

**AGENDA**  
**ST. CHARLES CITY COUNCIL MEETING**  
**RAYMOND P. ROGINA, MAYOR**

**MONDAY, NOVEMBER 19, 2018 – 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**2 E. MAIN STREET**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Invocation.**
- 4. Pledge of Allegiance.**
- 5. Presentations**
  - Presentation to honor St. Charles North Girls Varsity Golf Team for Winning the IHSA State Championship.
  - Proclamation to declare the November, 2018 as World Pancreatic Cancer Month in the City of St. Charles.
  - Presentation from Northwestern Medicine's Lead Investigator and Education Coordinator to discuss a Clinical Research Study Regarding Individuals who call 911 Suffering from Stroke Symptoms.
- 6. Omnibus Vote. Items with an asterisk (\*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.**
- \*7. Motion to accept and place on file minutes of the regular City Council meeting held November 5, 2018.**
- \*8. Motion to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of 10/22/2018 – 11/04/2018 the amount of \$1,149,075.24.**

**I. New Business**

- A. Recommendation to Approve a **Resolution** of Official Intent Regarding Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the City of St. Charles, Kane and DuPage Counties, Illinois.**

**II. Committee Reports**

**A. Government Operations**

1. Motion to approve a Memorandum of Understanding (MOU) between The Community Foundation of the Fox River Valley and the City concerning public-private partnerships – St. Charles Initiative.
- \*2. Motion to approve an agreement with Securance to provide information security consulting services for a not-to-exceed cost of \$151,423.
- \*3. Motion to approve the award of the bids for bid package #3B for the Police Station Project.

**B. Government Services**

None

**C. Planning and Development**

1. Motion to approve and execute an Acceptance Resolution for Public Utilities for Prairie Winds.
- \*2. Motion to approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Right-Of-Way License Agreement between the City of St. Charles and Crystal Lofts, LLC.
- \*3. Motion to Approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a License Agreement between the City of St. Charles and First Street Development II, LLC (First Street Building #3 Balconies).
- \*4. Motion to approve an **Ordinance** Amending Title 15 of the St Charles Municipal Code, Entitled “Building Construction”, Chapter 15.101 Administration, Enforcement, Fees, and Penalties, Section 15.101.150 “Permit and Inspection Fees”.
- \*5. Motion to accept and place on file Historic Preservation Commission Resolution No. 8-2018 Resolution Recommending Approval for Landmark Designation (405 S. Bowman House).
- \*6. Motion to approve an **Ordinance** Designating Certain Property as a Historic Landmark (405 S 4<sup>th</sup> Street- Colonel Francis Bowman House).
- \*7. Motion to accept and place on file Historic Preservation Commission Resolution No. 9-2018 A Resolution Recommending Approval for Landmark Designation (105 N. Wing House).
- \*8. Motion to approve an **Ordinance** Designating Certain Property as a Historic Landmark (105 N. 2nd Avenue- Webster-Wing House).
- \*9. Motion to accept and place on file minutes of the November 12, 2018 Planning & Development Committee meeting.

**D. Executive Session**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

**9. Additional Items from Mayor, Council, Staff, or Citizens**

**10. Adjournment**



City of St. Charles  
ILLINOIS

# Proclamation

## World Pancreatic Cancer Awareness Month November 2018

- WHEREAS** in 2018, an estimated 55,400 people will be diagnosed with pancreatic cancer in the United States and 44,330 will die from the disease, and;
- WHEREAS** pancreatic cancer is one of the deadliest cancers, is currently the third leading cause of cancer death in the United States, and is projected to become the second leading cause around 2020, and;
- WHEREAS** pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits, at just 9 percent, and;
- WHEREAS** when symptoms of pancreatic cancer present themselves, it is generally in later stages, and only 10 percent of pancreatic cancer patients are diagnosed when the disease is confined to their pancreas, and 91 percent of pancreatic cancer patients die within the first five years, and;
- WHEREAS** approximately 1680 deaths will occur in Illinois in 2018, and;
- WHEREAS** pancreatic cancer is the seventh most common cause of cancer-related death across the world, and;
- WHEREAS** there will be an estimated 418,000 new pancreatic cancer cases diagnosed worldwide in 2020, and;
- WHEREAS** the good health and well-being of the residents of St. Charles are enhanced as a direct result of increased awareness about the symptoms and risks of pancreatic cancer, and research into early detection, causes, and effective treatments.

