


Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, IL 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

Village Administrator Memorandum 60-14

TO: President Rick Zirk
Board of Trustees

FROM: Ray Keller, Village Administrator 

DATE: September 5, 2014

RE: Village Board Committee of the Whole Meeting – September 9, 2014

The following summary discusses the agenda items for the Committee of the Whole meeting scheduled for September 9, 2014:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. ITEMS FOR DISCUSSION

A. Minutes from the September 2, 2014 Village Board Meeting

Please review the enclosed minutes from the Village Board meeting on September 2. Staff recommend approval. Unless directed otherwise, this item will be added to the Consent Agenda for the September 16 meeting.

B. August 2014 Treasurer's Report

Finance Director Marlene Blocker has prepared the Treasurer's report for August 2014, which is enclosed for your review. Please contact me or Finance Director Blocker prior to the meeting if you have any questions or need more detailed information. Staff recommend approval. Unless otherwise directed, this item will be added to the Consent Agenda for the September 16 meeting.

C. Resolution 39-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Mason Road

Village Engineers from Baxter & Woodman have prepared a work order for design and oversight of the repair and resurfacing of Mason Road, a potential capital project for FYs 2015-2016. The project would eventually result in the resurfacing and the completion of related base and drainage repairs along the 1,431 feet of Mason Road within the Village's jurisdiction.

Public Works Facility
Finance & Building Departments
73 Industrial Drive, Gilberts, IL 60136
Ph. 847-428-4167 Fax: 847-551-3382

Police Department
86 Railroad St., Gilberts, IL 60136
Ph. 847-428-2954 Fax 847-428-4232

The project approach anticipates contracting with Phoenix to complete the base repair and related drainage work, taking advantage of their work along the corridor to date. The project scope calls for subgrade and culvert repairs with 6-inch base patching for approximately 50% of the roadway. The project would also include a refreshed one-foot gravel shoulder to stabilize the pavement edges. This scope of work is estimated to cost \$233,500 and could be completed as early as this fall, if approved for funding.

Resurfacing the 21-foot wide Mason Road with a new 2 inch asphalt surface would be planned for summer 2015. Delaying the resurfacing to next summer would allow for the completion of construction truck traffic from the I-90 expansion project. Resurfacing Mason Road would be included in a potential RFP to resurface Old Town Streets to maximize efficiency. B&W estimates that the resurfacing cost would be about \$40,000, which is in addition to the base repair cost noted above.

Baxter & Woodman's services would include preparing the design specifications and inspections for repairing the road base and completing the drainage work. Their project scope includes taking pavement cores, which would document the condition of the road base to be replaced as an element of a future road reconstruction project. The Baxter & Woodman contract for their services on this project would be \$27,500.

Based on the Baxter & Woodman service request and the construction estimates, the Mason Road repair and resurfacing project would cost \$301,000. The project was referenced in the capital improvements program (CIP), but it was not included in the FY 2015 general fund budget. The Road Improvement Fund, which currently has a balance of \$851,489 including the \$350,000 reimbursement for the Hennessy Bridge, would be an appropriate funding source for this project.

If the Board wishes to pursue this project in FY 2015, Staff will add the Baxter & Woodman agreement for \$27,500 to the September 16 agenda for approval. Staff will then work with Baxter & Woodman to prepare the construction agreement with Phoenix for the base repair and patching work, which would be added to a future meeting agenda for Board approval. Please let me know if additional information will be needed prior to the meeting. Mr. Mark Dachsteiner from Baxter & Woodman will also be at the meeting to discuss the project.

D. Resolution 40-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Old Town Streets

Village Engineers from Baxter & Woodman have prepared a work order for design and oversight of the repair and resurfacing of Willey, Matteson, Turner, Union and Jackson Streets in the Old Town neighborhood. The project would eventually result in the resurfacing of 1,780 lineal feet of Old Town streets.

The project focuses on replacing the existing surface and gravel along Willey, Matteson and Turner with 4 inches of new asphalt (2 inches binder + 2 inches surface). The surfaces of Union and Jackson would be milled off and replaced with a new 2 inch surface. The project also includes repair work to the adjacent ditches. Engineers estimate that the resurfacing would cost approximately \$240,000.

Baxter & Woodman's services would include preparing the design specifications, conducting the RFP and providing inspections for the road resurfacing project. Their project scope includes taking pavement cores, which would document the condition of the road bases to be replaced as an element of a future road reconstruction project. The contract for Baxter & Woodman's services on this project would be \$38,500.

In addition to the resurfacing work, Phoenix & Associates advises that there are two storm water projects that need to be completed prior to or with the road resurfacing project. Phoenix estimates that there is roughly \$100,000 in repairs that need to be made to Old Town storm sewers and ditches to ensure that the resurfaced roads drain properly. They also strongly advise completing the Windmill Meadows piping project (\$50,000 estimate), which would accept and relieve the Old Town storm water.

In total, the Old Town storm water and road resurfacing projects would cost an estimated \$428,500, including engineering. The project was referenced in the capital improvements program (CIP), but it was not included in the FY 2015 general fund budget. The Road Improvement Fund, which currently has a balance of \$851,489 including the \$350,000 reimbursement for the Hennessy Bridge, would be an appropriate funding source for this project.

If the Board wishes to pursue this project in FY 2015 or 2016, Staff will add the Baxter & Woodman agreement for \$38,500 to the September 16 agenda for approval. Staff will work with Baxter & Woodman and Phoenix to prepare the construction agreement for the storm water improvements, which would be added to a future meeting agenda for Board approval. Unless the Board directs otherwise, Baxter & Woodman staff will prepare the RFP next spring for a summer 2015 resurfacing project, which would also include Mason Road.

Please let me know if additional information will be needed prior to the meeting. Mr. Mark Dachsteiner from Baxter & Woodman will also be at the meeting to discuss the project.

E. Capital Improvements Program (CIP) Update

At the meeting, Staff will provide an update to the CIP and will review the available funding sources for future capital projects.

If the Board opts to implement both the Mason Road and the Old Town Streets projects, the Village will need an estimated \$729,500 to cover the combined engineering and construction costs. As noted previously, the Village has \$851,489 in Road Improvement Funds to cover both projects, but the fund would be left with a balance of \$121,989. This fund is slow to replenish, as its only revenue sources are bridge and road taxes and overweight truck permits. The Village has balances in other infrastructure-related funds, which are either encumbered by specific restrictions (e.g. MFT) or are reserved for future road improvements (e.g. Infrastructure Fund to be used for the next bonded resurfacing project planned for 2021). Staff will request the Board's direction on any other projects that should be prioritized and programmed prior to committing to the Old Town and Mason Road projects.

4. STAFF REPORTS

Staff will provide updates on current activities at the meeting.

5. BOARD OF TRUSTEES REPORTS

6. PRESIDENT'S REPORT

7. EXECUTIVE SESSION

Please contact me if you any questions about executive session topics.

