


# 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 62-14

**TO:** President Rick Zirk  
Board of Trustees

**FROM:** Ray Keller, Village Administrator 

**DATE:** September 11, 2014

**RE:** Village Board Meeting – September 16, 2014

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The following summary discusses the agenda items for the Village Board meeting scheduled for September 16, 2014:

**1. CALL TO ORDER**

**2. ROLL CALL / ESTABLISH QUORUM**

**3. PUBLIC COMMENT**

**4. CONSENT AGENDA**

*Any item may be removed from the consent agenda by request.*

**A. Motion to approve Minutes from the September 2, 2014 Village Board Meeting**

Staff recommend approval of the September 2 minutes, which were reviewed and added to the consent agenda at the September 9 Committee of the Whole meeting. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions.

**B. Motion to approve Minutes from the September 9, 2014 Committee of the Whole Meeting**

Please review the enclosed minutes from the Committee of the Whole meeting on September 9. Staff recommend approval. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions.

**C. Motion to approve the August 2014 Treasurer's Report**

Staff recommend approval of the August 2014 Treasurer's Report, which was reviewed and added to the consent agenda at the September 9 Committee of the Whole meeting. Please contact me or Finance Director Blocker with any questions or requests for additional documentation that may be needed at the meeting.

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

**D. Motion to approve Bills & Salaries dated September 16, 2014**

Please refer to the enclosed spreadsheet, which lists the bills to be approved. If you need additional information about any of these bills, please contact me or Finance Director Marlene Blocker prior to the meeting. Staff recommend approval.

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

Staff recommend approval of this resolution authorizing a work order with Baxter & Woodman for the design and oversight of the repair and resurfacing of Mason Road. 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. Baxter & Woodman's services would include preparing the design specifications and inspections for repairing the road base and completing the drainage work. Baxter & Woodman would also coordinate and oversee the completion of related drainage improvements by Phoenix & Associates.

Baxter & Woodman's work on this project will not exceed \$27,500. The project was not included in the FY 2015 budget; Staff recommend using Road Improvement Funds to cover the engineering and eventual construction costs, to be reflected by a year-end budget adjustment.

The Village Board reviewed this proposal at the September 9 Committee of the Whole meeting and added the resolution to the consent agenda. Please contact me or Mark Dachsteiner from Baxter & Woodman if there any additional questions.

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

Staff recommend approval of this resolution authorizing a work order for the 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. Baxter & Woodman's services would include preparing the design specifications, conducting the RFP for the resurfacing work and providing inspections for the road resurfacing project. Baxter & Woodman would also coordinate and oversee the completion of related drainage improvements by Phoenix & Associates. Staff anticipate that the drainage work would occur in spring 2015 with the resurfacing to be done in the summer.

Baxter & Woodman's work on this project will not exceed \$38,500. The project was not included in the FY 2015 budget; Staff recommend using Road Improvement Funds to cover the engineering and eventual construction costs, to be reflected by a year-end budget adjustment.

The Village Board reviewed this proposal at the September 9 Committee of the Whole meeting and added the resolution to the consent agenda. Please contact me or Mark Dachsteiner from Baxter & Woodman if there any additional questions.

**5. ITEMS FOR APPROVAL**

**A. Motion to approve the Comprehensive Annual Financial Report (CAFR) for FY 2014**

Ms. Jamie Wilkey from Lauterbach & Amen will summarize their findings from the FY 2014 annual audit. A final draft will be provided as a separate document due to its length. Unless there are any requested changes to the document, Staff recommend approval. Please let me or Finance Director Marlene Blocker know if you have any questions prior to the meeting.

**6. ITEMS FOR DISCUSSION**

Please contact me or President Zirk if there are any topics to be added for discussion at this meeting.

**7. STAFF REPORTS**

Staff will provide any updates at the meeting.

**8. BOARD OF TRUSTEES REPORTS**

**9. PRESIDENT'S REPORT**

**10. EXECUTIVE SESSION**

Staff request an executive session to discuss current litigation. Please contact me with any questions about other current closed session topics.

**11. ADJOURNMENT**

**Village Board of Trustees  
Meeting Agenda  
Village of Gilberts  
87 GALLIGAN ROAD,  
GILBERTS, ILLINOIS 60136  
September 16, 2014  
7:00 P.M.  
A G E N D A**

**ORDER OF BUSINESS**

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**2. ROLL CALL / ESTABLISH QUORUM**

**3. PUBLIC COMMENT**

**4. CONSENT AGENDA**

- A. A Motion to approve Minutes from the September 2, 2014, Village Board Meeting
- B. A Motion to approve Minutes from the September 9, 2014 Committee of the Whole Meeting
- C. A Motion to approve August 2014 Treasurer's Report
- D. A Motion to approve Bills and Salaries dated September 16, 2014
- E. A Motion to approve Resolution 39-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Mason Road
- F. A Motion to approve Resolution 40-2014, a Resolution authorizing a Work Order with Baxter & Woodman for professional services for the repair and resurfacing of Old Town Streets

**5. ITEMS FOR APPROVAL**

- A. A Motion to approve the Comprehensive Annual Financial Report (CAFR) for FY-2014

**6. ITEMS FOR DISCUSSION**

**7. STAFF REPORTS**

**8. BOARD OF TRUSTEES REPORTS**

**9. PRESIDENT'S REPORT**

**10. 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 102/2 (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.

