

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>INCORPORATED 1881 <b>SUGAR GROVE</b> 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>
--	--	--

**Agenda**  
**June 19, 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. Proclamation
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
  - a. Approval: Minutes for June 05, 2012 Meeting
  - b. Approval: Vouchers
  - c. Approval: Treasurer's Report
  - d. Ordinance: Establishing Prevailing Wage
  - e. Resolution: Review and Release of Closed Session Minutes
  - f. Approval: Class C Temporary Liquor License – Sugar Grove Fire Fighters Association
8. General Business
  - a. Approval: Hampstead Court
  - b. Resolution: 2012 MFT Bond Payment
  - c. Resolution: 2012 Pavement Marking Program
  - d. Resolution: 2012 MFT Engineering Contract with EEI
  - e. Resolution: Authorizing an Agreement for Engineering Services for the Dugan Road Resurfacing Project with EEI
  - f. Approval: July 3, 2012 Meeting Cancellation
9. New Business
  - a. 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

\* STAR – Subject to Attorney Review

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>INCORPORATED 1881 <b>SUGAR GROVE</b> 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>
--	--	--

**June 19, 2012**

**Committee of the Whole**

**6:30 p.m.**

1. Call to Order
2. Roll Call
3. Public Comment
4. Discussion:                   Adopting Procedures for Public Comment
5. Discussion:                   Capital Improvement Program (CIP)
6. Discussion:                   Capital Asset Policy
7. Discussion:                   Open House
8. Closed Session:              Land Acquisition, Personnel, Litigation
9. Adjournment

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR  
MIKE FERENCAK, VILLAGE PLANNER  
**SUBJECT:** DISCUSSION: SETTING A DATE TO REVIEW THE ANNEXATION AGREEMENT AMENDMENT, PRELIMINARY AND FINAL PUD, AND THE PRELIMINARY & FINAL PLAT FOR THE MOLLOY/BOLZ PROPERTY  
**AGENDA:** JUNE 19, 2012 REGULAR VILLAGE BOARD MEETING  
**DATE:** JUNE 15, 2012

---

**ISSUE**

Should the Village Board consider setting a date to approve amending the text of the Molloy Bolz Annexation Agreement, approving the Preliminary and Final PUD's and Plats.

**DISCUSSION**

The Village Attorney, President, and Staff have met with the developer and their attorney regarding the draft Annexation Agreement Amendment. The developer noted changes that they would like to see incorporated into the agreement. The developer's attorney plans to submit a revised agreement document, but as of the writing of this report the revised document has not been provided. Staff and the Village Attorney will need time to review and discuss any proposed changes to the agreement presented by the developer to insure that the agreement reflects the Boards comments provided on this development.

Staff recommends that the Village Board table this item until a future meeting. This may necessitate holding a Special Meeting on June 26<sup>th</sup> or July 10<sup>th</sup> to act on this item inasmuch as the July 3<sup>rd</sup> meeting will in all likelihood be canceled, and the next regular meeting of the Village Board will be on July 17<sup>th</sup>.

Previous information submitted follows:

The item was briefly reviewed at the Committee of the Whole meeting on April 17, 2012. The focus of that meeting was to make the Committee familiar with the project in advance of developer presentation discussion that occurred at the May 1, 2012 meeting and further discussion at the May 15, 2012 meeting.

The previous report highlighted the handful of conditions generated by staff that had been recommended for modification by the Plan Commission. It did not discuss the other

remaining conditions as the Plan Commission agreed with staff's recommendations, and it is believed that the developer finds them acceptable. Acceptance of the conditions will be verified as updated plans are received.

During the brief discussion at the April 17 COTW meeting, there appeared to be preliminary consensus regarding the handful of conditions that were recommended for modification by the Plan Commission and other facets of the plan.

- The Committee was in agreement with the bicycle path routing via Wheeler Road and Hampstead Drive rather than Route 47.
- No objections were heard to including bicycle racks in the plan.
- The Committee agreed with staff that an easement should be reserved along Route 47 in case of a future bicycle path in that location.
- The Committee agreed with the clarification of the wording on the condition regarding vehicular access to Wheeler Road.
- No objections were heard to including a new condition regarding the timing of the installation of Hampstead Drive.
- The Committee stated that they would prefer using the Village's decorative residential streetlights in the parking lot of this site. Please note that all existing installations of these in Village rights-of-way are high pressure sodium. CD staff confirmed with PW staff that these are available in metal halide for the parking lot.
- The Committee agreed with the concept of a bike path cash-in-lieu fund that could be created for this and other projects. Staff is in the process of determining the appropriate fee.
- The Committee asked for the size of the average unit. The facility would include 150 units. There would be 72 units at 330 square feet and 78 units at 528 square feet. This results in an average unit size of 433 square feet.

While we await complete full-size plan sets, staff is providing PDFs of the sheets that were previously provided to the Committee in 11" x 17" format. The Committee may look at these closer on a computer with the "Zoom" tool in Adobe Acrobat Reader.

The following were previously provided:

1. Minutes of the March 21, 2012 Plan Commission Meeting (n/a)
2. Staff Report to the March 21, 2012 Plan Commission
3. Area Map
4. EEI Preliminary Review Letter dated February 24, 2012

*A full background is not included however is available upon request.*

## **COSTS**

There is no direct cost associated with this proposal. All costs will be paid for by the petitioner.

## **RECOMMENDATION**

**That the Village Board by consensus determines a date to review and approve the Annexation Agreement Amendment, Preliminary & Final PUD, and Preliminary & Final Plat for the Molloy/Bolz Property.**

# Village of Sugar Grove

## Capital Asset Policy

### Purpose

The Village of Sugar Grove invests a significant amount in capital assets in pursuit of its mission, as well as to maintain or improve the level of service expected by its citizens. These assets play an essential role in the Village's ability to diversify, expand and cope with growth, and improve environmental conditions. That level of service can only be assured if adequate consideration is given to maintaining and expanding public facilities and infrastructure. If a government fails to maintain its capital assets, equipment, facilities and infrastructure will deteriorate more quickly and necessitate costly emergency allocations of financial resources.

The objective of this policy is to establish and maintain capital asset records to comply with governmental financial reporting standards, to ensure adequate control and appropriate use of capital assets, and to provide accountability for property control.

### Definition

Capital assets are real or personal property used in operations that have a value equal to or greater than the capitalization threshold for their respective asset class and have an estimated initial useful life of greater than one year. Capital assets shall include land, land improvements, buildings, building improvements, machinery and equipment, vehicles, and infrastructure. A capital asset is to be reported and depreciated, if applicable, in the government-wide and enterprise fund financial statements. Assets not capitalized are expended in the year of acquisition.

For further clarification, infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and are normally stationary in nature. Infrastructure shall include roads, sidewalks, bike paths, bridges, drainage systems, water systems, sewer systems, and other like assets subject to the capitalization threshold for their respective asset class.

### Valuation

Capital assets should be reported at historical cost (original cost when acquired). All costs associated with the purchase or construction of a capital asset should be considered, including ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges may include freight and transportation, site preparation, installation, professional fees, temporary and permanent easements, engineering, construction management, and legal costs directly attributable to asset acquisition. Costs for training, maintenance agreements, and extended warranties which can be separately identified from the cost of the capital asset should not be capitalized.

In the absence of historical cost information the asset's estimated historical cost may be used to value the capital asset. Donated capital assets should be reported at their estimated fair value at the time of acceptance plus ancillary charges, if any. Developer contributions should be reported at their estimated fair value at the time of acceptance by the Village.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Valuation (Continued)

The costs associated with general maintenance and repair that do not add value to the capital asset or materially extend the capital asset's useful life are expensed in the period incurred rather than being capitalized. Significant costs, subject to the capitalization threshold for their respective asset class, which increase capacity (i.e. additional lanes on a road) or materially extend the useful life of an asset are capitalized and depreciated over the remaining useful life of the asset.

### Asset Class

The Village reports the following asset classes:

- Land
- Land improvements
- Buildings
- Building improvements
- Machinery and equipment
- Vehicles
- Infrastructure

### Land

Land is defined as the surface or crust of the earth, which can be used to support structures and roadways. All land is to be included in this classification regardless of its value for both tracking and reporting purposes. Expenditures for land improvements that do not require maintenance or replacement, bring land into condition to commence erection of structures, not identified with structures, or that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible. Land is characterized as having an unlimited life (inexhaustible) and is not depreciated. Examples of items to be capitalized as land are as follows:

- Purchase price or fair value at time of donation
- Professional fees (i.e. title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, and drainage
- Demolition of existing buildings and improvements
- Removal, relocation, or reconstruction of property of others (i.e. railroad, telephone and power lines, etc.)
- Recording costs

Easements are interests in land owned by another that entitles its holder to the right to use the land for a specific or limited purpose. An easement does not give the holder a right of "possession" of the property, only a right of use. A right-of-way is a type of easement in which fee simple title is obtained, defined as an absolute estate in perpetuity and one in which the owner is entitled to the entire property, with unconditional power of disposition. Therefore, easements or right-of-way acquired or donated is considered land and should be capitalized as such. However, an easement for temporary access will not be capitalized.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Asset Class (Continued)

#### Land improvements

Land improvements consist of permanent improvements, other than buildings, which add value to land, require maintenance or replacement, are typically identified with structures, deteriorate with use or passage of time, and are generally exhaustible. Examples of items to be capitalized as land improvements are as follows:

- Parking lots
- Landscaping
- Fencing
- Monuments (i.e. gateway signs)

#### Buildings

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. It is generally used to house persons, property, and fixtures attached to and forming a permanent part of such a structure. Examples of items to be capitalized as buildings are as follows:

- Purchase price or fair value at time of donation
- Expenditures for remodeling, reconditioning, or altering a building to make it ready for use for the purpose for which it is intended
- Environmental compliance (i.e. asbestos abatement)
- Professional fees (i.e. architect, legal, engineering, inspections, etc.)
- Cost of permits and licenses
- Completed project costs associated with the original construction of a building
- Additions to building (i.e. expansion, extension, or enlargement)

#### Building improvements

Improvements to existing buildings, as part of a major rehabilitation project, which materially extend the useful life of a building, increase the value of a building, or both should be capitalized. Examples of items to be capitalized as building improvements are as follows:

- Installation or upgrade of heating and cooling systems
- Installation or upgrade of wall or ceiling coverings (i.e. carpet, tile, etc.)
- Installation or replacement of structural components (i.e. beams, rafter, joists, interior framing, etc.)
- Installation or upgrade of windows, doors, or cabinets
- Installation or upgrade of plumbing or electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, or wiring required for equipment (that will remain in the building)
- Installation or replacement of exterior components (i.e. siding, roofing, masonry, etc.)