8. ADJOURNMENT

VILLAGE OF GILBERTS
Committee of the Whole
MEETING AGENDA
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
September 9, 2014
AGENDA
7:00 P.M.

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. ROLL CALL / ESTABLISH QUORUM

3. ITEMS FOR DISCUSSION

- A. Minutes from the September 2, 2014 Village Board Meeting
- B. August 2014 Treasurer's Report
- C. Resolution 39-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Mason Road
- D. Resolution 40-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Old Town Streets
- E. Capital Improvements Program (CIP) Update

4. STAFF REPORTS

5. BOARD OF TRUSTEES REPORTS

6. PRESIDENT'S REPORT

7. EXECUTIVE SESSION

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 120/2 (c) (11) to discuss litigation against, affecting, or on behalf of the Village which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS 120/2(c) (21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters.

8. ADJOURNMENT

"The Village of Gilberts complies with the Americans with Disabilities Act (ADA). For accessibility assistance, please contact the Village Clerk at the Village Hall, telephone number 847/428-2861."

NOT APPROVED MINUTES

Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Village Board
Meeting Minutes
September 2, 2014

Call to Order / Pledge of Allegiance

President Zirk called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

Roll Call / Establish Quorum

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet. President Zirk noted that all the Board Members were in attendance and a quorum has been established.

Consent Agenda

- A. A Motion to approve Minutes from the August 19, 2014 Village Board Meeting
- B. A Motion to approve Bills and Salaries dated September 2, 2014 as follows: General Fund \$107,859.66, Permit Pass Thrus \$2,280.00, Performance Bonds and Escrows \$29,151.77, Water Fund \$23,411.07, and Payroll \$73,420.25
- C. A Motion to approve Resolution 37-2014, a Resolution approving the Executive Session Minutes

President Zirk reported that Trustee Hacker requested an amendment to the minutes. Village Clerk Meadows had amended the minutes to reflect Trustee Hacker's request and all the Board Members had received copies of the amended minutes.

President Zirk asked if any Board Member wished to remove any item listed on the consent agenda for separate consideration. There were no comments from the Board Members. **A Motion was made by Trustee Farrell and seconded by Trustee Corbett to approve the consent agenda items A-C as presented.** Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained motion carried.

Items for Approval

A Motion to approve Resolution 38-2014, amending Resolution 32-2014, a Resolution waiving competitive bidding requirements and authorizing an agreement between the Village of Gilberts and Phoenix & Associates to provide professional services for designing and constructing Gilberts Town Center Park Improvements

Administrator Keller reported that as Phoenix progressed with the park development, cost estimates were refined to reflect actual bids received from subcontractors and adjustments for the ComEd connection charge.

Administrator Keller commented on each of the project cost increases. He reported that the splash park and associated utilities were increased by \$38,185.00 due to higher costs for installing the water and sewer lines, including directional boring under Columbia Drive to reach the water main on the north side of the road. A Siamese connection was added to the design to provide a water source for the ice rink. The village can use a hose and save future cost of extending a new water service to the ice rink. A 3" water meter was also added to track water usage over time.

Administrator Keller noted that there was an additional cost for the playground equipment which reflects additional swing set, and slides that were preferred by the residents participating in the focus group. In addition the perimeter of the playground is also fixed by concrete curbing instead of a plastic border, providing for permanent installation and a finished appearance. Phoenix Consultant, Casey Hudson reported in addition to the cost increases Administrator Keller discussed the trades' labor unit costs were greater than anticipated due to the small scope of work.

Administrator Keller continued to discuss the cost increases by reporting that the pavilion building was considerably more expensive than originally anticipated, resulting in a \$94,100 adjustment. The increase was primarily due to a higher ComEd connection charge and the adjustment also adds 2,740 square foot of concrete sidewalk from the accessible parking spaces, around the perimeter of the building, to the far end of the playground/splash park area.

Administrator Keller summarized by reporting that completion of the park improvements as described would require an additional \$102,785.00. Staff recommends allocating two funding sources to accommodate the improvements. He commented that one of the funding sources recommended by staff was to apply \$41,500 from the "contractual services" line item in the Parks budget.

The amount reflects the savings from terminating the agreements with Cemcon and Signature Design Group in favor of utilizing the design- build approach. The second funding source staff recommends is covering the remaining cost with Municipal Impact fees, which is the source of funding for the rest of the park improvement project. Administrator Keller reported that if the Board Members approved the recommended funding sources that would leave \$53,000 in municipal impact fees.

President Zirk questioned the use of the 3" water meter. He was uncertain if the meter would be able to detect small leaks in the system. Consultant Hutson reported that he had discussed the meter size with Water Superintendent Castillo and he recommended the 3" meter to monitor flow more closely. Administrator Keller noted that the 3" meter would also allow staff to monitor peak flow usage.

A lengthy discussion ensued with respect to the Staff's methodology used in adjusting the budget line items. Trustee Hacker inquired if Phoenix and Associates had obtained more than one bid on the various components of the park improvements. Consultant Hutson replied yes, however due to the small scope of work several contractors opted-out of bidding on the project. Trustee Corbett noted that if the Board approved the absorption of the \$41,500.00 which originally budgeted for the contractual services the remaining increase is in reality \$61,285.00.

Trustee Corbett inquired about the timeline for the substantial completion of the park improvements. Consultant Hutson reported that the project is scheduled to be completed in October. The construction delay was due to many factors including weather. Trustee Corbett questioned if Staff intended to start-up the splash pad this year. Administrator Keller replied yes, Staff will initiate both the start-up and shut-down procedures this year.

Trustee Corbett inquired on the status of the ice rink. Administrator Keller reported that Consultant Kannigan is working on obtaining materials to construct an ice rink. There was some discussion on other methods to construct an ice rink.

Trustee Hacker inquired if the use of concrete around the perimeter of the playground was safe for children. Consultant Hutson replied yes, the playground will be filled to the same height as the concrete border and will be ADA compliant.

Administrator Keller noted approval of this Resolution will require a two-thirds vote because it includes a waiver of the competitive bidding process set forth in state statute.

There being no further discussion on this matter, a Motion was made by Trustee Zambetti and seconded by Trustee LeClercq to approve Resolution 38-2014, a Resolution amending Resolution 32-2014, a Resolution waiving competitive bidding requirements and authorizing an agreement between the Village of Gilberts and Phoenix & Associates to provide professional services for designing and constructing Gilberts Town Center Park Improvement. Roll call: Vote: 5-ayes: Trustees LeClercq, Zambetti, Farrell, Hacker, and Corbett. 1-nay: Trustee Mierisch, 0-abstained. Motion carried.

Items for Discussion

There were no items listed under "Items for Discussion".