**11. ADJOURNMENT**

## AUDIENCE PARTICIPATION

Anyone indicating a desire to speak during Public Comments will be acknowledged by the Village President. Please state your name, address and topic when called upon to speak. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). Interrogation of the Village Staff, Village President, Village Board or any of their comments will not be allowed at this time. Personal invectives against Village Staff or Elected Officials are not permitted.

To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President.

If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.

During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting.

"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 874/428-2861." *Assistive services will be provided upon request.*

**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



Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136  
Committee of the Whole  
Meeting Minutes  
September 9, 2014

NOT APPROVED MINUTES

**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, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Keller, Finance Director Blocker, Engineer Dachsteiner, Stormwater Consultant Kannigan. For members of the audience please see the attached sign-sheet.

**Items for Discussion**

**Minutes from the September 2, 2014 Village Board Meeting**

President Zirk inquired if any of the Board Members had any questions or comments on the September 2, 2014 minutes. There were no comments offered by the Board Members. President Zirk directed Staff to place the minutes on the next consent agenda.

**August 2014 Treasurer's Report**

President Zirk inquired if any of the Board Members had any questions or comments on the August 2014 Treasurer's Report. There were no comments offered by the Board Members. President Zirk directed Staff to place the August 2014 Treasurer's Report on the next consent agenda.

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

Administrator Keller reported previously the Board Members had identified repairing Mason Road as a priority. Engineer Dachsteiner along with input from Consultant Kannigan had prepared a scope of work to repair and resurface Mason Road which included ancillary drainage improvements. Administrator Keller reported that the scope of work included the construction cost and he had also indentified the funding source options in his overview memo.

Engineer Dachsteiner commented on the current condition of the Village's portion of Mason Road. He reported that they had not yet taken any pavement core samples. However, one can determine the extent of the deterioration by physically examining the crumbling road surface. Consultant Kannigan commented on the effects that the standing brown water has had on the road surface.

Committee of the Whole

Meeting Minutes

September 9, 2014

Page 2

Consultant Kannigan discussed the proposed drainage improvements. He reported that he has acquired on behalf of the Village an easement from Mr. Salerno (owner of Better Shots) and Mr. Salerno had agreed to allow the Village to tie into his sub-surface pipe. The agreement with Mr. Salerno alleviates the need for the Village to approach Kane County and accelerates the progression of the proposed road and drainage improvements.

Engineer Dachsteiner and Consultant Kannigan provided the Board Members with an overview of the proposed Mason Road roadway and drainage improvements. Phoenix and Associates would complete base repairs and related drainage work. The project would also include a refreshed one-foot gravel shoulder to stabilize the pavement edges. Consultant Kannigan reported that he was able to procure 80 loads of aggregate product through in-kind services from Plote reducing the cost of the project by \$25,000-\$30,000. Engineer Dachsteiner commented on the resurfacing scope of the project. He reported that the proposed project would include removal and replacement of existing pavement, sub-grade material, aggregate base course, and HMA base patching.

President Zirk questioned if the proposed roadway improvements would have structural value. Engineer Dachsteiner replied yes, the life expectancy of the reconstructed roadway is 10-12 years. Trustee Mierisch inquired if the structural integrity of the road would be able to support the future semi-truck traffic generated from the proposed Elgin Industrial Park. Engineer Dachsteiner replied yes, Mason Road will be reconstructed at Industrial Standards.

There was some discussion with respect to the possible future widening of the Elgin's portion of Mason Road. Administrator Keller noted that the Village would not be required to conform to Elgin's roadway design specifications.

There was some discussion with the use of Federal Aid Urban routes (FAU) funding. Administrator Keller commented on that fact in order to qualify for this type of funding the roadways have to meet certain design criteria which at this time is cost prohibited. President Zirk noted he had spoken with Deputy Director of Transportation, Tom Rickert and it was his opinion the Mason Road reconstruction project would be on the bottom of the FAU funding project list.

Trustee Hacker commented on the use of weight limits on Mason Road. Administrator Keller noted that weight limits on Mason Road would generate enforcement issues. In addition, State Statutes prohibits jurisdictional authorities to deny property owners access to their properties. If the Village was to impose a weight limit on Mason Road the Village would be denying Plote's access to their property since their business operation requires the use of semitrailers.