**THEREFORE**, I, Raymond Rogina, Mayor of the City of St. Charles, do hereby proclaim November 2018. as **World Pancreatic Cancer Awareness Month** in the City of St. Charles.



SEAL:

Raymond P. Rogina, Mayor

**MINUTES FOR THE MEETING OF THE ST. CHARLES CITY COUNCIL  
MONDAY NOVEMBER 5, 2018 – 7:00 P.M.**

**CITY COUNCIL CHAMBER, CITY OF ST. CHARLES  
2 E. MAIN STREET, ST. CHARLES, IL 60174  
CITY COUNCIL CHAMBERS**

1. **Call to Order** by Mayor Rogina at 7pm
2. **Roll Call**  
Present – Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Vitek, Bessner  
Absent – Lewis
3. **Invocation** by Ald. Payleitner
4. **Pledge of Allegiance.**
  - Boy Scout Troop #110 to lead the Pledge of Allegiance.
5. **Presentations**
  - Presentation by Fire Chief Joe Schelstreet to promote Jeremy Mauthe to Battalion Chief of the St. Charles Fire Department.
  - Presentation by Fire Chief Joe Schelstreet to promote Jason Peterson to Captain of the St. Charles Fire Department.
  - Presentation by Fire Chief Joe Schelstreet to promote Joseph Davila to Lieutenant of the St. Charles Fire Department.
  - Swearing in of Police Officers Jason Wessendorf and Alfredo Delgadillo to the St. Charles Police Department.
6. **Omnibus Vote. Items with an asterisk (\*)** are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- \*7. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file minutes of the regular City Council meetings held October 15, 2018.  
  
ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Vitek, Bessner  
NAY: 0  
ABSENT: Lewis  
ABSTAIN: NONE  
  
MOTION CARRIED
- \*8. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file the Treasurer's Report for period(s) ending September 30, 2018.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*9.** Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of September 24 – October 7, 2018 for the amount of \$2,676,995.77.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*10.** Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of October 8-21, 2018 for the amount of \$5,788,243.21.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

## **I. New Business**

- A.** Motion to approve a recommendation from Mayor Rogina to Appoint Sean Baker to the Housing Commission by Ald. Lemke and seconded by Ald. Turner.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- B.** Motion by Ald. Turner and seconded by Ald. Lemke to Approve the Preliminary Estimate of 2018 Property Tax Levy in the amount of \$20,859,608.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

## **II. Committee Reports**

### **A. Government Operations**

- \*1. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve and place on file minutes of the September 17, 2018 Government Operations Committee Meeting.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*2. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve and place on file minutes of the October 15, 2018 Government Operations Committee Meeting.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*3. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a Proposal for a New Class B-1 Liquor License Application, including a 1:00 a.m. Late Night Permit, for R-House located at 214 W Main Street, St. Charles.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*4. Motion by Ald .Stellato and seconded by Ald. Silkaitis to authorize the Finance Director to Execute the Risk Insurance Program Renewal for the Year Beginning December 1, 2018 in the Amount of \$629,933.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

**B. Government Services**

- \*1. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file the Minutes of the September 24, 2018 Government Services Committee Meeting.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*2. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept the auditors reports for the fiscal year ending April 30, 2018, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant to Uniform Guidance, Management Letter, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*3. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-129** Authorizing the Mayor and City Clerk of the City of St. Charles to execute an Agreement for Dacra Software Upgrade and Hosting Services to IT-Stability Systems in the amount of \$43,500.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*4. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-130** Authorizing the Mayor and City Clerk of the City of St. Charles to award the Bids for Bid Package #3B for the Police Station Project to Riley Construction in the amount of \$8,408,941.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*5. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-131** Authorizing the Mayor and City Clerk of the City of St. Charles to approve an Agreement for Exterior Renovations to City Owned Building at 107-109 East Main Street (Former George's Sports) to Schramm Construction in the amount of \$105,920.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*6. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-132** Authorizing the Mayor and City Clerk of the City of St. Charles to approve an Agreement Authorizing Grant Acceptance for IEPA Section 319 Grant for the 7<sup>th</sup> Avenue Creek Project.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*7. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-133** Authorizing the Mayor and City Clerk of the City of St. Charles to approve an Intergovernmental Agreement with the St. Charles Township Regarding Snow/Ice Control.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*8. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2018-134** Authorizing the Mayor and City Clerk of the City of St. Charles to approve an Intergovernmental Agreement with the St. Charles Community Unit School District 303 Regarding Snow/Ice Control Materials.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*9. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve an Illinois Department of Transportation **Resolution 2018-135** Regarding Non-Routine Maintenance Work Within the State Right-of-Way for 2019 and 2020.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*10. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file the Minutes of the October 15, 2018 Special City Council Workshop.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