Maintenance costs are incurred to keep assets in normal operating condition and to help maintain the original use of the building and are not capitalized.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Asset Class (Continued)

#### Machinery and equipment

Machinery is defined as any mechanical or electrical device that transmits or modifies energy to perform or assist in the performance of human tasks. Equipment is defined as a movable or fixed unit of furniture or furnishings, instrument, machine, or apparatus to be used for operations, the benefits of which extend beyond one year from date of acquisition. Examples of items to be capitalized as machinery and equipment include but are not limited to:

- Computers
- Communications equipment
- Office equipment
- Kitchen equipment
- Light machinery (Public Works)
- Phone system
- Tractors
- Loaders, backhoes, and excavators
- Trailers, chippers, and grinders
- Generators
- Office furniture
- Vehicles (i.e. cars, trucks, etc.)

#### Infrastructure

Infrastructure assets are long-lived capital assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. They are the basic physical structures needed for the functioning of a community or society, such as transportation and communications systems and water and power lines. Expenditures to be capitalized as infrastructure include, but are not limited to:

- Roads
- Bridges
- Sanitary sewer lift stations
- Interceptors
- Sanitary sewer mains
- Water mains
- Wells and water pump stations
- Water treatment plant, piping and equipment
- Water storage tanks
- Stormwater drainage improvements

Maintenance costs allow a government to continue to use an infrastructure asset during its originally established useful life and are not capitalized. Preservation costs extend the useful life of an asset beyond its original estimated useful life and should be capitalized, subject to the capitalization threshold. Additions and improvements are costs that increase the capacity of the asset (i.e. additional lanes on a road) and should be capitalized, subject to the capitalization threshold. Individual components of infrastructure that do not meet the capitalization threshold, such as street lights, sidewalks, signal improvements, paths and trails are not to be capitalized.

Village of Sugar Grove  
Capital Asset Policy (Continued)

Asset Class (Continued)

Construction in progress

Construction in progress reflects the activity of capital assets which are substantially incomplete, such as buildings and roads. Each project must first be evaluated to determine whether it meets the capitalization threshold for the applicable asset class. Expenditures will then be added to the value of the capital asset as incurred. Projects should be reclassified to the appropriate asset class upon substantial completion.

Capitalization Threshold and Useful Life

The capitalization threshold is the dollar value the Village uses to determine whether a given asset should be capitalized and reported on the balance sheet as a capital asset. The responsibility for protecting and controlling the use of capital assets rests with the department wherein the asset is located. The Finance Department shall ensure that control over capital assets is maintained by establishing a capital asset inventory that is updated annually and documents all additions and deletions to the capital asset records. Capital assets will be recorded and depreciated using the Village's financial software and will include a description (including serial and model number if applicable), asset class, department name, location, date acquired, cost, and useful life. Assets that do not meet the capitalization threshold for their respective asset class on a per unit basis shall be expended in the period incurred rather than being capitalized (see Property control).

The useful life of a capital asset is the estimate of the period over which the Village expects said asset to be useful (normally the shortest of its physical, technological, or legal life). The actual life of a capital asset may extend beyond its useful life.

The following table is not all-inclusive and is meant to serve as a guide to identify the asset class, capitalization threshold, and useful life of each capital asset the Village owns:

<u>Asset Class</u>	<u>Capitalization Threshold (Dollars)</u>	<u>Useful Life (Years)</u>
Land	\$ 1	
Land		N/A
Land improvements (inexhaustible)		N/A
Right-of-way		N/A
Land improvements (exhaustible)	\$ 25,000	
Fencing		15
Lighting		15
Emergency sirens		20
Landscaping		20
Monuments		20
Parking lots		20
Sidewalks, paths, and trails		20
Buildings	\$ 50,000	45

Village of Sugar Grove  
Capital Asset Policy (Continued)

Capitalization Threshold and Useful Life (Continued)

<u>Asset Class</u>	Capitalization Threshold <u>(Dollars)</u>	Useful Life <u>(Years)</u>
Building improvements	\$ 50,000	
Flooring		10
Low-voltage systems		10
Cabinets		15
Heating and cooling systems		20
Roofing		20
Windows and doors		25
Plumbing and electrical		30
Siding and masonry		30
 Machinery and equipment	 \$ 25,000	
Computers		4
Communications equipment		5
Office equipment		5
Kitchen equipment		10
Light machinery (Public Works)		10
Phone system		10
Heavy machinery (Public Works)		15
Generator		20
Office furniture		20
Recreational equipment		20
Traffic equipment		30
 Vehicles	 \$ 10,000	
Police squad – Patrol		4
Police squad – Sergeant		5
Police squad – Other		8
Truck – small		7
Truck – large		10
 Infrastructure	 \$ 250,000	
Sanitary sewer system		
Lift station		40
Interceptor system		50
Sanitary sewer main		50
Stormwater system		
Storm sewer main		50
Transportation		
Roads		20
Bridges		40

Village of Sugar Grove  
Capital Asset Policy (Continued)

Capitalization Threshold and Useful Life (Continued)

<u>Asset Class</u>	<u>Capitalization Threshold (Dollars)</u>	<u>Useful Life (Years)</u>
Infrastructure (Continued)	\$ 250,000	
Water system (potable)		
Painting of storage tank		20
Pump station		40
Storage tank (elevated or ground)		40
Wells		40
Treatment plant		50
Water main		50

Depreciation

Depreciation is the measure of the decrease in the value of a capital asset over a specific period of time. Capital assets shall be depreciated over their estimated useful lives using the straight-line method beginning in the month it was acquired unless they are:

- Inexhaustible (i.e. land)
- Construction in progress

Disposition

When a capital asset is disposed of, its cost and accumulated depreciation shall be removed from the Village's capital asset records and a gain or loss be recognized, if applicable. Disposition of an asset may be due to destruction, obsolescence, retirement, sale, trade, scrap, or donation. In addition, the Village shall approve an ordinance to sell, trade, convert, or dispose of said property when it is determined by the Village that personal property is no longer necessary or useful to or for the best interest of the Village pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code.

Transfers

Capital assets transferred from one department to another should be reported by the department who is initiating the transfer. The asset shall be reported at its current book value as of the date of said transfer.

Property control

Assets below the capitalization threshold but warranting control or considered sensitive may include, but are not limited to, weapons, radios, personal computers, laptop computers, printers, and small power tools. Stewardship of these minor but sensitive items is the express responsibility of the department utilizing these assets. The responsible department shall maintain control and keep an inventory list of these assets. The inventory shall include a description, location, and other information that assists in control or is deemed relevant.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** DISCUSSION: CAPITAL ASSET POLICY  
**AGENDA:** JUNE 19, 2012 COMMITTEE OF THE WHOLE MEETING  
**DATE:** MAY 31, 2012

---

**ISSUE**

Shall the Village Board approve a Capital Asset Policy.

**DISCUSSION**

The Village Board last approved a capital asset policy at the December 16, 2003 Village Board meeting to meet the requirements of Governmental Accounting Standards Board (GASB) Statement No. 34.

The Finance Department included a review of the policy as one of its fiscal year 2012 – 2013 goals. Modifications in accounting and financial reporting standards, as well as changes in best practices necessitated a review of the existing policy. The Finance Department reviewed 10 policies from Illinois, 3 policies from other states (CA, FL, and MN), and 1 policy from Canada. The attached policy combines parts of each into a comprehensive revision.

**COST**

There are no costs associated with approval of the Capital Asset Policy.

**RECOMMENDATION**

That the Village Board direct staff to place the Capital Asset Policy on the July 17, 2012 Board agenda for approval.

## Village of Sugar Grove

### What is a capital improvement program?

A capital improvement program (CIP) is a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development.

A CIP should not be confused with a capital improvement budget. The CIP consists of a five year plan which identifies projects to be undertaken during that time while the capital improvement budget represents the first year of the CIP. Projects outside of the first year act to serve as a guide only and are subject to change and modification in subsequent years.

The Village of Sugar Grove (Village) devotes a large portion of its annual budget to capital projects in order to maintain or improve the level of service expected by its citizens. That level of service can only be assured if adequate consideration is given to maintaining and expanding public facilities and infrastructure. If a government fails to maintain its capital assets, equipment, facilities and infrastructure will deteriorate more quickly and necessitate costly emergency allocations of financial resources. Development of a CIP will ensure sound fiscal management and allow for careful planning of projects.

