$1,000,000**			**Ins Cert for Irrig, ROW, house moving
Wilmington	Yes	\$100	All but no chg for pl, sprinkler or roofer	none	yes certificate for liability &			License required for plumber and roofer
Winfield	Yes	\$250 GC; 1/2 after 8/1		20,000	\$1,000,000	IL Law	\$500,000	All renew 1/31 annually
		\$100 sub; 1/2 after 8/1	All but elect \$25; HVAC \$40 and 0 if other license	\$10000 except pl	\$500,000	IL Law	\$500,000	All renew 1/31 annually
Yorkville	No							
* requires specific language in their bond.								

CONTRACTOR'S REGISTRATION

VILLAGE OF SUGAR GROVE

GENERAL INFORMATION

Revised December 2011

(Title 3, Business and License Regulations, Chapter 3-6-3 of the Village Code)

Any contractor engaged in or having obligations to do work inside the Village limits, pursuant to a building permit shall;

- complete the application for Contractor's Registration and pay \$150.00 (valid for one year from the date paid) except painters, final surface floor installers (not subfloors or structural elements), installation/repair/cleaning of carpets, lawn maintenance, softscape landscape, fire alarm and sprinkler contractors;
- provide certificate of insurance of satisfactory insurance:
 - The Village of Sugar Grove listed as certificate holder,
 - Commercial General Liability \$1,000,000 minimum and,
- \$10,000/occurrence License & Permit Surety Bond:
 - Obligee shall be Village of Sugar Grove,
 - Type of contractor shall be identified (i.e., General, Electrical, Mechanical, etc.),
 - Signature of principal shall be provided,
 - Self issued bonds are not accepted. Insurance or Bond Company shall prepare all bonds.
- provide satisfactory licenses required by profession:
 - **Roofers** must also submit a copy of their Illinois State registration for the current year.
 - **Electricians** must also submit a copy of their electrical license obtained by passing an examination from another Illinois municipality.
 - **Plumbers** must also submit both their State of Illinois Contractor's Registration and State of Illinois or City of Chicago Plumbing License. Fee and bond requirements are **waived** per statute.
 - **Lawn irrigation installers** must also submit their current State of Illinois Department of Health Certificate of Registration. Fee and bond requirements are **waived** if they have 055 Plumbing License by State statute.
 - **Fire Suppression/Sprinkler/Alarm** must submit required information to either the Sugar Grove Fire Protection District, 25 S. Municipal Drive, 630-466-4513 or the Big Rock Fire Protection District 47W863 E. Second St., 630-556-3214.

For your protection as a homeowner, select a qualified contractor for all home improvement projects. For homeowners and contractors, additional information on home repair and remodeling is available with the Illinois State Attorney's Home Repair and Remodeling Act at

www.illinoisattorneygeneral.gov

Building Division, 601 Heartland Drive, Sugar Grove, IL 60554 630-466-8954; fax 630-466-1083
permits@sugar-grove.il.us - e-mail

COMPLAINTS AND REVOCATION

The violation of the requirements of this Chapter or other Village ordinances by any building contractor shall be grounds for the revocation of his/her/its registration for a period of one year from the date of revocation. The Village shall maintain an available list of every entity registered with the Village and shall also maintain an available list of complaints registered to the Village. Names shall remain on the list for a period of five years. Upon receipt of a complaint, a hearing date shall be set by the Village before the Contractor Review Panel and a written notice shall be mailed at least five days prior to the hearing date by certified mail to the last known address of the contractor, setting forth the grounds of the complaint and the time and place for the hearing, see Ordinance No. _____.

ROOFING CONTRACTORS

The Illinois Roofing Industry Licensing Act (225 ILCS 335/) which became effective July 1, 1985, requires the Illinois Department of Financial and Professional Regulation (IDFPR) to regulate the roofing industry in Illinois. The law mandates that the official who issues building permits shall affix the roofing contractor's license number to each application for a building permit, and on each building permit issued and recorded. The roofing contractor is required to affix the license number to all contracts and bids. The business name and license number must also be affixed to all vehicles used as a part of the roofing business and use it on any advertising or marketing materials.

General Contractors are not permitted to provide roofing services unless they also have an active roofing contractor license. Persons engaged in the roofing business who are not State licensed first offenders can be charged with a Class A misdemeanor and be sentenced to 364 days in prison and for subsequent violations are Class 4 felonies that could result in 1-3 years incarceration.