Staff Reports

Administrator Keller reported that Dr. Gabris a professor at Northern Illinois University had inquired if the Village of Gilberts' Board would be interested in allowing his students the opportunity to work with them and the community in drafting a Strategic Plan. A lengthy discussion ensued with respect to the value of a Strategic Plan. The Board Members commented on the fact that NIU is offering this free service, however it would require a lot of Staff time. They questioned if Staff would have enough time to devote to this effort and continue to complete Board assignments and manage the day to day workload. Administrator Keller noted that he would share the Strategic Planning projects responsibilities with Assistant Administrator Beith. The Board Members left the decision of participating with NIU in drafting a Strategic Plan up to Staff. There was no commitment made by Administrator Keller at this time.

Attorney Tappendorf requested the Board Members consider closing a portion of the meeting to discuss current and imminent litigation.

Finance Director Blocker reported that she will be mailing out the third and final meter change-out notice tomorrow. She noted that there are still 112 residences that have not responded to the water meter change out notice. Water is scheduled to be turned-off on September 30th if they don't comply with the final notice and make an appointment to have their meter changed out.

Board of Trustee Reports

Trustee LeClercq thanked everyone for their well wishes.

Trustee Farrell commented on the fact that recently the Board Members had directed staff to cite Interstate Partners for their property maintenance violations. She noted that there is a similar situation with the property located at the N. E. corner of Tyrrell and Route 72. Trustee Farrell wants to ensure all property owners are subject to the same property maintenance standards and are cited if they are not in compliance with the Village Ordinances.

Trustee Farrell inquired on the status of the Conservancy. Administrator Keller reported that model homes plans have been submitted. Finance Director Blocker reported that to her knowledge the plans have been approved.

Trustee Hacker inquired if Staff has received any more concerns on questionable water meter readings. Finance Director Blocker replied no and staff has not heard back from the one resident questioning his meter reading.

President's Report

President Zirk had nothing to report at this time.

Executive Session

A Motion was made by Trustee LeClercq and seconded by Trustee Corbett to close a portion of the meeting to discuss current and imminent litigation as permitted by 5 ILCS 120/2 (c) with no business to follow. Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows entered into Executive Session at 7:52 p.m.

The Board Members along with Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows returned to the public meeting at 8:52 p.m.

Reconvene/Roll Call

A Motion was made by Trustee Zambetti and seconded by Trustee LeClercq to reconvene the public meeting at 8:52 p.m. Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained. Motion carried.

Adjournment

There being no further public business to discuss, **a Motion was made by Trustee Hacker and seconded by Trustee Zambetti to adjourn from the public meeting at 8:53 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

Fund Summary

	Balance as of 8/31/14	Restricted / Designated Funds	Unrestricted / Undesignated Funds
Unrestricted - General Fund			169,893.00
Restricted - Total		6,133,643.04	
Committed- Designated Reserves		724,880.45	
- 2.6 Months Expenses	724,880.45		
Committed - Road Improvement		851,489.25	
- FY-07 and Prior	707,838.00		
- FY-08 Transfer (School Road)	(120,000.00)		
- FY-08	76,235.76		
- FY-09	75,968.38		
- FY-09 Transfer (Additional Salt & Snow Removal)	(78,469.37)		
- FY-09/FY10 Hennessy Bridge Work	(350,000.00)		
- FY-10	79,129.42		
- FY-11 (Road Study)	(10,000.00)		
- FY-11	77,944.57		
- FY-12	12,861.90		
- FY-13	8,493.36		
- FY-14	16,525.72		
- FY-14 Hennessy Bridge Grant	350,000.00		
- FY-14 Extra MFT Funds	15,731.35		
- FY-14 Kreutzer Road Repair	(15,000.00)		
- FY-15	4,230.16		
Committed- Infrastructure Fund		365,494.15	
- FY-12 (Transfer -Garbage)	108,047.92		
- FY-13 (Transfer -Garbage)	133,104.58		
- FY-14 (Transfer -Garbage)	124,341.65		
Committed - Road Bond Repayment		247,224.26	
- FY-13 (1% Sales Tax)	159,422.43		
- FY-14 May Interest Payment	(27,062.50)		
- FY-14 (1% Sales Tax)	172,392.69		
- FY-14 December Principal & Interest Payment	(119,172.50)		
- FY-15 (1% Sales Tax)	61,644.14		
- FY-15 May Interest Payment	(25,312.50)		
Restricted - Road Improvement MFT		576,350.01	
- Balance - Illinois Funds	466,821.55		
- Balance - Union Bank Money Market	109,528.46		
Committed - Capital Improvement		174,852.74	
- FY-05	81,596.76		
- FY-06	45,000.00		
- FY-08 Transfer (Wing Mower)	(41,751.00)		
- FY-11 P/W Truck Sale	31,000.00		
- FY-12 (Transfer - Garbage)	34,623.00		
- FY-13 (Salvage Receipts)	547.80		
- FY-13 (Transfer -Garbage)	25,349.02		
- FY-14 (Salvage Receipts)	419.68		
- FY-14 (New Squad Purchase)	(28,500.00)		
- FY-14 (Transfer -Garbage)	26,567.48		
Committed - New Development Fees		684,515.97	
- FY-06 Municipal Impact Fee	261,250.00		
- FY-07 Municipal Impact Fee	382,250.00		
- FY-08 Municipal Impact Fee	286,000.00		
- FY-08/FY-09 Transfer (Salt Bin)	(185,701.50)		
- FY-09 Municipal Impact Fee	82,500.00		
- FY-07/08 Municipal Transistion Fee	8,000.00		
- FY-07/08 Municipal Police/SafetyTransistion Fee	2,000.00		
- FY-09 Transfers Out	(127,256.51)		
- FY-10 Reimburse PGAV TIF Study from TIF	18,788.40		
- FY-10 Town Center Park Parking Lot	(201,112.76)		
- FY-10 Municipal Impact Fee	104,500.00		
- FY-11 Municipal Impact Fee	151,250.00		
- FY-11 Transfers (Road Study)	(13,000.00)		
- FY-12 Municipal Impact Fee	146,750.00		
- FY-13 Municipal Impact Fee	76,400.00		
- Fy-14 Transfer Out-Partial Electric	(3,329.08)		
- FY-14 Transfer out-Partial Signs	(10,552.34)		
- Fy-14 Transfer Out-Partial Electric	(68,665.00)		
- FY-14 Municipal Impact Fee	59,200.00		
- FY-15 Municipal Impact Fee	7,498.19		
- FY-15 Town Center Park Expenses	(292,253.43)		

Committed - Tree Replacement/Beautification		9,418.12	
- FY-09 Recycling Revenue	2,500.00		
- FY-10 Recycling Revenue	5,000.00		
- FY-10 Tree Replacements	(590.00)		
- FY-12 Recycling Revenue	10,026.40		
- FY-12 Tree Program	(727.50)		
- FY-13 Recycling Revenue	5,000.00		
- FY-14 Sidewalk Replacement	(660.00)		
- FY-14 Tree Program	(4,478.71)		
- FY-14 Recycling Revenue	2,500.00		
- FY-15 Tree Program	(9,152.07)		
- FY-15 Recycling Revenue	247.91		
Committed - EDUI Funds		23,817.02	
- FY-12 Balance	3,918.55		
- FY-13 Balance	13,710.91		
- FY-14 Balance	6,187.56		
Restricted - Drug Forfeiture		7,974.63	
- Balance	7,974.63		
Committed - Enterprise Fund (Water / Wastewater)		2,027,340.59	
- Balance	2,027,340.59		
Committed - Pass Thru/Escrows		440,285.85	
- Balance	440,285.85		
Total		6,133,643.04	169,893.00
			6,303,536.04