A complete, properly developed CIP has the following benefits:

- Facilitates coordination between capital needs and the operating budgets.
- Enhances the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements.
- Identifies the most economical means of financing capital projects.
- Increases opportunities for obtaining federal and state aid.
- Relates long-range planning such as the Comprehensive Plan, Water System Study, and other long-term planning to public facilities and other public and private development.
- Focuses attention on community objectives and fiscal capacity.
- Keeps the public informed about future needs and projects.
- Coordinates the activities of neighboring and overlapping units of local government to reduce duplication.
- Encourages careful project planning and design to avoid costly mistakes and help a community reach desired goals.

## Village of Sugar Grove Steps to the Capital Improvement Program

There are certain steps that should be undertaken during the development of a CIP which are as follows:

- 1) Capital planning requires effective leadership and the involvement and cooperation of all municipal departments. The Finance Director was designated as the CIP Coordinator. The Coordinator is responsible for initiating the process, scheduling all meetings, involving the necessary staff, and keeping the process moving forward.
- 2) An inventory of existing capital assets was taken for the April 30, 2005 financial statement audit due to the requirements under Governmental Accounting Standards Board (GASB) Standard 34. Details of all infrastructure have not been obtained at this time because it was not required due to the Village's size.
- 3) The next step is to identify projects underway, determine whether additional funds are required, and determine the amount of unspent funds available from completed and discontinued projects. The Finance Director and Public Works Department examine the previous CIP to determine the status of each project included. The Village updates its CIP every year during the budget process.
- 4) There are only so many projects that the Village can take on during a given period financially. The Finance Director analyzed the Village's ability to afford major expenditures. This analysis included examining recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs.
- 5) A form was developed, using multiple examples, to be used to submit CIP projects. The CIP Coordinator met with and solicited departmental recommendations for CIP projects. The project requests included a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule.
- 6) The Finance Director then examined each project to determine the best funding source available. Staff felt that it was extremely important to identify a funding source because without it, the project would most likely not be completed.
- 7) The presentation to and approval by the Board is just the beginning. The CIP is a dynamic document that must be monitored, reviewed, and updated as necessary.

## Village of Sugar Grove The Village of Sugar Grove Capital Improvement Program

The Village Board is expected to approve the current CIP, which covers fiscal years ending (FYE) 2013 through 2017, at the July 17, 2012 Village Board meeting (see resolution on pages 13 – 4 through 13 – 5). The 5 year plan reflects a wide variety of capital projects, including infrastructure, at a total cost of approximately \$21.9 million. Several transportation (roads) and water (wells and storage facilities) projects were previously included; however, these projects have been removed indefinitely until the economy and housing market begin to recover.

Page 13 – 6 of the CIP includes summary level information as follows:

- 1) Project Summary by Department – categorizes projects under Administration, Community Development, Finance, Police, and Public Works
- 2) Project Summary by Type – categorizes projects under Public Buildings, Transportation, Water, Sanitary Sewer, Storm Sewer, Fleet, and Equipment
- 3) Fund Source by Type – categorizes which funding sources will be utilized

Each type of project as listed above (in #2) then has its own summary page. Pages 13 – 7 through 13 – 14 of the CIP contain a listing by project type. In addition, these pages also categorize the applicable projects into department and funding source.

The remainder of the CIP is comprised of a collection of individual capital project detail sheets (not included here due to the volume of data). The project detail sheet includes the name, description, justification, estimated cost, the year in which it will be started or acquired, the amount expected to be expended each year, the proposed method of financing, and the annual impact on the operating budget.

The Village has done its best to estimate the annual impact on the operating budget. Fleet will have an increased operating cost over the next 5 years of \$419,427 (\$265,260 – General Fund, \$154,167 – Waterworks and Sewerage Fund) to \$634,881 (\$400,330 – General Fund, \$234,551 – Waterworks and Sewerage Fund). Equipment will have an increased operating cost over the next 5 years of \$86,699 (\$28,740 – General Fund, \$57,959 – Waterworks and Sewerage Fund) to \$109,439 (\$34,741 – General Fund, \$74,698 – Waterworks and Sewerage Fund). Public Buildings, Transportation, Water, Sanitary Sewer, and Storm Sewer are difficult at best to estimate based on the small amount of historical data the Village has due to its size of approximately 9,000 residents and current staff of approximately 38 full-time equivalents. The Village does realize we will have increased operating costs for each of these assets and is actively working toward a means of identifying that information. However, we have only been able to obtain the information for fleet and equipment at this time.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** DISCUSSION: CAPITAL IMPROVEMENT PROGRAM  
**AGENDA:** JUNE 19, 2012 COMMITTEE OF THE WHOLE MEETING  
**DATE:** MAY 21, 2012

---

**ISSUE**

Shall the Village Board approve a Capital Improvement Program (CIP) plan.

**DISCUSSION**

The Village Board approved the fiscal year 2012-2013 Budget at the April 17, 2012 Regular Board meeting.

Standard & Poor's, the Villages credit rating agency, looks favorably upon the approval of a CIP due to the foresight and planning involved. Approval will allow the Village to maintain or improve the Village's current bond rating. Finance staff met with each department during the budget process to determine what should be included and summarized those in the CIP plan. The approved fiscal year 2012-2013 budget and projected fiscal year 2013-2014 and fiscal year 2014-2015 budgets contain the first 3 years of projects as delineated in the CIP.

Attached are an executive summary, the overall summary sheet, and summary sheets for each project type.

**COST**

There are no costs associated with approval of the CIP.

**RECOMMENDATION**

That the Village Board direct staff to place the fiscal year 2013 – 2017 Capital Improvement Program (CIP) plan on the July 17, 2012 Board agenda for approval.

Municipality Village of Sugar Grove	<b>L O C A L  A G E N C Y</b>	 <b>Illinois Department of Transportation</b>  <b>Preliminary/Construction Engineering Services Agreement For Motor Fuel Tax Funds</b>	<b>C O N S U L T A N T</b>	Name Engineering Enterprises, Inc.
Township Sugar Grove				Address 52 Wheeler Road
County Kane				City Sugar Grove
Section 12-00025-00-RS				State IL

THIS AGREEMENT is made and entered into this 19 day of June, 2012 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above PROJECT. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

<b>Regional Engineer</b>	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
<b>Resident Construction Supervisor</b>	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
<b>Contractor</b>	Company or Companies to which the construction contract was awarded

#### Section Description

Name Dugan Road Route fau2312 Length 2.2 miles Structure No. N/A

Termini South Village Limit to North Village Limit (approx. 2,490' south of US 30 to 9,150' north of US30)

#### Description

Pavement patching and resurfacing from US 30 to south Village limit, patching from US 30 to north Village limit. Aggregate wedge shoulders, striping, restoration and other ancillary improvements.

#### Agreement Provisions

#### The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA in connection with the proposed improvement herein before described, and checked below:
  - a.  Make such detailed surveys as are necessary for the preparation of detailed roadway plans.
  - b.  Make stream and flood plain hydraulic surveys and gather high water data and flood histories for the preparation of detailed bridge plans.
  - c.  Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
  - d.  Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.

- e.  Prepare Army Corps of Engineers Permit, Division of Water Resources Permit, Bridge waterway sketch and/or Channel Change sketch, Utility plan and locations and Railroad Crossing work agreements.
- f.  Prepare Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.

**NOTE** Four copies to be submitted to the Regional Engineer

- g.  Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
- h.  Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
- i.  Assist the LA in the receipt and evaluation of proposals and the awarding of the construction contract.
- j.  Furnish or cause to be furnished:
  - (1) Proportioning and testing of concrete mixtures in accordance with the "Manual of Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT and promptly submit reports on forms prepared by said Bureau.
  - (2) Proportioning and testing of bituminous mixtures (including extracting test) in accordance with the "Manual of Instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT, and promptly submit reports on forms prepared by said Bureau.
  - (3) All compaction tests as required by the specifications and report promptly the same on forms prepared by the Bureau of Materials and Physical Research.
  - (4) Quality and sieve analyses on local aggregates to see that they comply with the specifications contained in the contract.
  - (5) Inspection of all materials when inspection is not provided at the sources by the Bureau of Materials and Physical Research, of the DEPARTMENT and submit inspection reports to the LA and the DEPARTMENT in accordance with the policies of the said DEPARTMENT.
- k.  Furnish or cause to be furnished
  - (1) A resident construction supervisor, inspectors, and other technical personnel to perform the following work: (The number of such inspectors and other technical personnel required shall be subject to the approval of the LA.)
    - a. Continuous observation of the work and the contractor's operations for compliance with the plans and specifications as construction proceeds, but the ENGINEER does not guarantee the performance of the contract by the contractor.
    - b. Establishment and setting of lines and grades.
    - c. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
    - d. Supervision of inspectors, proportioning engineers and other technical personnel and the taking and submitting of material samples.
    - e. Revision of contract drawings to reflect as built conditions.
    - f. Preparation and submission to the LA in the required form and number of copies, all partial and final payment estimates, change orders, records and reports required by the LA and the DEPARTMENT.

**NOTE: When Federal funds are used for construction and the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor, the ENGINEER is required to be prequalified with the STATE in Construction Inspection. The onsite resident construction supervisor and project inspectors shall possess valid Documentation of Contract Quantities certification.**

2. That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to this agreement will be in accordance with the current standard specifications and policies of the DEPARTMENT, it being understood that all such reports, plats, plans and drafts shall before being finally accepted, be subject to approval by the LA and the said DEPARTMENT.
3. To attend conferences at any reasonable time when requested to do so by the LA or representatives of the DEPARTMENT.
4. In the event plans, surveys or construction staking are found to be in error during the construction of the PROJECT and revisions of the plans or survey or construction staking corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the contractor.
5. The basic survey notes and sketches, charts, computations and other data prepared or obtained by the ENGINEER pursuant to this agreement will be made available upon request to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
6. To make such changes in working plans, including all necessary preliminary surveys and investigations, as may be required after the award of the construction contract and during the construction of the improvement.
7. That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.
8. To submit, upon request by the LA or the DEPARTMENT a list of the personnel and the equipment he/she proposes to use in fulfilling the requirements of this AGREEMENT.