Questions about the Illinois Roofing Industry Licensing Act and requests for application may be directed to the Illinois Dept. of Financial and Professional Regulation, 320 W. Washington, Springfield, Illinois 62786, phone (217) 785-0800 or (312) 814-4500.



601 HEARTLAND DRIVE
 SUGAR GROVE, IL 60554
 630-466-8954 phone 630-466-1083 fax
 Monday - Friday 8:00 a.m.-4:30 p.m.
permits@sugar-grove.il.us e-mail

**APPLICATION FOR
 CONTRACTOR'S REGISTRATION**

NAME OF FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____ FAX NO. _____ CELL _____

E MAIL _____ CONTACT _____

DRIVER'S LICENSE NUMBER: _____

- TYPE OF CONTRACTOR:
- | | | |
|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> GENERAL | <input type="checkbox"/> CARPENTER | <input type="checkbox"/> CONCRETE |
| <input type="checkbox"/> DEC BRICK | <input type="checkbox"/> DRYWALL | <input type="checkbox"/> ELECTRICIAN |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> HVAC | <input type="checkbox"/> INSULATION |
| <input type="checkbox"/> MASON | <input type="checkbox"/> PAVING | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> ROOFER | <input type="checkbox"/> SEWER/WATER | <input type="checkbox"/> SIDING/ EXT. OR WINDOWS |
| | | <input type="checkbox"/> OTHER / LICENSE NO. _____ |

BUSINESS OWNERS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____ FAX NO. _____

INSURANCE AGENT: _____ PHONE: _____ - _____ - _____

NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED PROOF OF BOND, INSURANCE AND / OR LICENSES HAVE BEEN SUBMITTED AND ARE ON FILE WITH THE VILLAGE. I HAVE AFFIRMED THAT THE BONDS AND INSURANCE THAT ARE REQUIRED BY THE VILLAGE CODE MUST REMAIN IN FULL FORCE AND EFFECT UNTIL ALL WORK HAS BEEN CERTIFIED BY THE BUILDING INSPECTOR. I DECLARE THAT I HAVE A THOROUGH KNOWLEDGE OF ALL CODES, AMENDMENTS, ORDINANCES AND REGULATIONS OF THE VILLAGE OF SUGAR GROVE AND AGREE TO CONSTRUCT IMPROVEMENTS IN COMPLIANCE WITH ALL PROVISIONS OF THE CODES AND ORDINANCES OF THE VILLAGE OF SUGAR GROVE.

Owner or Authorized Person's Signature **Date**
 NON - REFUNDABLE FEE \$150.00 (Except Plumbers)

FOR OFFICE USE ONLY:

REGISTRATION NO: _____ ISSUED: _____ FEE: \$ _____ EXPIRATION: _____

INSURANCE CERT: _____ BOND #: _____

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
HOLLY BAKER, PERMIT CLERK
SUBJECT: DISCUSSION: ORDINANCE AMENDING CONTRACTOR
REGISTRATION (VILLAGE CODE, TITLE 3, CHAPTER 6)
AGENDA: MARCH 20, 2012 COTW MEETING
DATE: MARCH 16, 2012

ISSUE

Review of an amendment to the contractor registration portion of the Village Code.

DISCUSSION

This portion of the code has been reviewed by Staff along with the Village Attorney, with the idea that the changes as proposed would provide as much protection as possible for both our residents /owners and contractors by amending the requirements for contractor registration.

A total of 36 communities were surveyed for comparison. In developing the proposed amendment, an effort was made to be competitive and to simplify the administration and requirements for registration.

Proposed amendment points include:

1. Changing the fee to be collected to \$150 from \$165.
2. Passing fee through to all contractors allowed by law which increases the number of contractors required to register.
3. Requiring a \$10,000 license and permit bond from all contractors except plumbers (due to state law).
4. Releasing the handling of all fire related contractors to the fire department.
5. Eliminating the requirement of proof of insurance for workers compensation or auto insurance due to the state requirement.
6. Addition of a procedure for revocation of registration or posting of complaints.

ATTACHEMENTS:

1. Contractor Registration Survey
2. List of Contractor Types Currently Paying Fee and Proposed
3. New Contractor Registration Form

COST

A limited amount of legal consultant costs will be associated with this amendment.

RECOMMENDATION

That the Committee of the Whole discuss the idea of this proposed amendment and provide feedback to staff for a draft ordinance.