There was some additional discussion on imposing weight limits. Trustee Zambetti was not in favor of imposing weight limits. In his opinion if a weight limit was imposed that would force Kane County to consider an additional access point off of Tyrrell Road. This action would have an impact on the adjacent residential neighborhoods. Administrator Keller reported that since the Village had expressed concerns with the proposed Industrial Park increasing traffic on Mason Road the City of Elgin is conducting a traffic study. Trustee Hacker asked if anyone knew what the average weight of a semi-trailer was. Engineer Dachsteiner reported that semi-trailers estimated weight is 80,000 pounds and equals trip traffic generated by 80 cars. Engineer Dachsteiner reiterated the fact Mason Road will be constructed to Industrial Standards and conducive to withstanding truck traffic. A lengthy discussion continued with respect to truck traffic and the integrity of the reconstructed Mason Road. Trustee Hacker noted that he would be more comfortable if he had confirmation from the Village Attorney or a roadway authority that the Village is prohibited from imposing a weight limit on Mason Road.

Trustee Mierisch recalled a discussion in which the reconstruction of Mason Road would be funded by FAU dollars. President Zirk commented on the fact that Mason Road would need to be designated as an FAU route and at this time the road does not meet the criteria of an FAU route.

Trustee Zambetti recommends that staff's cost estimate of Mason Road be as accurate as possible. He would prefer not to have a cost overrun of more than 10%. The Board Members concurred with Trustee Zambetti's recommendation.

Trustee Mierisch inquired if \$1,500 dollars for the pavement cores noted on Baxter & Woodman's work order was included in the total design cost. Engineer Dachsteiner replied yes. Trustee Mierisch questioned if the cost of \$1,500 depicted on page 2 for the materials testing sub-consultant was also included in the total not to exceed amount of \$ 27,500.00. Engineer Dachsteiner replied yes. Trustee Mierisch inquired on the reimbursement for travel cost noted on page 3 of the work order. Engineer Dachsteiner replied that travel reimbursement is a standard charge of .56 per mile. However, the majority of the time a Baxter & Woodman engineer would be traveling from the Crystal Lake office and on average the round trip cost would be \$8.00.

Trustee Corbett inquired on the scheduled project timeline. Administrator Keller reported that if approved they would begin the work this fall and complete the paving in 2015 along with the Old Town road construction. By completing both the Mason Road and Old Town resurfacing at the same time will reduce the cost of both projects.

Administrator Keller asked if the Board Members were in favor of moving forward. If so, Engineer Dachsteiner will refine the cost estimate and the scope of work. The Board Member concurred that they were in favor of moving forward. Resolution 39-2014 will be placed on the next consent agenda.

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

Administrator Keller reported that this project was also referenced in the capital improvement program, but it was not included in the FY 2015 general fund budget. He noted that Consultant Kannigan had applied for a grant to assist in funding this project. However, he was unsuccessful in obtaining the grant funding.

Administrator Keller provided the Board Members with an overview of the proposed scope of work. Baxter & Woodman had prepared a work order for design and oversight of the repair and resurfacing of Old Town Streets. The project would result in the resurfacing of 1,780 lineal feet of streets. In addition to the resurfacing Phoenix & Associates recommends completing two storm water projects to ensure that resurface roads drain properly.

Consultant Kannigan reported that in order for the streets in Old Town to drain properly they need to complete the Windmill Meadows piping project which would accept and relieve the storm water run-off from Old Town and repair the storm sewers and ditches in Old Town. He noted that Phoenix had already addressed several drainage issues in Windmill Meadows and elevated a majority of the flooding issues.

Engineer Dachsteiner provided the Board Members with an overview of the proposed resurfacing project. He noted that the scope of work included hot-mix asphalt resurfacing, isolate sidewalks and driveway repairs.

President Zirk asked if the scope of work included curb and gutters. Engineer Dachsteiner replied no, adding curb and gutter was cost prohibited. In addition, the roads are narrow in Old Town adding curb and gutters would limit parking on the streets. President Zirk directed staff to inform the residents that the resurfacing project does not include curb and gutters. He believes that the residents in Old Town expected that the project would include curb and gutters. Staff will inform the residents.

President Zirk questioned why Engineer Dachsteiner is recommending milling the road surface instead of using the pulverizing method similar to the method used with the Indian Trails resurfacing project. Engineer Dachsteiner reported that the Old Town streets are shorter making the pulverizing method difficult.

Trustee Mierisch commented on the fact that in 2012 the Village participated in the Kane County Recovery Zone Bond Program. She questioned why this project was not utilizing the Recovery Zone Bonds. Administrator Keller reported that the Village in the past has used the Recovery Zone Bond Program funds to complete the Binnie Road and Dunhill improvements. However, the Recovery Zone Bonds have 3% interest rate.