General Fund Revenue Receivable			101,483.13
- State Income Tax Payments Delayed	101,483.13		

Total Unrestricted Funds including Receivables			271,376.13
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Additional Information

Pass Thru - Balance of Escrow		440,285.85
- TIF #1	36,751.35	
- TIF #2	9,489.70	
- Performance Bonds / Escrows	306,754.61	
- Building Permit-Town Center	15,350.37	
- Impact Fees - Library	50,039.82	
- Impact Fees - School	5,000.00	
- Impact Fees - Fire District	500.00	
- Transision Fees - Fire	2,000.00	
- Transision Fees - Library	400.00	
- Transision Fees - School	14,000.00	

SSA #20 Loan from Water Department		574,724.39
- FY-08 Advances	341,194.63	
- FY-09 Advances	233,529.76	

Total Due Water/Sewer Fund		574,724.39
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TREASURER'S STATEMENT AS OF AUGUST 31, 2014

	MONTH	YEAR TO DATE		YEAR TO DATE
Beginning Bank Balance:			<u>6,737,663.58</u>	<u>6,442,430.00</u>
Credits:				
General Fund:	<u>363,181.65</u>	<u>2,272,818.62</u>		
Water Fund:	<u>206,810.76</u>	<u>647,756.22</u>		
Motor Fuel Tax (MFT):	<u>42,651.62</u>	<u>114,215.90</u>		
Performance Bonds/Escrow:	<u>32,599.12</u>	<u>133,269.10</u>		
TIF #1	<u>312.76</u>	<u>4,835.34</u>		
TIF #2	<u>2.01</u>	<u>9,489.70</u>		
Drug Forfeiture:	<u>317.15</u>	<u>1,916.45</u>		
Total Credits All Funds:	<u>645,875.07</u>	<u>3,184,301.33</u>	<u>645,875.07</u>	<u>3,184,301.33</u>
Expenses:				
General Fund:	<u>753,981.49</u>	<u>2,263,418.08</u>		
Water Fund:	<u>300,813.95</u>	<u>1,000,231.67</u>		
Motor Fuel Tax (MFT):	<u>-</u>	<u>-</u>		
Performance Bond/Escrow:	<u>25,207.17</u>	<u>58,995.54</u>		
TIF #1	<u>-</u>	<u>550.00</u>		
TIF #2	<u>-</u>	<u>-</u>		
Drug Forfeiture:	<u>-</u>	<u>-</u>		
Total Debits All Funds:	<u>1,080,002.61</u>	<u>3,323,195.29</u>	<u>1,080,002.61</u>	<u>3,323,195.29</u>
Ending Bank Balance:				
General Fund:	<u>3,251,584.96</u>			
Water Fund:	<u>2,027,340.59</u>			
Motor Fuel Tax (MFT):	<u>576,350.01</u>			
Performance Bond/Escrow:	<u>394,044.80</u>			
TIF #1	<u>36,751.35</u>			
TIF #2	<u>9,489.70</u>			
Drug Forfeiture:	<u>7,974.63</u>			
Total Debits All Funds:	<u>6,303,536.04</u>		<u>6,303,536.04</u>	<u>6,303,536.04</u>

TREASURER'S SIGNATURE:



DATE: SEPTEMBER 2, 2014

GENERAL FUND MONEY MARKET
01-00-105

Beginning Book Balance:	402,112.23	Previous YTD Credits:	1,909,636.97
			94,801.25
Deposits (Total):	72,945.25	Current Credits:	268,380.40
		Current YTD Credits:	2,272,818.62
Interest Income:		Previous YTD Debits:	1,509,436.59
(01-00-341) Money Market:	105.44		5,606.00
(01-00-341) Checking:	6.51	Current Debits:	748,375.49
(01-00-342) Performance Bond:	21.21		
		Current YTD Debits:	2,263,418.08
Miscellaneous Income:	1,079.00		
Transfer From Illinois Funds	250,000.00		
Voided Ck #19904			
Transfer of Garbage Revenue	72,530.85		
Transfer-SSA #19 Expenses	121,692.14		
Subtotal:	920,492.63	G/F MM Balance:	172,117.14
		IL Funds Balance:	1,596,424.83
Checks Written (Total):	600,108.25	Barrington Bank CD's:	1,482,042.99
Transfer- SSA #19	148,267.24	G/F CKG Balance:	1,000.00
Transfer to P/B (Agency)		Total balance:	3,251,584.96
Ending Check Book Balance:	172,117.14		
Deposits in Transit:	5.00		
Outstanding Checks:			
Balance per Bank Statement:	172,112.14		

Expenditures/Transfers:

Date:		For:	
	8/5/2014	Accounts Payable	331,978.21
	8/19/2014	Accounts Payable	142,773.83
	8/1/2014	January Insurance	18,939.57
	8/14/2014	Payroll	44,349.16
	8/28/2014	Payroll	61,811.31
	8/22/2014	Tree Replacement	192.17
	8/26/2014	Special Lien Checks	64.00
		Total:	600,108.25

Deposits:	25.00	Deposits:	5.00	Direct Deposits	
	389.00		50.00	T-Mobile	1,983.75
	2,537.91		363.00	Kane County	20,380.58
	15.00		620.00	Nicor	4,279.46
	50.00		3,820.29	Exelon	18,661.33
	9,296.00		1,304.00		
	20.00		3,559.03		
	50.00		583.14		
	15.00		102.00		
	632.00		437.00		
	15.00		2,612.76		
	50.00		256.00		
	106.00		289.00		
	433.00		5.00		
Total Deposits	27,640.13	Total Direct Deposits		45,305.12	
Total Deposits/Direct Deposits:	72,945.25				

**Village of Gilberts
General Fund
Certificates of Deposit
August 31, 2014**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1008	225,407.42	9 months	9/27/2014	.20 APY
Barrington Bank	0940000423-1002	225,954.02	9 months	12/27/2014	.20 APY
Barrington Bank	0940000423-1003	264,164.52	12 months	9/27/2014	.25 APY
Barrington Bank	0940000423-1004	265,805.61	18 months	9/27/2015	.30 APY
Barrington Bank	0940000423-1010	500,711.42	6 months	9/20/2014	.15 APY
Barrington Bank CD's	1,482,042.99				

**Village of Gilberts
General Fund
Certificates of Deposit
August 31, 2014**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
McHenry Savings Bank	1000040004	250,000.00	1 year	4/4/2015	.70APY
McHenry Savings Bank	1000040202	200,000.00	1 year	4/24/2015	.70APY