### **C. Planning and Development**

- \*1. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file Plan Commission Resolution 17-2018 A Resolution Recommending Approval of a Final Plat of Subdivision (Minor Subdivision) for Burger King Addition (Lannert Group).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*2. Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve an **Ordinance 2018-Z-30** Granting Approval of a Final Plat of Subdivision for Burger King Addition.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*3. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file Plan Commission Resolution 18-2018 A Resolution Recommending Approval of a Final Plat of Subdivision for Crystal Loft Condominiums Phase 1 and a Minor Change to PUD for Crystal Lofts PUD (Jeffrey Funke)

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*4 Motion by Ald .Stellato and seconded by Ald. Silkaitis to approve An **Ordinance 2018-Z-31** Granting Approval of a Final Plat of Subdivision for Crystal Loft Condominiums, Phase 1 and a Minor Change to PUD Preliminary Plan for Crystal Lofts PUD (214 S. 13th Ave.)

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

- \*5. Motion by Ald .Stellato and seconded by Ald. Silkaitis to accept and place on file October 8, Planning & Development Committee meeting minutes.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel,  
Vitek, Bessner

NAY: 0

ABSENT: Lewis

ABSTAIN: NONE

MOTION CARRIED

**D. Executive Session** Motion to enter by Ald. Lemke and seconded by Ald. Silkaitis

- Personnel –5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)

- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

**11. Additional Items from Mayor, Council, Staff, or Citizens**

**12. Adjournment** motion by Ald. Bancroft and seconded by Ald. Bessner at 8:35pm

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Charles Amenta, City Clerk

CERTIFIED TO BE A TRUE COPY OF ORIGINAL

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Charles Amenta, City Clerk

11/9/2018

**CITY OF ST CHARLES  
COMPANY 1000  
EXPENDITURE APPROVAL LIST**

10/22/2018 - 11/4/2018

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
103	ALLIED ASPHALT PAVING CO INC					
		71	933.31	10/26/2018	219415	ASPHALT/EMULSION
		71	492.15	11/01/2018	219638	SURFACE
		71	1,391.28	11/01/2018	219714	SURFACE
	ALLIED ASPHALT PAVING CO INC Total		<b>2,816.74</b>			
114	DG HARDWARE					
		97534	13.49	10/26/2018	73778/F	ROD-ZINC RED
		97534	15.44	10/26/2018	73845/F	CARPET OXY DEEP
		97534	5.93	10/26/2018	73846/F	SILICONE LUBE
		97534	7.01	11/01/2018	73869/F	DT ALL PRPSE
	DG HARDWARE Total		<b>41.87</b>			
139	AFLAC					
			19.80	10/26/2018	ACAN181026142348FI	AFLAC Cancer Insurance
			38.58	10/26/2018	ACAN181026142348PI	AFLAC Cancer Insurance
			97.37	10/26/2018	ACAN181026142348PI	AFLAC Cancer Insurance
			25.20	10/26/2018	ADIS181026142348FD	AFLAC Disability and STD
			26.21	10/26/2018	ADIS181026142348FN	AFLAC Disability and STD
			92.20	10/26/2018	ADIS181026142348PD	AFLAC Disability and STD
			55.50	10/26/2018	APAC181026142348PI	AFLAC Personal Accident
			13.38	10/26/2018	APAC181026142348PI	AFLAC Personal Accident
			13.57	10/26/2018	ASPE181026142348FI	AFLAC Specified Event (PRP)
			17.04	10/26/2018	ASPE181026142348PI	AFLAC Specified Event (PRP)
			77.96	10/26/2018	AVOL181026142348PI	AFLAC Voluntary Indemnity
			63.94	10/26/2018	AVOL181026142348PI	AFLAC Voluntary Indemnity
			20.08	10/26/2018	ADIS181026142348PI	AFLAC Disability and STD
			8.10	10/26/2018	AHIC181026142348FD	AFLAC Hospital Intensive Care
			8.10	10/26/2018	AHIC181026142348PD	AFLAC Hospital Intensive Care
			33.84	10/26/2018	AHIC181026142348PI	AFLAC Hospital Intensive Care
			57.23	10/26/2018	APAC181026142348FI	AFLAC Personal Accident
			16.32	10/26/2018	APAC181026142348FI	AFLAC Personal Accident
	AFLAC Total		<b>684.42</b>			
145	AIR ONE EQUIPMENT INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		99961	2,194.00	10/26/2018	136459	HAZ MAT SUPPLIES
		99961	73.50	10/26/2018	136706	NEOPREN GLOVES
			2,311.70	11/01/2018	137097	HELMET LITES/FLSHLTS/BATT/
	<b>AIR ONE EQUIPMENT INC Total</b>		<b>4,579.20</b>			
<b>149</b>	<b>ALARM DETECTION SYSTEMS INC</b>					
		97987	377.10	10/26/2018	144000-1042	QRTRLY CHG NOV-JAN
		97987	152.25	10/26/2018	46090-1184	QRTRLY CHG NOV-JAN
	<b>ALARM DETECTION SYSTEMS INC Total</b>		<b>529.35</b>			
<b>177</b>	<b>AL PIEMONTE CADILLAC INC</b>					
		101186	31.68	11/01/2018	118084	V#1886 RO#61288
		101360	507.20	11/01/2018	5226742	VEH 1836 RO 61316
	<b>AL PIEMONTE CADILLAC INC Total</b>		<b>538.88</b>			
<b>211</b>	<b>AMERICARES FOUNDATION INC</b>					
			52.00	11/01/2018	102518	GIVING FRIDAY
	<b>AMERICARES FOUNDATION INC Total</b>		<b>52.00</b>			
<b>221</b>	<b>ANDERSON PEST CONTROL</b>					
			588.81	11/01/2018	4983884	SVCS NOV 2018
	<b>ANDERSON PEST CONTROL Total</b>		<b>588.81</b>			
<b>250</b>	<b>ARCHON CONSTRUCTION CO</b>					
		97979	1,650.72	10/26/2018	18376P4	RESTORATION @ KIRK/TYLER
		98756	2,151.60	10/26/2018	18535F	RESTORE @ 253 CHASSE CIR
	<b>ARCHON CONSTRUCTION CO Total</b>		<b>3,802.32</b>			