Trustee Mierisch inquired if the \$3,500 dollars for the materials testing company is included in the total cost of the work order. Engineer Dachsteiner replied yes.

The Board Members offered no additional questions or comments on Resolution 40-2014. The Resolution will be placed on the next consent agenda.

#### **Capital Improvement Program (CIP) Update**

Administrator Keller provided the Board Members with an overview of the Capital Improvement Program. Trustee Corbett inquired if the \$851,489.25 dollars in the Road Improvement fund included the reimbursement of \$350,000 dollars for the Hennessy Bridge repairs. Administrator Keller replied yes.

Administrator Keller continued to discuss the Capital Improvement Program. He noted the current balance in the Infrastructure Fund was \$365,494.15. The Road Bond Repayment Fund carries a balance of \$247,224.26 which is allocated to pay the bond that was used to finance the 2011 Road Program. In addition, there was \$576,350.01 in MFT Funds. However, MFT Funds are restrictive funds and expenditures must be approved by IDOT. Administrator Keller noted that the Capital Improvement Fund which is allocated to finance the purchase of equipment and vehicle replacement has a balance of \$174,852.74 and the New Development Fees Fund allocated to be used for park improvements has a balance of \$684,515.97.

Trustee Mierisch inquired if the Village had received the \$10,000 promised by Plote for the toll way berm construction. Consultant Kannigan replied that the Village had been repaid by in-kind materials. The materials were grindings which have been used to expand the Town Center Park's parking lot.

Administrator Keller inquired if the Capital Improvement Program's allocation of funds still meets the Board's expectations for funding the projects on the priority list. The Board Members concurred with Staff's recommendation of the allocations of the CIP funds



**Staff Reports**

Staff had nothing to report at this time.

**Board of Trustee Reports**

Trustee Zambetti introduced two School District 300 representatives that were present in the audience CEO, Paul Heid and School Board Member, Ms. Kathleen Burley. Ms. Burley informed the Board Members that CEO Heid and the School Board's door is always open and they welcome the Village's input. The Board Members thanked the District 300 representatives for extending the offer of their partnership with the Village.

**President's Report**

President Zirk expressed concerns with two recent incidents which involved a moving truck semitrailer that had been dropped from the cab and left overnight on a residential street. He noted that the Village Code prohibits semitrailers from parking overnight on any residential street. Administrator Keller apologized for one of those occurrences. He reported that a resident called and asked permission to leave the moving semitrailer on the street. The new resident was moving in to the house and the driver along with the cab had to leave and he had not finished unloading the semitrailer. President Zirk wanted to ensure the Village Code had language which authorizes the Village to remove any vehicle parked in violation of the code. He noted that semitrailers dropped from cabs damages Village streets. Staff will review the code.

President Zirk reported that there is still a vacancy on the Police Pension Board. He commented on the fact that this appointed position is hard to fill due to the training requirements. In addition, the Village is prohibited from offering Errors and Omission Insurance. The Pension Board Members have to acquire their own coverage. He asked if any of the Trustees were aware of a resident that may be interested in filling the vacancy. There was no response from any of the Board Members.

**Adjournment**

There being no further public business to discuss, a **Motion was made by Trustee Zambetti and seconded by Trustee Farrell to adjourn from the public meeting at 8:38 p.m.** Roll call: Vote: 5-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

**Village of Gilberts**

**87 Galligan Road**

**Gilberts, Illinois**

**Village Board Meeting**

**Sign-in-Sheet**

**September 9, 2014**

**Name**

**Address**

**Telephone #**

HAROLD MIERISCH

124 RESTON LANE

—

Fred Heid

946 Willow Lane

—

**Fund Summary**

	Balance as of 8/31/14	Restricted / Designated Funds	Unrestricted / Undesignated Funds
<b>Unrestricted - General Fund</b>			169,893.00
<b>Restricted - Total</b>		6,133,643.04	
<b>Committed- Designated Reserves</b>		724,880.45	
- 2.6 Months Expenses	724,880.45		
<b>Committed - Road Improvement</b>		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		
<b>Committed- Infrastructure Fund</b>		365,494.15	
- FY-12 (Transfer -Garbage)	108,047.92		
- FY-13 (Transfer -Garbage)	133,104.58		
- FY-14 (Transfer -Garbage)	124,341.65		
<b>Committed - Road Bond Repayment</b>		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)		
<b>Restricted - Road Improvement MFT</b>		576,350.01	
- Balance - Illinois Funds	466,821.55		
- Balance - Union Bank Money Market	109,528.46		
<b>Committed - Capital Improvement</b>		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		
<b>Committed - New Development Fees</b>		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/Safety Transistion 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)		