**The LA Agrees,**

1. To pay the Engineer as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:
  - a.  A sum of money equal to 13 percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
  - b.  A sum of money equal to the percentage of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	
Under \$50,000	_____	(see note)
	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j and 1k of THE ENGINEER AGREES at the hourly rates stipulated below for personnel assigned to this PROJECT as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under paragraphs 1b, 1c, 1d, 1e, 1f, 1j and 1k of THE ENGINEER AGREES. If the ENGINEER sublets all or a part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge. "Cost to ENGINEER" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm including the Principal Engineer perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

<b>Grade Classification of Employee</b>	<b>Hourly Rate</b>
Principal Engineer	167.00
Resident Construction Supervisor	
Chief of Party	
Instrument Man	
Rodmen	
Inspectors	
Project Manager	142.00
Senior Project Eng. II	130.00
Senior Project Eng. I	121.00
Project Engineer	111.00
Admin. Assistant	78.00

The hourly rates itemized above shall be effective the date the parties, hereunto entering this AGREEMENT, have affixed their hands and seals and shall remain in effect until 4/30/2013. In event the services of the ENGINEER extend beyond 4/30/2013, the hourly rates will be adjusted yearly by addendum to this AGREEMENT to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time.

3. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
  - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee based on the above fee schedule and the approved estimate of cost.
  - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee (excluding any fees paragraphs 1j and 1k of the ENGINEER AGREES), based on the above fee schedule and the awarded contract cost, less any previous payment.
  - c. Upon completion of the construction of the improvement, 90 percent of the fee due for services stipulated in paragraphs 1j and 1k.
  - d. Upon completion of all final reports required by the LA and the DEPARTMENT and acceptance of the improvement by the DEPARTMENT, 100 percent of the total fees due under this AGREEMENT, less any amounts previously paid.

By mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That should the improvements be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a and 1g, and prior to the completion of such services the LA shall reimburse the ENGINEER for his actual costs plus 143 percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as material costs plus actual payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.
5. That should the LA require changes in any of the detailed plans, specifications or estimates (except for those required pursuant to paragraph 4 of THE ENGINEER AGREES) after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 143 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 4 above. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans.
6. That should the LA extend completion of the improvement beyond the time limit given in the contract, the LA will pay the ENGINEER, in addition to the fees provided herein, his actual cost incurred beyond such time limit - "actual cost" being defined as in paragraph 4 above.
7. To submit approved forms BC 775 and BC 776 with this AGREEMENT when federal funds are used for construction.

---

**It is Mutually Agreed,**

1. That any difference between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the

ENGINEER one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, specifications, partial and completed estimates and data if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under the AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized offices.

Executed by the LA:

Village of Sugar Grove of the  
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By \_\_\_\_\_,

\_\_\_\_\_ ,

\_\_\_\_\_  
Clerk

By \_\_\_\_\_

(Seal)

Title:

Executed by the ENGINEER:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Title:

Title:

<b>Approved</b>
_____
Date
Department of Transportation
_____
Regional Engineer



RESOLUTION NO. 20120619PW3

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH ENGINEERING ENTERPRISES, INC. FOR THE DUGAN ROAD RESURFACING PROJECT

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 Engineering Enterprises, Inc. to provide professional preliminary and construction engineering services for the Dugan Road Resurfacing Project, 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:

That attached hereto and incorporated herein by reference as Exhibit A is an agreement between Engineering Enterprises, Inc. and the Village of Sugar Grove for professional preliminary and construction engineering services for the Dugan Road Resurfacing Project. The President and Clerk are 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 19th day of June, 2012.

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

ATTEST: Cynthia Galbreath, Village Clerk
Village of Sugar Grove

Table with 5 columns: Name, Aye, Nay, Absent, Abstain. Rows include Trustee Robert E. Bohler, Trustee Kevin M. Geary, Trustee Mari Johnson, Trustee Rick Montalto, Trustee David Paluch, and Trustee Thomas Renk.

---

---

**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: AUTHORIZING AN AGREEMENT FOR ENGINEERING  
SERVICES FOR DUGAN ROAD RESURFACING PROJECT - EEI  
**AGENDA:** JUNE 19, 2012 VILLAGE BOARD MEETING  
**DATE:** JUNE 15, 2012

---

**ISSUE**

Should the Village Board approve the Dugan Road Resurfacing Project.

**DISCUSSION**

In March 2012, the Village of Sugar Grove was awarded a \$200,000 Grant from the State of Illinois, Department of Transportation to assist with the pavement rehabilitation of Dugan Road. The project includes patching and resurfacing from US Route 30 to the south Village limits and patching from US Route 30 to the north Village limits.

Attached for your review is a proposal from Engineering Enterprises, Inc to provide professional preliminary and construction engineering services for the Dugan Road Resurfacing Project. The estimated preliminary engineering costs are \$20,000 and estimated construction engineering costs are \$24,000. The total estimated cost of the Dugan Road Resurfacing Project with Engineering is \$200,000.

The project is anticipated for local letting on July 26, 2012, which means the pre-final proposals are due to IDOT by June 30, 2012.

**COST**

The total estimated cost for the preliminary and construction engineering for the Dugan Road Resurfacing Project is \$44,000. There is no cost to the Village for this project as the IDOT Grant will reimburse 100% of the cost.

**RECOMMENDATION**

The Village Board approves Resolution # 20120616PW3 authorizing an agreement with Engineering Enterprises, Inc. for the Professional Preliminary and Construction Engineering Services for the Dugan Road Resurfacing Project.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** RESOLUTION CONCERNING THE REVIEW AND  
RELEASE OF EXECUTIVE SESSION MINUTES  
**AGENDA:** JUNE 19, 2012 CONSENT AGENDA REGULAR BOARD  
MEETING  
**DATE:** JUNE 14, 2012

---

**ISSUE**

Should the Village Board release minutes and authorize the destruction of certain recordings of the closed session meetings as authorized by Open Meetings Act and Village Resolution 20031216C.

**DISCUSSION**

Closed session minutes must be reviewed at least every six months to determine if they are releasable to the public. Additionally the recordings of the minutes must be held for at least 18 months after the closed session meeting. After the 18 month period they may destroyed with the approval of the Board. It is recommended that recordings prior to January 2011 be approved for destruction.

Staff recommends that the Village Board approve a resolution regarding the review and release of the closed session minutes.

**COSTS**

There is no cost associated with the adoption of this resolution.

**RECOMMENDATION**

That the Board adopts Resolution 20120619, A Resolution Concerning the Review of Executive Session Minutes and the Destruction of Closed Session Recording.

VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

RESOLUTION NO. 20120619

**A Resolution Concerning the Review of Executive Session Minutes**

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

**WHEREAS**, the Village of Sugar Grove is required to periodically review the minutes of all executive sessions; and

**WHEREAS**, the President and the Board of Trustees for the Village of Sugar Grove have reviewed the minutes of all closed sessions of the Board occurring within the previous six (6) months;

**BE IT THEREFORE RESOLVED**, that the President and the Board of Trustees for the Village of Sugar Grove has determined that at this time there are no minutes, or portions that are not confidential and, therefore, available for public inspection.

**BE IT FURTHER RESOLVED**, that the President and the Board of Trustees for the Village of Sugar Grove has determined that the minutes or portions thereof as attached and labeled Exhibit A continue to require confidentiality, in order to protect the public interest or the privacy of an individual, and as such will remain unavailable for public inspection.

**BE IT FURTHER RESOLVED** that the President and Board of Trustees approve the destruction of audio tapes of closed meetings prior to January 01, 2011 as set forth by Resolution 20031216C, A Resolution Adopting a Policy for the Keeping of a Verbatim Record of Closed Meetings Under the Illinois Open Meetings Act.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 19th day of June, 2012.

BY: \_\_\_\_\_  
P. Sean Michels, President of the Village Sugar Grove

	AYES	NAYS	ABSENT
Johnson	_____	_____	_____
Bohler	_____	_____	_____
Geary	_____	_____	_____
Paluch	_____	_____	_____
Montalto	_____	_____	_____
Renk	_____	_____	_____