McHenry Savings Bank 450,000.00

Beginning Book Balance:	1,757,493.81	Previous YTD Credits:	_____
Deposits (Total):	94,518.70	Current Credits:	94,537.02
		Current YTD Credits:	_____
(01-00-347) IL First Funds:	16.89	Previous YTD Debits:	_____
(01-00-347) IL First Funds P/B:	1.43	Current Debits:	5,606.00
Xfer Bond Acct-Reimburse:	_____	Current YTD Debits:	_____
Subtotal:	1,852,030.83	CD Balance:	_____
Transfer to Union National	250,000.00	G/F MM Balance:	_____
Impact Fees to Agency Fund	5,606.00	G/F CKG Balance:	_____
		Total balance:	_____
Ending Check Book Balance:	1,596,424.83		
Deposits in Transit:	5.37		
Outstanding Checks:	_____		
Balance per Bank Statement:	1,596,419.46		

Expenditures/Transfers:

Date:	For:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Deposits:	Direct Deposits:	Description:
16,281.97	_____	
15,504.26	_____	
38,726.54	_____	
13,576.90	_____	
10,429.03	_____	
_____	_____	
_____	_____	
_____	_____	
Total Deposits/Direct Deposits:	94,518.70	

Beginning Book Balance:	204,489.10	Previous YTD Credits:	440,945.46
			8,335.84
Deposits (Total):	198,342.89	Current Credits:	198,474.92
		Current YTD Credits:	647,756.22
Interest Income:		Previous YTD Debits:	699,417.72
(20-00-341) Money Market:	130.41		200.00
(20-00-341) Checking:	1.62	Current Debits:	300,613.95
		Current YTD Debits:	1,000,231.67
Voided Check #203258			
Miscellaneous Income:			
Subtotal:	402,964.02	Barrington Bank:	58,496.11
		Barrington Bank CD's:	502,540.52
Checks Written (Total):	228,083.10	Union Bank CD's:	1,200,604.96
Returned Checks		H2O MM Balance:	102,350.07
Transfer for Garbage	72,530.85	H2O Illinois Funds	162,348.93
		H2O CKG Balance:	1,000.00
Ending Check Book Balance:	102,350.07	Total balance:	2,027,340.59
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	102,350.07		

Expenditures/Transfers:

Date:	For:	Amount:
8/5/2014	Accounts Payable	34,027.19
8/19/2014	Accounts Payable	164,224.60
8/14/2014	Payroll-Water	13,507.92
8/28/2014	Payroll-Water	11,608.94
8/26/2014	Special Lien Checks	32.00
8/1/2014	Health Insurance	4,682.45
	Total:	228,083.10

Deposits:

7,366.32	567.30		
11,421.52	3,363.70	Direct Deposits	42,558.21
40,837.35	403.80		
190.00	260.00		
190.00	3,075.64		
750.32	2,407.57		
29,530.81	3,468.80		
1,431.57	338.50		
70.00	358.10		
1,689.52	144.10		
2,810.05	2,592.65		
27,803.00	432.50		
4,928.80	2,267.30		
149.30	80.00		
1,763.26	409.60		
449.30	2,725.05		
574.15	701.00		
	233.80		42,558.21
Total Deposits:	198,342.89		

Beginning Book Balance:	1,000.00	Previous YTD Credits:	_____
Deposits (Total):	_____	Current Credits:	_____
Voided Checks:		Current YTD Credits:	_____
Check# Vendor Name:	_____	Previous YTD Debits:	_____
	_____	Current Debits:	_____
	_____	Current YTD Debits:	_____
Total Voided Checks:	_____		
Subtotal:	1,000.00		
Checks Written (Total):	_____		

Ending Check Book Balance:	1,000.00		
Deposits in Transit:	_____		
Outstanding Checks:	45.77		
Balance per Bank Statement:	1,045.77		

Expenditures/Transfers:

Date:		For:	
	8/5/2014	Accounts Payable	34,027.19
	8/19/2014	Accounts Payable	164,081.08
	8/6/2014	Postage	143.52
	8/26/2014	Special Lien Checks	32.00
		Total:	198,283.79

Outstanding Checks:

Check #:		Amount:		Check #:		Amount:	
	202350	4.18					
	202365	1.19					
	204208	8.40					
	204544	32.00					
				TOTAL		45.77	

**Village of Gilberts
Water Fund
Certificates of Deposit
August 31, 2014**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1009	100,424.29	9 months	9/27/2014	.20 APY
Barrington Bank	0940000423-1006	200,848.02	9 months	12/27/2014	.20 APY
Barrington Bank	0940000423-1007	201,268.21	12 months	9/27/2014	.25 APY
Barrington Bank CD's		502,540.52			

**Village of Gilberts
Water Fund
Certificates of Deposit
August 31, 2014**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Union National Bank	4176509	391,315.36	12 months	10/12/2014	.56 APY
Union National Bank	4169371	258,179.58	9 months	10/15/2014	.53 APY
Union National Bank	4176517	374,349.47	12 months	10/23/2014	.56 APY
Union National Bank	4169389	176,760.55	12 months	5/21/2015	.56 APY
		1,200,604.96			
Union National CD's	1,200,604.96				

Beginning Book Balance:	154,309.32	Previous YTD Credits:	_____
Deposits (Total):	8,238.01	Current Credits:	8,239.61
(20-00-347) Illinois Funds:	1.60	Current YTD Credits:	_____
_____	_____	Previous YTD Debits:	_____
_____	_____	Current Debits:	200.00
Total Voided Checks:	_____	Current YTD Debits:	_____
Subtotal:	162,548.93		
Checks Written (Total):	_____		
Returned Payments	200.00		
Ending Check Book Balance:	162,348.93		
Deposits in Transit:	_____		
Outstanding Checks:	-		
Balance per Bank Statement:	162,348.93		

Expenditures/Transfers:

Date:	For:	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	-

Deposits:	
133.00	772.60
794.50	509.00
217.00	367.40
420.00	344.14
261.62	659.05
179.60	580.00
652.20	1,598.10
144.10	203.10
147.60	55.00
200.00	_____
Total Deposits:	8,238.01

Beginning Book Balance:	81,891.46	Previous YTD Credits:	_____
Deposits (Total):	27,637.00	Current Credits:	27,637.00
Interest Income:	_____	Current YTD Credits:	_____
(30-00-341) Money Market:	_____	Previous YTD Debits:	_____
		Current Debits:	_____
Miscellaneous Income:	_____	Current YTD Debits:	_____
Subtotal:	109,528.46		
Checks Written (Total):	_____		
Returned Checks (Total):	_____		
	-		
Ending Check Book Balance:	109,528.46		
Deposits in Transit:	_____		
Outstanding Checks:	_____		
Balance per Bank Statement:	109,528.46		

Expenditures/Transfers:

Date:	For:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Deposits:

Total Deposits: _____

Beginning Book Balance:	451,806.93	Previous YTD Credits:	71,564.28
			27,637.00
Deposits (Total):	15,009.90	Current Credits:	15,014.62
		Current YTD Credits:	114,215.90
Interest Income:		Previous YTD Debits:	-
(30-00-347) Money Market:	4.72	Current Debits:	-
		Current YTD Debits:	-
Miscellaneous Income:		MFT MM Balance	109,528.46
		IL Funds Balance:	466,821.55
Subtotal:	466,821.55	Total balance:	576,350.01
Checks Written (Total):			
Returned Checks (Total):			
Ending Check Book Balance:	466,821.55		
Deposits in Transit:			
Outstanding Checks:	-		
Balance per Bank Statement:	466,821.55		

Expenditures/Transfers:

Date:	For:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Deposits:

Total Deposits: _____

Beginning Book Balance:	250,614.26	Previous YTD Credits:	100,669.98
			5,606.00
Deposits (Total):	26,993.12	Current Credits:	26,993.12
		Current YTD Credits:	133,269.10
Interest Income:		Previous YTD Debits:	33,788.37
(31-00-341) Money Market:		Current Debits:	25,207.17
		Current YTD Debits:	58,995.54
Transfer from G/F			
Miscellaneous Income:			
Subtotal:	277,607.38		
Checks Written (Total):	24,270.17	P/Bond Balance	252,400.21
Transfer to General Fund	937.00	IL Funds Balance:	141,644.59
Transfer to Water Fund			
		Total balance:	394,044.80
Ending Check Book Balance:	252,400.21		
Deposits in Transit:			
Outstanding Checks:	2,707.19		
Balance per Bank Statement:	255,107.40		

Expenditures/Transfers:

Date:	For:	Amount:
8/5/2014	Accounts Payable	1,909.25
8/19/2014	Accounts Payable	22,360.92
	Bond Release	
	Accounts Payable	
	Bond Release	
	Bond Release	
	Total:	24,270.17

Deposits:

290.00	174.00
116.00	10,781.90
58.00	
58.00	
116.00	
58.00	
58.00	
15,283.22	
	26,993.12

Outstanding Checks

302544	135.00
302569	106.00
302755	117.00
303302	29.00
303324	58.00
303450	58.00
303525	58.00
303562	58.00
303570	200.00
303581	1,598.19
303587	58.00
303588	58.00
303590	58.00
303592	58.00
303594	58.00

Total Outstanding Checks 2,707.19

Beginning Book Balance:	<u>136,038.59</u>	Previous YTD Credits:	<u>-</u>
Deposits (Total):	<u> </u>	Current Credits:	<u>5,606.00</u>
Interest Income:	<u> </u>	Current YTD Credits:	<u>5,606.00</u>
(31-00-341) Money Market:	<u> </u>	Previous YTD Debits:	<u> </u>
Transfer from G/F (Impact Fees)	<u>5,606.00</u>	Current Debits:	<u>-</u>
Miscellaneous Income:	<u> </u>	Current YTD Debits:	<u>-</u>
Subtotal:	<u>141,644.59</u>		
Checks Written (Total):	<u> </u>		
Transfer to General Fund	<u> </u>		
Ending Check Book Balance:	<u>141,644.59</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u> </u>		
Balance per Bank Statement:	<u>141,644.59</u>		

Expenditures/Transfers:	Date:	For:	Amount:
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
		Total:	<u>-</u>

Deposits:	
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
Total Deposits:	<u>-</u>

Beginning Book Balance:	<u>36,438.59</u>	Previous YTD Credits:	<u>4,522.58</u>
Deposits (Total):	<u>297.23</u>	Current Credits:	<u>312.76</u>
Interest Income:	<u>15.53</u>	Current YTD Credits:	<u>4,835.34</u>
(34-00-341) Money Market:	<u> </u>	Previous YTD Debits:	<u>550.00</u>
		Current Debits:	<u>-</u>
Miscellaneous Income:	<u> </u>	Current YTD Debits:	<u>550.00</u>
Subtotal:	<u>36,751.35</u>		
Checks Written (Total):	<u> </u>		
Returned Checks (Total):	<u> </u>		
Ending Check Book Balance:	<u>36,751.35</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>36,751.35</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u> </u>	<u>Accounts Payable</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
	Total:	<u>-</u>

Deposits:	<u>297.23</u>
<u> </u>	
<u> </u>	
<u> </u>	
<u> </u>	
<u> </u>	
<u> </u>	
<u> </u>	
Total Deposits:	<u>297.23</u>

Beginning Book Balance:	<u>9,487.69</u>	Previous YTD Credits:	<u>9,487.69</u>
Deposits (Total):	<u> </u>	Current Credits:	<u>2.01</u>
Interest Income:	<u>2.01</u>	Current YTD Credits:	<u>9,489.70</u>
(35-00-341) Money Market:	<u> </u>	Previous YTD Debits:	<u>-</u>
Miscellaneous Income:	<u> </u>	Current Debits:	<u>-</u>
Subtotal:	<u>9,489.70</u>	Current YTD Debits:	<u>-</u>
Checks Written (Total):	<u> </u>		
Returned Checks (Total):	<u> </u>		
Ending Check Book Balance:	<u>9,489.70</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>9,489.70</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u> </u>	<u>Accounts Payable</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
	Total:	<u>-</u>

Deposits:

<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>

Total Deposits:

Beginning Book Balance:	<u>7,657.48</u>	Previous YTD Credits:	<u>1,599.30</u>
Deposits (Total):	<u>317.15</u>	Current Credits:	<u>317.15</u>
Interest Income:	<u></u>	Current YTD Credits:	<u>1,916.45</u>
(40-00-341) Money Market:	<u></u>	Previous YTD Debits:	<u>-</u>
	<u></u>	Current Debits:	<u>-</u>
Miscellaneous Income:	<u></u>	Current YTD Debits:	<u>-</u>
Subtotal:	<u>7,974.63</u>		
Checks Written (Total):	<u></u>		
Returned Checks (Total):	<u></u>		
	<u>-</u>		
Ending Check Book Balance:	<u>7,974.63</u>		
Deposits in Transit:	<u></u>		
Outstanding Checks:	<u></u>		
Balance per Bank Statement:	<u>7,974.63</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u></u>	<u>Accounts Payable</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
	Total:	<u>-</u>

Deposits:

<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	

Total Deposits/Direct Deposits:

Beginning Book Balance:	-	Previous YTD Credits:	_____
Deposits (Total):	131,277.33	Current Credits:	_____
Voided Checks:		Current YTD Credits:	_____
Check #: Vendor Name:		Previous YTD Debits:	_____
_____	_____	Current Debits:	_____
_____	_____	Current YTD Debits:	_____
Subtotal:	131,277.33		
Checks Written (Total):	131,277.33		
Voided Checks (Total):	_____		
Ending Check Book Balance:	-		
Deposits in Transit:	_____		
Outstanding Checks:	13,720.37		
Balance per Bank Statement:	13,720.37		

Expenditures/Transfers:

Date:	For:	
8/14/2014	Payroll	44,349.16
8/28/2014	Payroll	61,811.31
8/14/2014	Payroll-Water	13,507.92
8/28/2014	Payroll-Water	11,608.94
_____	Payroll	_____
_____	_____	_____
	Total:	131,277.33

Outstanding Checks:

Check #:	Amount:	Check#:	Amount:
17568	196.41	_____	_____
17737	249.82	_____	_____
17761	436.75	_____	_____
17778	1,981.16	_____	_____
17779	206.60	Flex Benefits	8,483.81
17780	966.13	Total:	13,720.37
17782	21.84	_____	_____
17783	21.84	_____	_____
17784	23.09	_____	_____
17793	162.04	_____	_____
17794	198.00	_____	_____
17795	108.28	_____	_____
17796	341.60	_____	_____
17797	323.00	_____	_____

ROAD IMPROVEMENT FUND BALANCE SHEET

Date	Deposit	Received From	Balance
5/31/2014	\$ 15,731.35	MFT Funds not used	\$ 862,753.24
5/31/2014	\$ 350,000.00	Hennessy Bridge Grant	\$ 1,212,753.24
5/31/2014	\$ 1,003.97	May Road & Bridge	\$ 1,213,757.21
5/31/2014	\$ 50.00	May Overweight	\$ 1,213,807.21
6/30/2014	\$ 150.00	June Overweight	\$ 1,213,957.21
6/30/2014	\$ 2,429.05	June Road & Bridge	\$ 1,216,386.26
7/23/2014	\$ 95.18	July Road & Bridge	\$ 1,216,481.44
7/31/2014	\$ 350.00	July Overweight	\$ 1,216,831.44
8/31/2014	\$ 151.96	August Road & Bridge	\$ 1,216,983.40

RESOLUTION

VILLAGE OF GILBERTS

Authorizing an agreement between the Village of Gilberts and Baxter & Woodman to provide professional services for the repair and resurfacing of Mason Road

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1:

The Village of Gilberts hereby authorizes the Village President and Village Clerk to execute a professional service agreement between the Village of Gilberts and Baxter & Woodman for the repair and resurfacing of Mason Road, attached hereto and made a part hereof as Exhibit A as approved.

Section 2:

This Resolution shall take full force and effect upon its passage and approval as provided by law.

Passed this _____ day of _____, 2014 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClercq	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Patricia Mierisch	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

Rick Zirk
Village President

(SEAL)

ATTEST:

Debra Meadows
Village Clerk

**VILLAGE OF GILBERTS, ILLINOIS
MASON ROAD ROADWAY AND DRAINAGE MAINTENANCE
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140565

Project Description:

This project includes preliminary design and construction engineering services of drainage (ditching and culvert work) and roadway maintenance (removal and replacement of existing pavement, subgrade material, aggregate base course, and HMA base patching), part time construction observation/documentation and general construction administration. A detailed scope of services is found in Attachment A.

Schedule:

The above-described engineering services will begin upon receipt of this Work Order, approved by the Village of Gilberts. Construction of the anticipated maintenance work described above by Phoenix and Associates and or other Contractors will commence as approved by the Village. It is anticipated the construction work by others is to be substantially complete by November 1, 2014 with final completion and acceptance by the Village by December 1, 2014 .

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated January 1, 2003. The Engineers' fee for the services described in Attachment A shall be computed on the basis of their hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which total amount will not exceed \$ 27,500.00

Submitted by: Baxter & Woodman, Inc.	Approved: Village of Gilberts, IL
By: _____ Lou Haussmann, P.E., PTOE	By: _____
Title: <u>Vice President/COO</u>	Title: _____
Date: _____	Date: _____

Additional Comments and Conditions: None

Scope of Services

Scope of Services - Design Engineering

1. **MANAGE PROJECT** - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Confer with Village staff, from time to time, to clarify and define the general scope, extent, and character of the Project, and to review available data.

2. **FIELD EVALUATIONS** - Perform a field evaluation on the condition of existing pavements, culverts, and parkways and determine the quantities of repair.

PAVEMENT CORES - Hire a geotechnical sub consultant to take a maximum of 5 pavement cores of the pavement surface and base material to determine the composition of the existing pavement material at locations to be determined during design cost not to exceed **1,500**

3. **DESIGN, PREPARATION OF PLANS, SPECIFICATIONS AND COST ESTIMATES**
 - **ESTIMATE OF COST** - Develop a pavement and drainage maintenance strategies. Prepare a summary of quantities, schedules, and an Engineer's Estimate of Cost.
 - **SPECIAL PROVISIONS** - Prepare special provisions to meet field conditions.
 - **QC/QA** - Perform an in-house peer review and constructability review of the specifications, and estimates of cost for the Project.
 - **FINAL CONTRACT PLANS AND CONTRACT PROPOSAL** - Prepare contract documents consisting of Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost and submit these documents to the Village to receive construction bids if desired.

4. **ASSIST BIDDING** - Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening, receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

Scope of Services - Construction Engineering

Act as the Village's representative with duties, responsibilities, and limitations of authority as assigned in the Construction Contract Documents.

The Project is anticipated to be completed by the Contractor by November 1, 2014, and completing the construction engineering services of the Project by December 1, 2014.

1. PROJECT INITIATION

- Prepare Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
- Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

2. CONSTRUCTION ADMINISTRATION

- Prepare for construction layout and staking.
- Prepare Construction Contract Change Orders if necessary when authorized by the Village.
- Review the Contractor's requests for payments as construction work progresses, and advise the Village of amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.
- Research and prepare written response by Engineer to requests for information from the Village and Contractor.
- Visit site as needed by project manager or other office staff.
- Provide the services of a materials testing company, as a sub-consultant, to perform subgrade testing. Cost for materials testing will not exceed **\$1,500**

3. FIELD OBSERVATION

- Provide an Engineer at the construction site on a part-time basis of eight (4) hours per day for forty (15) working days (Monday through Friday), not including legal holidays; for one (1) Engineer to stake-out construction lines and grades, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The Engineer shall observe the construction operations and report on the progress and quality of the work being performed to determine, in general, that the work is proceeding in accordance with the approved construction schedule and that the materials, finishes, and workmanship are in accordance with the Contract Documents. The Engineer shall provide appropriately experienced personnel with specific knowledge of the requirements of the Project as designed and specified.

The Construction Contractor is a separate company from the Engineer. The Village understands and acknowledges that the Engineer is not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineer does not guarantee the performance of the Contractor.

- The Engineer shall notify the Village immediately if, in the Engineer's opinion, any materials, finishes and/or workmanship does not conform to the Contract Documents or requires special inspection or testing (beyond the specified requirements), or has been disapproved or rejected by the Engineer. The Engineer and the Contractor shall be liable for the replacement and/or damages incurred as a result of knowingly permitting non-specified material, or otherwise non-conforming work, to be incorporated into the Project.
- The Engineer shall be reimbursed for automobile travel expense from the Chicago Office round trip and on site at mileage charges set by the U.S. Internal Revenue service (currently \$0.56 per mile) plus any out-of-pocket expenses at the actual cost.
- Keep a daily record of the Contractor's work on those days that the Engineer is at the construction site including notations on the nature and cost of any extra work.

4. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's requests for final payment, and advise the Village of the amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.

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RESOLUTION

VILLAGE OF GILBERTS

Authorizing an agreement between the Village of Gilberts and Baxter & Woodman to provide professional services for the repair and resurfacing of Old Town Streets

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1:

The Village of Gilberts hereby authorizes the Village President and Village Clerk to execute a professional service agreement between the Village of Gilberts and Baxter & Woodman for the repair and resurfacing of Old Town Streets, attached hereto and made a part hereof as Exhibit A as approved.

Section 2:

This Resolution shall take full force and effect upon its passage and approval as provided by law.

Passed this _____ day of _____, 2014 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClercq	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Patricia Mierisch	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

Rick Zirk
Village President

(SEAL)

ATTEST:

Debra Meadows
Village Clerk

**VILLAGE OF GILBERTS, ILLINOIS
OLD TOWN ROADWAY AND DRAINAGE MAINTENANCE
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140565.20

Project Description:

This project includes preliminary design and construction engineering services of drainage (ditching and culvert work) and roadway maintenance (removal and replacement of existing pavement, aggregate base course, minor sidewalk repair (ADA Ramps) and resurfacing), part time construction observation/documentation and general construction administration. A detailed scope of services is found in Attachment A.

Schedule:

The above-described engineering services will begin upon receipt of this Work Order, approved by the Village of Gilberts. Construction of the anticipated maintenance work described above by Phoenix and Associates and or other Contractors will commence as approved by the Village. It is anticipated the construction work by others is to be substantially complete by November 1, 2014 with final completion and acceptance by the Village by December 1, 2014 .

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated January 1, 2003. The Engineers' fee for the services described in Attachment A shall be computed on the basis of their hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which total amount will not exceed \$ 38,500

Submitted by: Baxter & Woodman, Inc.	Approved: Village of Gilberts, IL
By: _____ Lou Haussmann, P.E., PTOE	By: _____
Title: <u>Vice President/COO</u>	Title: _____
Date: _____	Date: _____

Additional Comments and Conditions: None

List of Improvements

The Project is expected to include hot-mix asphalt resurfacing, isolated sidewalk and driveway repairs, minor drainage improvements/ditching, and restoration

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Union St.	Willey	Dead End (North)
Willey St.	Railroad	Galligan
Mattesen St.	Railroad	Galligan
Jackson St.	Railroad	Galligan
Turner	Railroad	Galligan

Scope of Services - Design Engineering

1. **MANAGE PROJECT** - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Confer with Village staff, from time to time, to clarify and define the general scope, extent, and character of the Project, and to review available data.
2. **FIELD EVALUATIONS** - Perform a field evaluation on the condition of existing pavements, culverts, and parkways and determine the quantities of repair.

PAVEMENT CORES - Hire a geotechnical sub consultant to take a maximum of 6 pavement cores of the pavement surface and base material to determine the composition of the existing pavement material at locations to be determined during design cost not to exceed **2,000**
3. **DESIGN, PREPARATION OF PLANS, SPECIFICATIONS AND COST ESTIMATES**
 - **ESTIMATE OF COST** - Develop a pavement and drainage maintenance strategies. Prepare a summary of quantities, schedules, and an Engineer's Estimate of Cost.
 - **SPECIAL PROVISIONS** - Prepare special provisions to meet field conditions.
 - **QC/QA** - Perform an in-house peer review and constructability review of the

specifications, and estimates of cost for the Project.

- **FINAL CONTRACT PLANS AND CONTRACT PROPOSAL** - Prepare contract documents consisting of Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost and submit these documents to the Village to receive construction bids if desired.
4. **ASSIST BIDDING** - Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening, receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

Scope of Services - Construction Engineering

Act as the Village's representative with duties, responsibilities, and limitations of authority as assigned in the Construction Contract Documents.

1. PROJECT INITIATION

- Prepare Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
- Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

2. CONSTRUCTION ADMINISTRATION

- Prepare for construction layout and staking.
- Prepare Construction Contract Change Orders if necessary when authorized by the Village.
- Review the Contractor's requests for payments as construction work progresses, and advise the Village of amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.
- Research and prepare written response by Engineer to requests for information from

the Village and Contractor.

- Visit site as needed by project manager or other office staff.
- Provide the services of a materials testing company, as a subconsultant, to perform proportioning and testing of the Portland cement concrete and bituminous mixtures in accordance with IDOT's Bureau of Materials manuals of instructions for proportioning. Cost for materials testing will not exceed **\$3,500**

3. FIELD OBSERVATION

- Provide an Engineer at the construction site on a part-time basis of eight (4) hours per day for forty (20) working days (Monday through Friday), not including legal holidays; for one (1) Engineer to stake-out construction lines and grades, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The Engineer shall observe the construction operations and report on the progress and quality of the work being performed to determine, in general, that the work is proceeding in accordance with the approved construction schedule and that the materials, finishes, and workmanship are in accordance with the Contract Documents. The Engineer shall provide appropriately experienced personnel with specific knowledge of the requirements of the Project as designed and specified.

The Construction Contractor is a separate company from the Engineer. The Village understands and acknowledges that the Engineer is not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineer does not guarantee the performance of the Contractor.

- The Engineer shall notify the Village immediately if, in the Engineer's opinion, any materials, finishes and/or workmanship does not conform to the Contract Documents or requires special inspection or testing (beyond the specified requirements), or has been disapproved or rejected by the Engineer. The Engineer and the Contractor shall be liable for the replacement and/or damages incurred as a result of knowingly permitting non-specified material, or otherwise non-conforming work, to be incorporated into the Project.

- The Engineer shall be reimbursed for automobile travel expense from the Chicago Office round trip and on site at mileage charges set by the U.S. Internal Revenue service (currently \$0.56 per mile) plus any out-of-pocket expenses at the actual cost.
- Keep a daily record of the Contractor's work on those days that the Engineer is at the construction site including notations on the nature and cost of any extra work.

4. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's requests for final payment, and advise the Village of the amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.

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Google earth



UNION STREET — WILEY to END NORTH 2" Grind + overlay Ditching	294' x 90/LF = \$26,460 (294) x 2 x \$25 = 14,700	41,160
WILEY — RAILROAD to GALLIGAN — Complete BIT Removal/SURFACE 4" Binder and SURFACE BRICK	490' x \$105/LF = \$51,450 DITCHING (490) x 2 x \$29 = \$28,500	79,950
(MATTESSEN + TURNER) — RAILROAD TO GALLIGAN —	(332' x \$105/LF) x 2 = 34,860 Ditching — [(332)(2)] x 2 x \$25 = 33,200	68,060
JACKSON RAILROAD to GALLIGAN 2" Grind + overlay	(332' x 90/LF) —	29,880
		219,050