<b>Committed - Tree Replacement/Beautification</b>		<b>9,418.12</b>		
- 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			
<b>Committed - EDUI Funds</b>		<b>23,817.02</b>		
- FY-12 Balance	3,918.55			
- FY-13 Balance	13,710.91			
- FY-14 Balance	6,187.56			
<b>Restricted - Drug Forfeiture</b>		<b>7,974.63</b>		
- Balance	7,974.63			
<b>Committed - Enterprise Fund (Water / Wastewater)</b>		<b>2,027,340.59</b>		
- Balance	2,027,340.59			
<b>Committed - Pass Thru/Escrows</b>		<b>440,285.85</b>		
- Balance	440,285.85			
<b>Total</b>		<b>6,133,643.04</b>	<b>169,893.00</b>	<b>6,303,536.04</b>

<b>General Fund Revenue Receivable</b>			<b>101,483.13</b>
- State Income Tax Payments Delayed	101,483.13		

<b>Total Unrestricted Funds including Receivables</b>			<b>271,376.13</b>
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<b>Additional Information</b>
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<b>Pass Thru - Balance of Escrow</b>		<b>440,285.85</b>
- 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	
- Transition Fees - Fire	2,000.00	
- Transition Fees - Library	400.00	
- Transition Fees - School	14,000.00	

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

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

	MONTH	YEAR TO DATE		YEAR TO DATE
<b>Beginning Bank Balance:</b>			<u>6,737,663.58</u>	<u>6,442,430.00</u>
<b>Credits:</b>				
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>		
<b>Total Credits All Funds:</b>	<u>645,875.07</u>	<u>3,184,301.33</u>	<u>645,875.07</u>	<u>3,184,301.33</u>
<b>Expenses:</b>				
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>		
<b>Total Debits All Funds:</b>	<u>1,080,002.61</u>	<u>3,323,195.29</u>	<u>1,080,002.61</u>	<u>3,323,195.29</u>
<b>Ending Bank Balance:</b>				
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>			
<b>Total Debits All Funds:</b>	<u>6,303,536.04</u>		<u>6,303,536.04</u>	<u>6,303,536.04</u>

TREASURER'S SIGNATURE: *Matthew Blocker*

DATE: SEPTEMBER 2, 2014

Village of Gilberts  
MONTH CLOSED: AUGUST, 2014

GENERAL FUND MONEY MARKET  
01-00-105

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

**Expenditures/Transfers:**

<b>Date:</b>		<b>For:</b>	
	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
		<b>Total:</b>	600,108.25

<b>Deposits:</b>	25.00	<b>Deposits:</b>	5.00	<b>Direct Deposits</b>	
	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		
<b>Total Deposits</b>	27,640.13	<b>Total Direct Deposits</b>			45,305.12
<b>Total Deposits/Direct Deposits:</b>	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			



<b>Beginning Book Balance:</b>	204,489.10
<b>Deposits (Total):</b>	198,342.89
<b>Interest Income:</b>	
(20-00-341) Money Market:	130.41
(20-00-341) Checking:	1.62
<b>Voided Check #203258</b>	
<b>Miscellaneous Income:</b>	
<b>Subtotal:</b>	402,964.02
<b>Checks Written (Total):</b>	228,083.10
<b>Returned Checks</b>	
<b>Transfer for Garbage</b>	72,530.85
<b>Ending Check Book Balance:</b>	102,350.07
<b>Deposits in Transit:</b>	
<b>Outstanding Checks:</b>	
<b>Balance per Bank Statement:</b>	102,350.07

<b>Previous YTD Credits:</b>	440,945.46
	8,335.84
<b>Current Credits:</b>	198,474.92
<b>Current YTD Credits:</b>	647,756.22
<b>Previous YTD Debits:</b>	699,417.72
	200.00
<b>Current Debits:</b>	300,613.95
<b>Current YTD Debits:</b>	1,000,231.67
<b>Barrington Bank:</b>	58,496.11
<b>Barrington Bank CD's:</b>	502,540.52
<b>Union Bank CD's:</b>	1,200,604.96
<b>H2O MM Balance:</b>	102,350.07
<b>H2O Illinois Funds</b>	162,348.93
<b>H2O CKG Balance:</b>	1,000.00
<b>Total balance:</b>	2,027,340.59

**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
	<b>Total:</b>	<b>228,083.10</b>

**Deposits:**

7,366.32	567.30
11,421.52	3,363.70
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
<b>Total Deposits:</b>	<b>198,342.89</b>