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

| Minutes<br>Date |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 06/14/93        | 01/25/00        | 08/14/01        | 01/07/03        | 01/04/05        | 01/08/08        | 04/19/11        |
| 06/28/93        | 01/02/00        | 08/21/01        | 01/21/03        | 02/01/05        | 02/05/08        | 05/17/11        |
| 10/11/93        | 01/18/00        | 10/16/01        | 02/04/03        | 03/22/05        | 07/15/08        | 07/19/11        |
| 06/20/94        | 03/28/00        | 10/09/01        | 03/04/03        | 06/14/05        | 09/16/08        | 08/02/11        |
| 07/12/93        | 01/11/00        | 09/25/01        | 02/01/03        | 03/08/08        | 06/17/08        | 09/06/11        |
| 11/22/93        | 02/22/00        | 10/23/01        | 02/18/03        | 05/31/05        | 08/05/08        | 09/20/11        |
| 10/17/94        | 06/06/00        | 12/18/01        | 03/17/03        | 06/28/05        | 09/28/08        | 10/04/11        |
| 12/05/94        | 07/18/00        | 01/08/02        | 03/18/03        | 07/05/05        | 10/21/08        | 12/06/11        |
| 04/01/96        | 09/20/00        | 04/16/02        | 05/06/03        | 09/20/05        | 01/20/09        | 01/03/12        |
| 01/03/95        | 09/05/00        | 03/05/02        | 03/25/03        | 07/19/05        | 11/18/08        | 01/17/12        |
| 03/31/95        | 09/19/00        | 04/09/02        | 04/15/03        | 09/06/05        | 01/06/09        | 02/07/12        |
| 03/20/95        | 09/12/00        | 3-5b            | 04/02/03        | 08/02/05        | 12/16/08        | 02/14/12        |
| 05/06/96        | 09/26/00        | 05/02/02        | 05/20/03        | 10/18/05        | 01/27/09        | 04/17/12        |
| 06/10/96        | 10/17/00        | 06/04/02        | 08/19/03        | 07/05/06        | 06/16/09        | 05/01/12        |
| 06/03/96        | 10/06/00        | 05/21/02        | 08/05/03        | 11/15/05        | 06/02/09        |                 |
| 08/05/96        | 12/19/00        | 06/11/02        | 09/02/03        | 07/18/06        | 09/01/09        |                 |
| 11/18/96        | 01/16/01        | 07/19/02        | 11/18/03        | 1-23-07         | 09/29/09        |                 |
| 04/15/97        | 02/06/01        | 08/06/02        | 12/02/03        | 02/20/07        | 10/06/09        |                 |
| 09/29/97        | 02/13/01        | 08/13/02        | 12/16/03        | 4-3-07          | 11/03/09        |                 |
| 10/20/97        | 02/20/01        | 08/20/02        | 02/03/04        | 5-1-07          | 12/01/09        |                 |
| 01/06/98        | 02/27/01        | 8-20b           | 02/17/04        | 5-15-07         | 01/05/10        |                 |
| 02/03/98        | 04/10/01        | 09/03/02        | 03/02/04        | 06/05/07        | 02/02/10        |                 |
| 03/10/98        | 04/17/01        | 09/17/02        | 04/02/04        | 06/19/07        | 04/06/10        |                 |
| 04/07/98        | 05/08/01        | 10/02/02        | 05/04/04        | 7-17-07         | 04/20/10        |                 |
| 05/05/98        | 05/15/01        | 10/15/02        | 05/05/04        | 10/02/07        | 05/04/10        |                 |
| 06/16/98        | 06/12/01        | 10-15b          | 07/06/04        | 10/16/07        | 05/18/10        |                 |
| 07/07/98        | 06/19/01        | 10/29/02        | 07/20/04        | 11-6-07         | 07/20/10        |                 |
| 09/09/98        | 06/26/01        | 11/05/02        | 07/27/04        | 11-20-07        | 09/07/10        |                 |
| 12/01/98        | 07/19/01        | 12/17/02        | 08/17/04        | 12-4-07         | 10/05/10        |                 |
|                 |                 | 12-17b          | 08/31/04        | 12-18-07        | 10/19/10        |                 |
|                 |                 |                 | 08-31-04b       |                 | 12/16/10        |                 |
|                 |                 |                 | 10/05/04        |                 | 12/21/10        |                 |
|                 |                 |                 | 11/16/04        |                 |                 |                 |

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** VILLAGE MEETING SCHEDULE CHANGE  
**AGENDA:** JUNE 19, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 14, 2012

---

**ISSUE**

Should the Village cancel the July 3, 2012 meeting.

**DISCUSSION**

At the June 5, 2012 meeting the Board indicated that due to the Independence Holiday cancelling the July 03, 2012 meeting would be appropriate. However the Board did not take any formal action. While Board action is not necessarily required, generally when cancelling a regularly scheduled meeting this protocol is followed. Statute requires that any regular that is to be cancelled or special meeting scheduled notice must be published no less than 48 hours prior.

**COSTS**

There is no cost.

**RECOMMENDATION**

That the Board approves the cancellation of the July 3, 2012 regularly scheduled meeting.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** TONY SPECIALE, DIRECTOR OF PUBLIC WORKS  
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR  
**SUBJECT:** RESOLUTION: AUTHORIZING AN AGREEMENT WITH EEI FOR THE  
2012 MFT / PAVEMENT MAINTENANCE PROGRAM  
**AGENDA:** JUNE 19, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 15, 2012

---

**ISSUE**

Should the Village Board approve a resolution with Engineering Enterprises, Inc. for engineering services related to the 2012 MFT / Pavement Maintenance Program Street Maintenance Program.

**DISCUSSION**

At the June 5, 2012 Board Meeting, the Village Board discussed the 2012 MFT / Pavement Maintenance Program as presented by Village Staff. The program would include micro surfacing all of the Bliss Woods subdivision and part of the Dugan Woods subdivision (Welch Creek to East end). In addition, the crack sealing of Fay's Lane (Welch Creek to Dugan Road) and patching on various roadways will also be completed.

Engineering Enterprises, Inc. has prepared a proposal to provide professional engineering services to cover both design and construction engineering for the 2012 MFT / Pavement Maintenance Program. The proposal includes providing the following services:

1. Initial Correspondence
2. Preliminary / Design Engineering
3. Bidding and Letting
4. Contracting and Pre-construction Activities
5. Construction Observation and Administration
6. Closeout

Engineering Enterprises, Inc. will provide preliminary and design engineering services for a Lump Sum Fee of \$15,330.00 and construction engineering services for a Lump Sum Fee of \$14,900.00. The total cost for the Professional Engineering Services

Agreement for the 2012 Street Maintenance Program is \$30,230.00. Staff intends to use the MFT allocation only for construction costs and utilize the Village's General Fund transfer to cover all engineering related costs.

### **COST**

The total cost for the Professional Engineering Services Agreement is \$30,230.00. The Fiscal Year 12-13 Infrastructure Budget, account number 35-53-6303: Engineering Services has \$15,600.00 budgeted for this project. The Fiscal Year 12-13 Infrastructure Budget, account number 35-53-7008: Streets / ROW Improvements included \$114,400.00 for the construction of this project.

### **RECOMMENDATION**

The Village Board approves Resolution # **20120619PW2** authorizing an Agreement with Engineering Enterprises, Inc. for the Professional Engineering Services for the 2012 MFT / Pavement Maintenance Program.



RESOLUTION NO. 20120619PW2

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH ENGINEERING ENTERPRISES, INC. FOR THE 2012 MFT / PAVEMENT MAINTENANCE PROGRAM

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 Engineering Enterprises, Inc. to provide professional preliminary, design and construction engineering services for the 2012 MFT / Pavement Maintenance Program, 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:

That attached hereto and incorporated herein by reference as Exhibit A is an agreement between Engineering Enterprises, Inc. and the Village of Sugar Grove for professional preliminary, design and construction engineering services for the 2012 MFT / Pavement Maintenance Program. The President and Clerk are 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 19th day of June, 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

Table with 5 columns: Trustee Name, Aye, Nay, Absent, Abstain. Rows include Robert E. Bohler, Kevin M. Geary, Mari Johnson, Rick Montalto, David Paluch, and Thomas Renk.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** RESOLUTION PROVIDING FOR THE RETIREMENT OF CERTAIN MUNICIPAL INDEBTEDNESS BY THE USE OF MOTOR FUEL TAX FUNDS  
**AGENDA:** JUNE 19, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 4, 2012

---

**ISSUE**

Shall the Board provide for the retirement of certain municipal indebtedness by the use of motor fuel tax funds.

**DISCUSSION**

The Village issued \$590,000 of General Obligation Alternate Revenue Source Road Bonds on or about July 22, 2008. When these bonds were issued, it was the intent of the Village to utilize motor fuel tax funds to retire the indebtedness. The attached resolution provides for the fourth year of principal and interest payments. A similar resolution will be brought forward next year for the final principal and interest payments.

**COST**

There are no direct costs associated with the approval of the resolution.

**RECOMMENDATION**

That the Board approve the resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds.

A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the Village of Sugar Grove has outstanding  
(County or Municipality)  
indebtedness described as follows:

General Obligation Road Bonds (Alternate Revenue Source)

(Title of bond issue or paving district and municipal motor fuel tax section number)

Series 2008B for Section 08-00021-00-RS to be financed by MFT Funds as described in the Resolution of Intent

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
		Interest	07/01/2012	\$ 4,496.25
		Principal & Interest	01/01/2013	\$129,496.25
			TOTAL	\$133,992.50

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the President and Board of Trustees has, by resolution adopted 12/6/2011,  
(County Board, Council or President and Board of Trustees)  
directed the Clerk of Kane County to cancel the 2011 tax levy (for taxes  
(year)  
collectable in 2012 ) which would have produced funds to pay this indebtedness. (Not applicable to special  
(year)  
assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of One hundred thirty three  
thousand, nine hundred, ninety-two and 50/100 dollars (\$ 133,992.50 ) from funds allotted to the county or municipality  
under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the  
Regional Engineer, Department of Transportation, Schaumburg, Illinois.

I, Cynthia Galbreath , Village Clerk in and  
(County or Municipal)

for the Village of Sugar Grove hereby certify  
(County or Municipality)

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees at a meeting on June 19, 2012 .  
(County Board, Council or President and Board of Trustees)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day  
of \_\_\_\_\_ , A.D. \_\_\_\_\_ .

\_\_\_\_\_  
Village Clerk.  
(County or Municipal)

(Seal)

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CYNTHIA L. GALBREATH, VILLAGE CLERK  
**SUBJECT:** DISCUSSION: 2012 VILLAGE OPEN HOUSE  
**AGENDA DATE:** MAY 15, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 14, 2012

---

**ISSUE**

Shall the Board host an Open House in 2012.