<b>Direct Deposits</b>	42,558.21
	42,558.21

<b>Beginning Book Balance:</b>	1,000.00	<b>Previous YTD Credits:</b>	_____
<b>Deposits (Total):</b>	_____	<b>Current Credits:</b>	_____
<b>Voided Checks:</b>		<b>Current YTD Credits:</b>	_____
<b>Check#    Vendor Name:</b>	_____	<b>Previous YTD Debits:</b>	_____
_____	_____	<b>Current Debits:</b>	_____
_____	_____	<b>Current YTD Debits:</b>	_____
<b>Total Voided Checks:</b>	_____		
<b>Subtotal:</b>	1,000.00		
<b>Checks Written (Total):</b>	_____		
	_____		
<b>Ending Check Book Balance:</b>	1,000.00		
<b>Deposits in Transit:</b>	_____		
<b>Outstanding Checks:</b>	45.77		
<b>Balance per Bank Statement:</b>	1,045.77		

**Expenditures/Transfers:**

<b>Date:</b>	<b>For:</b>	
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
	<b>Total:</b>	<b>198,283.79</b>

**Outstanding Checks:**

<b>Check #:</b>	<b>Amount:</b>	<b>Check #:</b>	<b>Amount:</b>
202350	4.18	_____	_____
202365	1.19	_____	_____
204208	8.40	_____	_____
204544	32.00	<b>TOTAL</b>	<b>45.77</b>

<b>Beginning Book Balance:</b>	58,493.78	<b>Previous YTD Credits:</b>	_____
<b>Deposits (Total):</b>	_____	<b>Current Credits:</b>	2.33
<b>Interest:</b>		<b>Current YTD Credits:</b>	_____
<b>Savings Acct:</b>	2.33	<b>Previous YTD Debits:</b>	_____
		<b>Current Debits:</b>	_____
		<b>Current YTD Debits:</b>	_____
<b>Subtotal:</b>	58,496.11		
<b>Checks Written (Total):</b>	_____		
<b>Voided Checks (Total):</b>	_____		
<b>Ending Check Book Balance:</b>	58,496.11		
<b>Deposits in Transit:</b>	_____		
<b>Outstanding Checks:</b>	_____		
<b>Balance per Bank Statement:</b>	58,496.11		

<b>Expenditures/Transfers:</b>	<b>Date:</b>	<b>For:</b>	<b>Amount:</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
		<b>Total:</b>	_____

**Deposits:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Deposits:** \_\_\_\_\_

**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				

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

**Expenditures/Transfers:**

<b>Date:</b>	<b>For:</b>
<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>
	<b>Total:</b>
	<u>                    -</u>

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



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

<b>Expenditures/Transfers:</b>	<b>Date:</b>	<b>For:</b>	<b>Amount:</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
		<b>Total:</b>	_____

<b>Deposits:</b>	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
<b>Total Deposits:</b>	_____

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

**Expenditures/Transfers:**

<b>Date:</b>	<b>For:</b>	<b>Amount:</b>
<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>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>                    </u>
	<b>Total:</b>	<u>                    </u>

**Deposits:**

<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<u>                    </u>	
<b>Total Deposits:</b>	<u>                    </u>







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

**Expenditures/Transfers:**

<b>Date:</b>	<b>For:</b>	<b>Amount:</b>
<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>
	<b>Total:</b>	<u>-</u>

**Deposits:**

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

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

<b>Expenditures/Transfers:</b>			
	<b>Date:</b>	<b>For:</b>	<b>Amount:</b>
	_____	Accounts Payable	_____
	_____		_____
	_____		_____
	_____		_____
		<b>Total:</b>	-

<b>Deposits:</b>	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	-
<b>Total Deposits/Direct Deposits:</b>	_____





## ROAD IMPROVEMENT FUND BALANCE SHEET

<b>Date</b>	<b>Deposit</b>	<b>Received From</b>	<b>Balance</b>
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

**FINAL BILLS SALARIES  
SEPTEMBER 16, 2014**

VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRU	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
<b>BILLS ADDED AFTER PACKETS</b>							
	<b>415,239.10</b>	<b>330,929.33</b>	<b>5,500.00</b>	<b>-</b>	<b>5,736.18</b>	<b>12,414.80</b>	<b>60,658.79</b>
MARLENE BLOCKER	38.74	38.74					
CLARKE AQUATIC	1,467.00	1,467.00					
COMMONWEALTH EDISON	1,283.61	1,283.61					
C. SINGLETON PLUMBING	350.00					350.00	
EASTERN ILLINOIS UNIVERSITY	235.00	235.00					
INITIAL IMPRESSIONS	88.36	88.36					
MENARDS - CARPENTERSVILLE	184.69	184.69					
MORTON SALT, INC	2,857.30					2,857.30	
NICOR	248.44					248.44	
PITNEY BOWES	160.54	160.54					
PROVENA ST. JOSEPH HOSPITAL	70.00	20.00				50.00	
RESERVE ACCOUNT	500.00	500.00					
SMITH AMUNDSEN	200.00	200.00					
SOUND INCORPORATED	720.00	720.00					
SUBURBAN LABS	61.00					61.00	
Payroll 8/24/14 - 9/6/14	60,658.79						60,658.79
UB Postage	726.87					726.87	
ACE COFFEE BAR INC.	21.50	21.50					
ANGEL, GLINK, DIAMOND, BUSH,	15,055.09	9,318.91			5,736.18		
ASPEN VALLEY LANDSCAPE, INC.	22.00	22.00					
CARD SERVICES	1,431.94	1,431.94					
THE BUG MAN, INC	85.00	85.00					
CANON FINANCIAL SERVICES, INC.	169.00	169.00					
CL GRAPHICS INC.	926.66	926.66					
CONSTELLATION NEWENERGY, INC.	5,965.32					5,965.32	
CURRENT TECHNOLOGIES, INC.	90.00	90.00					
COMMUNITY UNIT SCHOOL	5,000.00		5,000.00				
JOHN DEERE LANDSCAPES	29.00	29.00					
WRIGHT EXPRESS FSC	18.00					18.00	
FOX VALLEY SECURITY SYSTEMS	120.00	120.00					

**FINAL BILLS SALARIES  
SEPTEMBER 16, 2014**

VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
FOX VALLEY WEBWORKS, INC.	149.85	149.85					
LARRY SCHURING	29.99	29.99					
MCHENRY ANALYTICAL WATER	709.00					709.00	
MDC ENVIRONMENTAL SVCS.	46,361.26	46,361.26					
MENARDS - CARPENTERSVILLE	485.92	320.56				165.36	
METRO WEST COUNCIL	40.00	40.00					
DUNDEE NAPA AUTO PARTS	27.64	14.08				13.56	
NEXUS OFFICE SYSTEMS, INC.	1,040.67	1,040.67					
PACES AUTO SERVICE	402.00	402.00					
PHOENIX & ASSOCIATES, INC.	262,001.00	262,001.00					
AL PIEMONTE CHEVROLET	393.25	393.25					
PRAIRIE ANALYTICAL SYSTEMS	246.25					246.25	
PROVENA ST. JOSEPH HOSPITAL	35.00	35.00					
RUTLAND-DUNDEE FPD	500.00		500.00				
SPRING HILL FORD	60.99	60.99					
SUBURBAN LABORATORIES	576.00					576.00	
ED MAZUR	228.50	228.50					
DAVID & JENNIFER WIGSTONE	340.72	340.72					
ARMANDO MAGANA	266.66	266.66					
NICK DYKOWSKI	182.64	182.64					
ANANT & BINITA RAJGURU	103.75	103.75					
THIRD MILLENNIUM ASSOCIATES	119.78					119.78	
TKB ASSOCIATES, INC.	906.00	906.00					
STEPHEN D. TOUSEY LAW OFFICE	300.00	300.00					
VERIZON WIRELESS	766.38	640.46				125.92	
VIKING CHEMICAL CO	182.00					182.00	

Check Warrant Report	
Payroll Checks From 8/24/14 THRU 9/6/14	
Employee Name	Net Pay
Anderson, Matthew	843.49
Beith, William	1,445.44
Block, Todd J	2,128.81
Blocker, Marlene	1,327.98
Castillo, John	1,667.92
Corbett, Dan	218.37
Danca, Karen	399.68
Farrell, Nancy	218.37
Gregory, Daniel	1,201.21
Hacker, Louis	173.37
Haufe, Neal	410.32
Hernandez, Jason	578.02
Hill, Jeff R	1,968.47
Izydorski, Michael	912.89
Joswick, Michael	1,970.34
Keller, Raymond B.	2,253.64
Klaras, Jason	958.60
Koukol, Henry	866.88
Leclercq, David	218.37
Levand, James A	878.00
Lorkowski, Michael	408.20
Maculitis, Jerome	576.34
Meador, Eric E.	1,476.76
Meadows, Debra	1,415.00
Mierisch, Patricia	226.70
Mueller, Steve	29.56
Pulgar, Hector L	2,356.50
Ringa, Sean	460.91
Rodriguez, Vanessa	574.00
Rood, Jackie E. Jr	2,717.44
Rossi, Louis	1,564.25
Rowlett, Heather	264.06
Russell, Claudine	922.57
Schuring, Larry	882.58
Siegbahn, Lisa	612.36
Swedberg, John L	1,953.40
Varas, Randy	1,363.34
Wittenauer, Robert A.	1,010.29
Zambetti, Guy	218.37
Zirk, Rick	436.75
<b>PAYROLL LIABILITIES:</b>	
Federal Tax Deposits	15,854.12
ICMA-RC	600.00
ICMA-RA	500.00
Illinois Department of Revenue	2,768.48
KCC State Disbursement Unit	162.04
SD1 State Disbursement Unit	341.60
SDU State Disbursement Unit	323.00
<b>Total All Checks</b>	<b>60,658.79</b>

# Postage Statement—First-Class Mail and First-Class Package Service

Post Office: Note Mail Arrival Date & Time  
(Do Not Round-Stamp)

Use this form for First-Class Mail and First-Class Package Service.