**DISCUSSION**

At the May 15, 2012 meeting the Board decided that they would like to continue the tradition of hosting an annual open house. They further determined that the Open House should be held in the Fall of 2012 and that the preferable date would be at the last French Market in 2012 or on an alternate Tuesday in October. The Board also expressed their desire to invite the other taxing bodies to participate in the Open House.

The Open House has been the venue that allows the Village to; showcase current projects and those that have recently been completed, distribute information, and give an opportunity to residents and businesses to talk one on one with Board members. The Village Staff reviewed other entities calendars Tuesday October 23<sup>rd</sup> has the best availability.

Staff would suggest that in order to continue the tradition of the Boards desire to keep the public informed that the Open House be held on Saturday October 13, 2012. Hosting the event on a Saturday should allow better attendance by other taxing bodies as well as the general public.

**COSTS**

The costs associated with the Open House are estimated to be approximately \$450.00. The proposed FY 12-13 Budget includes sufficient funding in Board - Public Relations 01 57 6515 for this event.

**RECOMMENDATION**

That the Board discuss the 2012 Open House, determine the date and direct staff to prepare for and advertise the event.



VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

ORDINANCE No. 20120619

---

An Ordinance Establishing Prevailing Wage

---

Adopted by the Board of Trustees and President  
Of the Village of Sugar Grove  
This 19th day of June 2012

Published in Pamphlet Form  
By authority of the Board of Trustees  
Of the Village of Sugar Grove, Kane County,  
Illinois this 19th day of June 2012.

## **Ordinance 20120619**

### **An Ordinance Establishing Prevailing wages**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows;

**Whereas**, the State of Illinois has enacted “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works”, approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and

**Whereas**, the aforesaid Act requires that the Village of Sugar Grove investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Village of Sugar Grove) employed in performing construction of public works, for said Village of Sugar Grove; and

**Now**, therefore, be it ordained by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

#### **SECTION 1**

To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of this Village of Sugar Grove is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Kane County area as determined by the Department of Labor of the State of Illinois as of June 2012, a copy of that determination being attached hereto as Exhibit “A” and incorporated herein by reference. The definition of any terms appearing in this Ordinance which area also used in the aforesaid Act shall be the same as in said Act.

#### **SECTION 2**

Nothing herein shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of this Village of Sugar Grove to the extent required by the aforesaid Act.

#### **SECTION 3**

The Village Clerk shall publicly post or keep available for inspection by any interested party in the main office of the Village of Sugar Grove this determination of such prevailing rate of wage.

**SECTION 4**

The Village Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**SECTION 5**

The Village of Sugar Grove shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**SECTION 6**

The Village Clerk shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Village of Sugar Grove and is effective.

**SECTION 7**

This Ordinance 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 19th day of June 2012.

\_\_\_\_\_  
P. Sean Michels,  
President of the Village of Sugar Grove,  
Kane County, Illinois

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

ATTEST: \_\_\_\_\_  
Cynthia L. Galbreath, Village Clerk

CERTIFICATION  
STATE OF ILLINOIS  
COUNTY OF KANE

I, Cynthia L. Galbreath do hereby certify that I am the Clerk of the Village of Sugar Grove, Kane County, Illinois, and keeper of the records of said Village, and that the attached is a true and correct copy of the Prevailing Wage Rates Ordinance as adopted by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at their Regular Meeting held June 19, 2012.

Dated this 19th day of June, 2012.

By: \_\_\_\_\_  
Cynthia L. Galbreath, Village Clerk

# Kane County Prevailing Wage for June 2012

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		35.200	35.700	1.5	1.5	2.0	12.18	8.820	0.000	0.450
ASBESTOS ABT-MEC		BLD		32.850	0.000	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
CARPENTER		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.26	0.000	0.530
CEMENT MASON		ALL		41.550	43.550	2.0	1.5	2.0	9.250	12.51	0.000	0.250
CERAMIC TILE FNSHER		BLD		33.600	0.000	2.0	1.5	2.0	9.200	6.680	0.000	0.580
COMMUNICATION TECH	N	BLD		35.770	37.870	1.5	1.5	2.0	12.07	9.370	0.000	0.450
COMMUNICATION TECH	S	BLD		36.390	38.490	1.5	1.5	2.0	10.02	10.19	0.000	1.090
ELECTRIC PWR EQMT OP		ALL		35.400	48.110	1.5	1.5	2.0	5.000	10.97	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		27.380	48.110	1.5	1.5	2.0	5.000	8.490	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		42.390	48.110	1.5	1.5	2.0	5.000	13.14	0.000	0.320
ELECTRIC PWR TRK DRV		ALL		28.350	48.110	1.5	1.5	2.0	5.000	8.790	0.000	0.220
ELECTRICIAN	N	ALL		43.080	47.380	1.5	1.5	2.0	12.06	11.41	0.000	0.540
ELECTRICIAN	S	BLD		43.560	47.920	1.5	1.5	2.0	10.02	12.20	0.000	1.310
ELEVATOR CONSTRUCTOR		BLD		48.560	54.630	2.0	2.0	2.0	11.03	11.96	2.910	0.000
FENCE ERECTOR		ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		38.500	40.000	1.5	2.0	2.0	11.49	14.64	0.000	0.840
HT/FROST INSULATOR		BLD		43.800	46.300	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER		ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
LABORER		ALL		35.200	35.950	1.5	1.5	2.0	11.97	9.030	0.000	0.450
LATHER		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.26	0.000	0.530
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.980	8.950	0.000	0.000
MARBLE FINISHERS		ALL		29.100	0.000	1.5	1.5	2.0	9.300	11.17	0.000	0.660
MARBLE MASON		BLD		39.030	42.930	1.5	1.5	2.0	9.300	11.17	0.000	0.730
MATERIAL TESTER I		ALL		25.200	0.000	1.5	1.5	2.0	11.97	9.030	0.000	0.450
MATERIALS TESTER II		ALL		30.200	0.000	1.5	1.5	2.0	11.97	9.030	0.000	0.450
MILLWRIGHT		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.26	0.000	0.530
OPERATING ENGINEER		BLD 1		45.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 2		43.800	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 3		41.250	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 4		39.500	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 5		48.850	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 6		46.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		BLD 7		48.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 1		43.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 2		42.750	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 3		40.700	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 4		39.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 5		38.100	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 6		46.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY 7		44.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
ORNAMNTL IRON WORKER		ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
PAINTER		ALL		40.180	42.180	1.5	1.5	1.5	8.950	8.200	0.000	1.250
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.26	0.000	0.530
PIPEFITTER		BLD		41.000	43.000	1.5	1.5	2.0	10.75	14.59	0.000	1.660
PLASTERER		BLD		39.250	41.610	1.5	1.5	2.0	10.60	10.69	0.000	0.550

PLUMBER	BLD	41.000	43.000	1.5	1.5	2.0	10.75	14.59	0.000	1.660
ROOFER	BLD	37.650	40.650	1.5	1.5	2.0	8.380	6.820	0.000	0.430
SHEETMETAL WORKER	BLD	41.660	43.660	1.5	1.5	2.0	9.540	11.57	0.000	0.780
SIGN HANGER	BLD	26.070	27.570	1.5	1.5	2.0	3.800	3.550	0.000	0.000
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	9.750	8.200	0.000	0.450
STEEL ERECTOR	ALL	44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
STONE MASON	BLD	39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
TERRAZZO FINISHER	BLD	35.150	0.000	1.5	1.5	2.0	9.200	9.070	0.000	0.430
TERRAZZO MASON	BLD	39.010	42.010	1.5	1.5	2.0	9.200	10.41	0.000	0.510
TILE MASON	BLD	40.490	44.490	2.0	1.5	2.0	9.200	8.390	0.000	0.640
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER	BLD	39.950	40.950	1.5	1.5	2.0	8.180	10.57	0.000	0.790

## Legend :

RG (Region)

TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

# Explanations

## KANE COUNTY

ELECTRICIANS AND COMMUNICATIONS TECHNICIAN (NORTH) - Townships of Burlington, Campton, Dundee, Elgin, Hampshire, Plato, Rutland, St. Charles (except the West half of Sec. 26, all of Secs. 27, 33, and 34, South half of Sec. 28, West half of Sec. 35), Virgil and Valley View CCC and Elgin Mental Health Center.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the

appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

#### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS TECHNICIAN

Construction, installation, maintenance and removal of telecommunication facilities (voice, sound, data and video), telephone, security systems, fire alarm systems that are a component of a multiplex system and share a common cable, and data inside wire, interconnect, terminal equipment, central offices, PABX and

equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area network), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom

Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators; Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcats (up to and including 3/4 cu yd.) .

Class 4. Bobcats and/or other Skid Steer Loaders (other than bobcats up to and including 3/4 cu yd.); Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dowell Machine with Air Compressor; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Backhoes with shear attachments; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Tractor Drawn Belt Loader (with attached

pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Trenching Machine; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating)/2 ton capacity or more; Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro- Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Bobcats (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

## TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

## TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task,

the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CYNTHIA L. GALBREATH, VILLAGE CLERK  
**SUBJECT:** ORDINANCE ADOPTING THE 2011 PREVAILING WAGE  
**AGENDA:** JUNE 19, 2012 CONSENT AGENDA  
**DATE:** JUNE 6, 2012

---

**ISSUE**

Should the Board establish the Prevailing Wage Rate for the Village of Sugar Grove.

**DISCUSSION**

Municipalities are required per 820 ILCS 130/9 to investigate and determine the prevailing rates of wages to be paid for work on public projects. Municipalities are required to pay prevailing wages when contracting any work for public projects. In lieu of performing their own investigation to determine the prevailing wages, a municipality may request the Department of Labor to determine the prevailing rates of wages. Each year the Department of Labor determines the prevailing wage by county and the information is made available for use by municipalities.