<b>Mailer</b>	Permit Holder's Name and Address and Email Address, if Any <b>Village of Gilberts 87 Galligan Rd Gilberts, IL 60136</b>	Telephone <b>847-428-2861</b>	Name and Address of Mailing Agent (If other than permit holder) <b>Third Millennium Associates 4200 Cantera Drive, Suite 105 Warrenville, IL 60555</b>	Telephone <b>630-393-2900</b>	Name and Address of Mail Owner (If other than permit holder) <b>Village of Gilberts 87 Galligan Rd Gilberts, IL 60136</b>
	CAPS Cust. Ref. No. <b>27893</b> CRID <b>N/A</b>		CRID <b>N/A</b>		CRID <b>N/A</b>

<b>Mailing</b>	Post Office of Mailing <b>CAROL STREAM IL 60189</b>	Processing Category <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	Parcels Only Hold For Pickup HFPU No. of Pieces	Mailer's Mailing Date <b>09/05/2014</b>	Federal Agency Cost Code <b>N/A</b>	Statement Seq. No. <b>N/A</b>	<b>No. and type of Containers</b>  <b>3 - 1'MM Trays 4 - 2'MM Trays</b>	
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered			Weight of a Single Piece <b>0.0330 pounds</b>	Combined Mailing <input type="checkbox"/> Single Class	SSF Transaction ID#		Total Pieces <b>1,884</b>
	Permit # <b>1722</b>	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail			Periodicals <input type="checkbox"/> Customer Generated Electronic Labels <input type="checkbox"/> SigCon			
	For Automation Price Pieces, Enter Date of Address Matching and Coding <b>09/05/2014</b>	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> OneCode ACS <input checked="" type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format			Total Weight <b>62.1720</b>			

<b>Postage</b>	Letter or Flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk	Parts Completed (Select all that apply) <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NSA <input type="checkbox"/> S		
	This is a Political Campaign Mailing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
	This is Official Election Mail Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>1</b>	<b>Subtotal Postage (Add parts totals)</b>	<b>\$726.87</b>
	<b>2</b> Price at Which Postage Affixed (Check one). Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ \$ = <b>Postage Affixed</b>			-
	<b>3</b> _____	Incentive/Discount Flat Dollar Amount		-
<b>4</b> _____	Fee Flat Dollar Amount		+	
<b>5</b> <b>Permit #</b> _____	<b>Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>		<b>\$726.87</b>	

<b>USPS Use</b>	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in <b>AIC 121</b>	<b>Total Adjusted Postage Permit Imprint</b>

<b>Certification</b>	Incentive/Discount Claimed: _____	Type of Fee _____
	<p>The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p style="text-align: right; font-size: small;">Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form <b>Third Millennium Associates</b>

<b>USPS Use Only</b> To be completed in non-PostalOne! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>USPS Use Only</b> To be completed in non-PostalOne! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____	Round Stamp (Required) Payment Date _____	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mailed Notified _____ Contact _____	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)	By (Initials) _____ Time _____ AM PM	
	USPS Employee's Signature _____	Print USPS Employee's Name _____	

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 (road base, patching, drainage work, and shoulder/parkway work by others) is to be substantially complete by November 15, 2014 with final completion and acceptance by the Village by December 1, 2014. It is anticipated the final surface course will be completed by November 1, 2015 with the Old Town Resurfacing Project.

**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: Vice President/COO

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

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

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

**Additional Comments and Conditions:** None

Engineering Services  
Work Order No. 140565

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**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 and typical sections to meet field conditions and approved maintenance strategies.
  - **QC/QA** - Perform an in-house peer review and constructability review of the specifications and estimates of cost for the Project.
4. **ASSIST BIDDING** (if needed) - 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.



Engineering Services  
Work Order No. 140565

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**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 substantially completed by the Contractor by November 15, 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

Engineering Services  
Work Order No. 140565

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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 Crystal Lake 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.

**Engineering Services  
Work Order No. 140565**

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- 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 design work will begin in 2014/2015 and construction work (drainage and resurfacing work) by others will be done in 2015.

**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: <b>Baxter &amp; Woodman, Inc.</b>	Approved: <b>Village of Gilberts, IL</b>
By: _____ Lou Hausmann, P.E., PTOE	By: _____
Title: <b>Vice President/COO</b>	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
Mason Rd.	Tyrrell	East Village Limits

### 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 Crystal Lake 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.
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