The prevailing wages must be adopted in June of each year and then must be posted or kept available for public inspection. A certified copy of the Ordinance must also be filed with the Secretary of State and Illinois Department of Labor by July 15 of each year.

Attached is the Ordinance, which sets the prevailing wage for the Village as, determined by the Department of Labor for Kane County.

**COST**

The ordinance must be published and publication cost is approximately \$60.00, which is budgeted in 01-57-6503, Boards and Commissions, Advertising.

**RECOMMENDATION**

That the Village Board Adopts Ordinance No. 20120619 An Ordinance Establishing the Prevailing Wage.





***Proclamation  
In Recognition of the Service of  
Chief of Police  
Bradley A. Sauer***

***WHEREAS, Bradley (Brad) A. Sauer began his service to the Village of Sugar Grove in 1988 and was appointed as the Chief of Police in 2003; and***

***WHEREAS, municipal government, in order to best serve the needs of the residents, must operate efficiently and in an orderly and trustworthy manner; and***

***WHEREAS, the community relies on the Chief of Police to lead the Police Department in their efforts to preserve and secure our community; and***

***WHEREAS, during his long and distinguished career in public service Brad has earned the respect and admiration of our citizens the Village Board, his department, and his co-workers; and***

***WHEREAS, Brad has announced his plan to retire on June 30, 2012; and***

***WHEREAS, we extend to Brad our appreciation of his years of dedicated service and wish him and his spouse Dawn, a long and happy retirement.***

***NOW, THEREFORE, NOW THEREFORE be it resolved by the President and Board of Trustees of the Village of Sugar Grove that we commend Brad on his achievements and his dedication to the Sugar Grove Community and wish him well in his retirement. We furthermore express our sincere appreciation, as well as that of our citizens, for his distinguished service to the Village of Sugar Grove.***

***Presented this day 19<sup>th</sup> day of June, 2012***

---

***P. Sean Michels, President***

***Trustees:***

<b><i>Robert Bohler</i></b>	<b><i>Kevin Geary</i></b>	<b><i>Mari Johnson</i></b>
<b><i>Rich Montalto</i></b>	<b><i>David Paluch</i></b>	<b><i>Thomas Renk</i></b>



DRAFT

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

**Ordinance NO. \_\_\_\_\_**

---

**An Ordinance Amending the Rules for Public Comment  
at Village Board Meetings for the Village of Sugar Grove,  
Kane County, Illinois**

---

Adopted by the  
Board of Trustees and President  
of the Village of Sugar Grove  
this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

**ORDINANCE NO. \_\_\_\_\_**

**An Ordinance Amending the Rules for Public Comment  
at Village Board Meetings for the Village of Sugar Grove,  
Kane County, Illinois**

**BE IT ORDAINED** 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 Village wishes to amend Section 1-8-2(G) of the Village of Sugar Grove Code of Ordinances to provide detailed rules regarding public comment pursuant to Section 2.06 of the Open Meetings Act, 5 ILCS 120/2.06,

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

**SECTION ONE: AMENDMENT**

The Village hereby approves the Amendment to Section 1-8-2(G) of the Village of Sugar Grove Code of Ordinances as described below, and authorizes the Village President, Clerk and staff to execute said Amendment and take such actions as are necessary to effectuate said Amendment:

G. Visitors: Except during the time allotted for public discussion and comment, no person, other than a member of the Board, shall address that body, except with the consent of two (2) of the members present. Members of the public wishing to address the Board shall adhere to the following rules and procedures:

1. Complete the public comment sign-in sheet prior to the start of the meeting.
2. The Village President will call members of the public to the podium in order of sign-up.
3. Upon reaching the podium, the speaker should clearly state his or her name and address.
4. Individual comment is limited to three (3) minutes. The Village President will notify the speaker when time has expired.
5. Persons addressing the Board shall refrain from commenting about the private activities, lifestyles, or beliefs of others, including Village employees and elected officials, which are unrelated to the business of the Village Board. Also, speakers should refrain from comments or conduct that is uncivil, rude, vulgar, profane, or

otherwise disruptive. Any person engaging in such conduct shall be requested to leave the meeting.

- 6. The aforementioned rules pertaining to public comment may be waived by the Village President, or by a majority of a quorum of the Village Board.

**SECTION TWO: GENERAL PROVISIONS**

**REPEALER:** All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

**SEVERABILITY:** Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Ordinance.

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect on and after its approval, passage 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 \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois

ATTEST: \_\_\_\_\_  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Mari Johnson	___	___	___	___
Trustee Thomas Renk	___	___	___	___
Trustee Rick Montalto	___	___	___	___
Trustee Robert E. Bohler	___	___	___	___
Trustee David Paluch	___	___	___	___
Trustee Kevin M. Geary	___	___	___	___
President P. Sean Michels	___	___	___	___

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** ORDINANCE AMENDING 1-8-2 MEETINGS  
**AGENDA:** JUNE 19, 2012 COMMITTEE OF THE WHOLE  
**DATE:** JUNE 14, 2012

---

**ISSUE**

Should the Village Board rules and procedures for public discussion and comment.

**DISCUSSION**

The Open Meetings Act requires that public bodies give members of the public an opportunity to speak, however, it also allows public bodies to adopt rules regarding the public comment portion of a meeting. The Village Board has always allowed public comment; however, there are no rules in place, except for; 1) limiting it to those times at which it is called for on an agenda or 2) when properly recognized by 2 members of the Board.

An amendment to the current code is proposed that establishes procedures that would include; the requirement to sign in, be recognized before speaking, limit the time, set rules for types of comment (disallowing mean spirited comments), and allow for the President or a majority of a quorum (3 members) to override the rules. Establishing procedures will allow for public comment in an orderly manner, insure that no one who wishes to comment is overlooked, assist the clerk in minute preparation and staff if any follow up is needed. It should be noted that if a public hearing is held the time limit cannot be enforced. The proposed amendments are in bold.

G. Visitors: Except during the time allotted for public discussion and comment, no person, other than a member of the Board, shall address that body, except with the consent of two (2) of the members present. **Members of the public wishing to address the Board shall adhere to the following rules and procedures:**

1. **Complete the public comment sign-in sheet prior to the start of the meeting.**
2. **The Village President will call members of the public to the podium in order of sign-up.**

3. **Upon reaching the podium, the speaker should clearly state his or her name and address.**
4. **Individual comment is limited to three (3) minutes. The Village President will notify the speaker when time has expired.**
5. **Persons addressing the Board shall refrain from commenting about the private activities, lifestyles, or beliefs of others, including Village employees and elected officials, which are unrelated to the business of the Village Board. Also, speakers should refrain from comments or conduct that is uncivil, rude, vulgar, profane, or otherwise disruptive. Any person engaging in such conduct shall be requested to leave the meeting.**
6. **The aforementioned rules pertaining to public comment may be waived by the Village President, or by a majority of a quorum of the Village Board.**

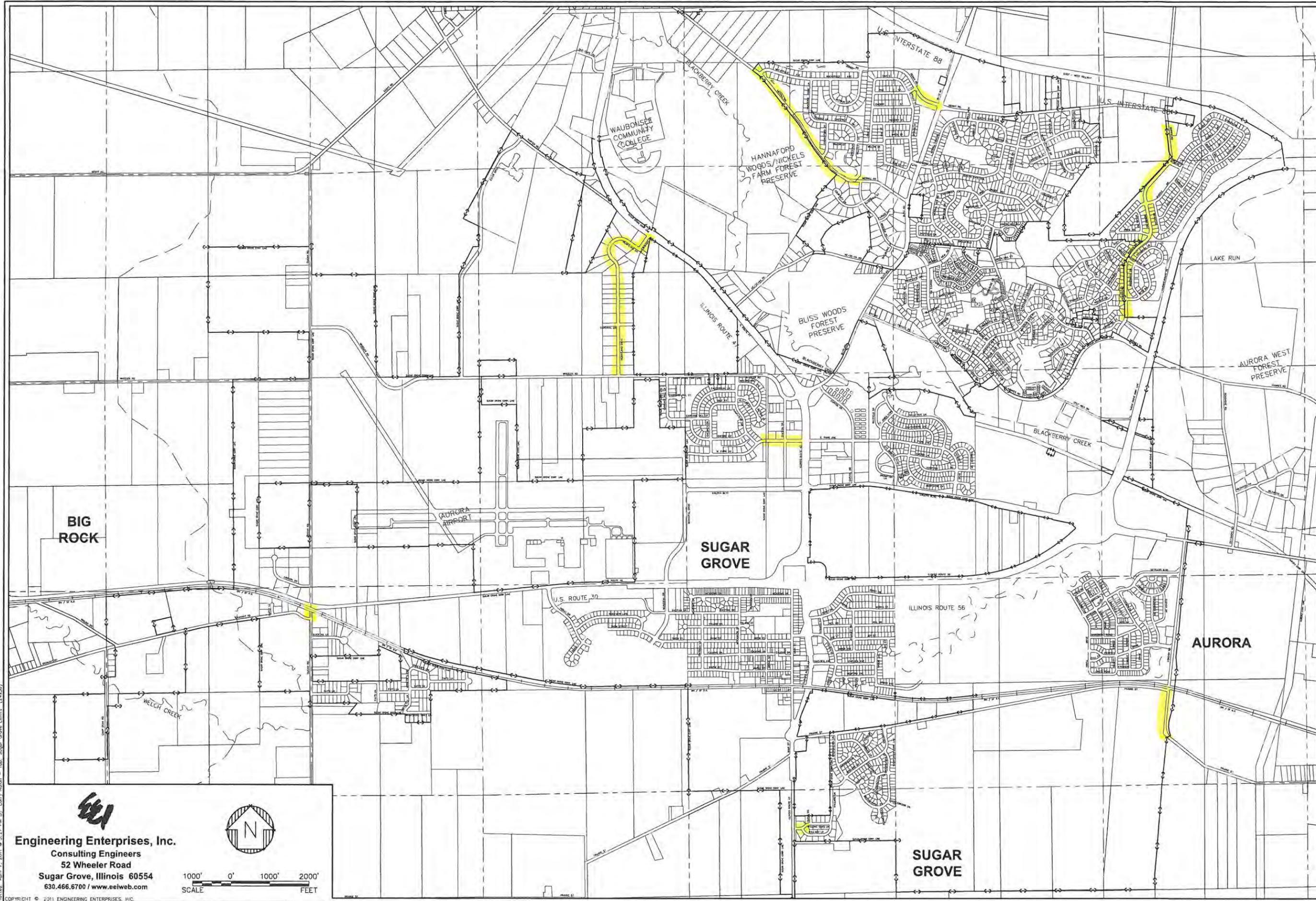
The draft ordinance is attached.

### **COSTS**

There is no cost associated with the adoption of this resolution.

### **RECOMMENDATION**

That the Village Board discusses setting rules and procedures for public comments at meetings.



**BIG  
ROCK**

AURORA  
AIRPORT

**SUGAR  
GROVE**

U.S. ROUTE 30

ILLINOIS ROUTE 56

**AURORA**

**SUGAR  
GROVE**



**Engineering Enterprises, Inc.**  
 Consulting Engineers  
 52 Wheeler Road  
 Sugar Grove, Illinois 60554  
 630.466.6700 / www.eeiweb.com



1000' 0' 1000' 2000'  
 SCALE FEET

Printed: April 7, 2011 @ 3:27 PM B. Lacey Nelson - Tab: Sugar Grove Limits (24x36)  
 COPYRIGHT © 2011 ENGINEERING ENTERPRISES, INC.

FROM: AURORA WEST FOREST PRESERVE TO: SUGAR GROVE LIMITS

---

---

**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: 2012 PAVEMENT MARKING PROGRAM  
**AGENDA:** JUNE 19, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 13, 2012

---

**ISSUE**

Should the Village Board approve the 2012 Pavement Marking Program.

**DISCUSSION**

The Kane County Division of Transportation offers a program similar to the State's Joint Purchasing Program in which Kane County Townships and Municipalities can take advantage of County pricing for pavement markings. The Village participated in this program last fiscal year, completing approximately 20,800 linear feet of marking. The 2012-2013 Fiscal Year Budget includes funds to continue participation in this program.

On April 12, 2012, the Kane County Division of Transportation opened sealed bids for the 2012 Paint Pavement Marking Program. The contract was awarded to the lowest responsive, responsible bidder, Preform Traffic Control Systems, Ltd., 625 Richard Lane, Elk Grove Village, Illinois 60007. Preform Traffic Control Systems, Ltd. has agreed to honor all awarded contract unit prices to local government agencies. Staff feels this program is the most cost effective and efficient means to fill this need.

The focus of the 2012 Program will be remarking Merrill Road (from Windsor Road to Wheatfield Drive), Denny Road (from Bliss Road to Pine Street, Norris Road (from Denny Road to South Village Limit), Prairie Street (from Railroad Tracks to East Village Limit), Waubensee Drive (from Route 47 to Heartland Drive); Heartland Drive (from Waubensee Drive to Wheeler Road), West Park Avenue (from Route 47 to Hampstead Road), South Dugan Road (from IL Route 30 to Granart Road – including the quiet zone markings) and Rolling Oaks Road (Route 47 to Mallard Lane).

## **COST**

The total cost of the 2012 Pavement Marking Program is \$9,000.00. The Fiscal Year 12-13 General Fund Streets Budget, account number 01-53-6405: Repair & Maintenance Services - ROW includes \$9000.00 for this project.

## **RECOMMENDATION**

The Village Board approves Resolution **20120619PW1** authorizing the Director of Public Works to execute an agreement in the not to exceed amount of \$9,000.00 with Preform Traffic Control Systems, Ltd., 625 Richard Lane, Elk Grove Village, Illinois 60007 for the 2012 Pavement Marking Program.



**RESOLUTION NO. 20120619PW1**

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH  
PREFORM TRAFFIC CONTROL SYSTEMS, LTD.**

**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 Preform Traffic Control Systems, Ltd. to provide construction services for the 2012 Pavement Marking Program, 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:

An agreement between Preform Traffic Control Systems, Ltd. and the Village of Sugar Grove to provide construction services for the 2012 Pavement Marking Program. The Director of Public Works 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 19<sup>th</sup> day of June, 2012.

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

ATTEST: \_\_\_\_\_  
Cynthia 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:** PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** CYNTHIA L. GALBREATH, VILLAGE CLERK  
**SUBJECT:** SUGAR GROVE FIRE FIGHTERS ASSOCIATION CORN BOIL LIQUOR  
LICENSE APPROVAL  
**AGENDA:** JUNE 19, 2012 CONSENT AGENDA  
**DATE:** JUNE 13, 2012

---

**ISSUE**

Should the Village of Sugar Grove approve the 2012 Sugar Grove Corn Boil liquor license submitted by the Sugar Grove Fire Fighters Auxiliary.

**DISCUSSION**

Village Code 3-2-2(B) (1) requires that the granting of any Liquor License is subject to approval by Liquor Commissioner and Commission. An application for a temporary - Class C license has been submitted by the Sugar Grove Fire Fighters Auxiliary for a license to sell beer and wine coolers during the 2012 Sugar Grove Corn Boil. The application is in order and appropriate personnel checks have been performed by the Sugar Grove Police Department. It is the recommendation of staff that President Michels and the Board in their capacity as the Village of Sugar Grove's Liquor Commissioner and Commission approve the Temporary Liquor License for the 2012 Sugar Grove Corn Boil for the Sugar Grove Fire Fighters Auxiliary. All appropriate paperwork has been received and reviewed.

**COSTS**

There is no cost with these agenda items.

**RECOMMENDATION**

That the President and Board acting in their capacity as the Liquor Commissioner and Commission approve a Class C Temporary Liquor License for the Sugar Grove Fire Fighters Auxiliary for the 2012 Sugar Grove Corn Boil.

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY TREASURER'S REPORT  
**AGENDA:** JUNE 19, 2012 REGULAR BOARD MEETING  
**DATE:** JUNE 11, 2012

---

**ISSUE**

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

**DISCUSSION**

The Summarized Revenue & Expense Reports are attached (pages 1 - 7). At May 31, 2012 we are through 1 month of the year (8.3%).

The General Fund revenues and expenditures are at 9.5% and 5.6%, respectively. The main reason for the expenditures being lower than budgeted is many expenditures are attributable to the prior fiscal year, for which journal entries have already been made. 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>	
01-51-6209 Uniform Allowance	14,400	4,800	34.3%	A
01-51-6309 Other Professional Svc.	9,750	4,450	45.7%	B
01-56-6307 I.S. Services	5,182	5,137	99.2%	C

- A Pol – This is simply due to the timing of payments for uniform allowance.
- B Pol – This is due to the update of the Law Enforcement Manual.
- C Fin – This is due the timing of payment for the Village's financial software maintenance agreement.

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

The General Capital Projects Fund revenues are at 1.6% and expenditures are at 17.2%. The expenditures are high due to the timing of escrow payments for the Mallard Point/Rolling Oaks drainage easements.

The Industrial TIF #1 Fund expenditures are at 0.0%. The expenditures are low due to a 2 month lag in planning invoices. No expenditures are budgeted for this fiscal year.

The Industrial TIF #2 Fund expenditures are at 0.0%. The expenditures are low due to a 2 month lag in the planning invoices.

The Infrastructure Capital Projects Fund revenues are at 2.1% and expenditures are 1.2%. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made.

The Debt Service Fund revenues are at 7.3% and the expenditures are at 0.1%. The expenditures are low due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 7.2% and 17.3%, respectively. The capital revenues and expenses are at 6.8% and 2.9%, respectively. The main reason for the expenses being high is the timing of debt payments throughout the 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>	
50-50-6307	I.S. Services	7,370	5,137	69.7%	D
50-50-8002	Debt – Principal	496,908	295,000	59.4%	E
50-50-8003	Debt – Interest	203,929	110,325	54.1%	F
50-60-6311	IEPA Water Sampling	10,000	6,185	61.9%	G

- D Adm – This is due to the timing of payment for the Village's financial software maintenance agreement.
- E Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- F Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- G Water Ops. – This is due to the timing of water sampling program. This is a budgeted item.

The Refuse Fund revenues and expenses are at 8.3% and 0.4%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential and 6 commercial, and 325 miscellaneous permits in the fiscal year 2012 – 2013 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of June 11, 2012, 0 of the residential, 0 of the commercial, and 49 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:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	38,100	2,546	6.7%
01-00-3320	Cert of Occupancy Fees	600	0	0.0%
01-00-3330	Plan Review Fees	1,920	62	3.3%
01-00-3340	Reinspection Fees	1,215	80	6.6%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	750	13.7%
01-00-3760	Review and Dev. Fees	106,600	2,198	2.1%
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	0	0.0%
30-00-3853	Life Safety-Streets	0	0	0.0%
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	0	0.0%
50-00-3310	Meter Reinspections	960	80	8.4%
50-00-3670	Meter Sales	8,850	142	1.6%
50-01-3651	Water Tap-On Fees	17,403	0	0.0%
50-01-3652	Sewer Tap-On Fees	0	0	0.0%
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 May 2012 monthly Treasurer's reports.