<b>254</b>	<b>ARISTA INFORMATION SYSTEMS INC</b>					
		97640	4,821.34	10/26/2018	1330201810	POSTAGE SEPTEMBER
		97640	1,885.89	10/26/2018	26290	PRINTING SERVICES
	<b>ARISTA INFORMATION SYSTEMS INC Total</b>		<b>6,707.23</b>			
<b>255</b>	<b>ARIES INDUSTRIES INC</b>					
		99548	253.40	10/26/2018	382303	REPAIRS
	<b>ARIES INDUSTRIES INC Total</b>		<b>253.40</b>			
<b>272</b>	<b>ASK ENTERPRISES &amp; SON INC</b>					
		100835	2,095.00	11/01/2018	23655	INVENTORY ITEMS
		99922	950.20	11/01/2018	23656	INVENTORY ITEMS
		98604	354.00	11/01/2018	23657	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		100212	99.50	11/01/2018	23658	INVENTORY ITEMS
		100812	1,124.80	11/01/2018	23661	INVENTORY ITEMS
		101095	932.58	11/01/2018	23662	INVENTORY ITEMS
	<b>ASK ENTERPRISES &amp; SON INC Total</b>		<b>5,556.08</b>			
<b>275</b>	<b>ASSOCIATION FOR INDIVIDUAL</b>		30,000.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>ASSOCIATION FOR INDIVIDUAL Total</b>		<b>30,000.00</b>			
<b>284</b>	<b>AT&amp;T</b>		70.49	10/26/2018	100818-878	MONTHLY SVC
	<b>AT&amp;T Total</b>		<b>70.49</b>			
<b>289</b>	<b>D&amp;A POWERTRAIN COMPONENTS INC</b>	101019	155.00	10/26/2018	223620	V#1762 RO#61232
	<b>D&amp;A POWERTRAIN COMPONENTS INC Total</b>		<b>155.00</b>			
<b>304</b>	<b>BACKGROUNDS ONLINE</b>		35.00	10/26/2018	100418	BACKUP IN HR
	<b>BACKGROUNDS ONLINE Total</b>		<b>35.00</b>			
<b>369</b>	<b>BLUE GOOSE SUPER MARKET INC</b>	97473	14.55	10/26/2018	00047357	PUBLIC SPEAK CLASS
		97473	19.40	10/26/2018	00047490	INVESTIGATE CHLD ABDCTN
		97473	9.70	10/26/2018	00507988	APT MGR MEETING
		97473	19.40	11/01/2018	00759628	CHILD ABDUCTION MTG
		97473	16.43	11/01/2018	00759778	DETECTIVE MEETING
	<b>BLUE GOOSE SUPER MARKET INC Total</b>		<b>79.48</b>			
<b>372</b>	<b>BLUFF CITY MATERIALS</b>	97586	263.00	11/01/2018	229410	ASHPHALT MIXED LOADS
		97586	55.00	11/01/2018	230051	ASPHALT
	<b>BLUFF CITY MATERIALS Total</b>		<b>318.00</b>			
<b>381</b>	<b>BOTTOMLINE PERSONAL</b>		39.00	11/01/2018	38145640-19	RENEWAL - B VANN
	<b>BOTTOMLINE PERSONAL Total</b>		<b>39.00</b>			
<b>388</b>	<b>BRADFORD SYSTEMS CORP</b>	101042	350.00	10/26/2018	52719	SPACESAVER MOBILE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	BRADFORD SYSTEMS CORP Total		<u>350.00</u>			
403	KEVIN BUCH		168.16	11/01/2018	101918	BOOTS FARM/FLEET 9/20/18
	KEVIN BUCH Total		<u>168.16</u>			
416	BUSINESS SOFTWARE INC	101002	5,633.19	10/26/2018	LUC-16914	SUPPORT RENEWAL THRU 10-
	BUSINESS SOFTWARE INC Total		<u>5,633.19</u>			
424	ATLAN TECH RESELLERS INC	100173	1,837.99	10/26/2018	425365	CISCO CATALYST
	ATLAN TECH RESELLERS INC Total		<u>1,837.99</u>			
460	CASA KANE COUNTY		3,350.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	CASA KANE COUNTY Total		<u>3,350.00</u>			
464	TREDROC TIRE SERVICES CBA TIRE	101288	1,040.00	11/01/2018	7420022813	WHEELS
	TREDROC TIRE SERVICES CBA TIRE Total		<u>1,040.00</u>			
471	MIKE CEDERGREN		215.65	11/01/2018	102518	SAFETY BOOTS ARIAT 10/25/18
	MIKE CEDERGREN Total		<u>215.65</u>			
517	CINTAS CORPORATION	97860	128.09	10/26/2018	344817706	UNIFORM SVC - FLEET
		97860	128.09	11/01/2018	344821389	UNIFORMS FLEET DEPT
	CINTAS CORPORATION Total		<u>256.18</u>			
518	CLERK OF THE 18TH		375.00	10/25/2018	400736	BAIL BOND C M WITKOWSKI
			625.00	10/25/2018	400774	BAIL BOND - J M SCARO
			375.00	11/01/2018	102618	BAIL BOND DELOS SANTOS LEI
	CLERK OF THE 18TH Total		<u>1,375.00</u>			
558	COMMUNITY CRISIS CENTER INC		8,250.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	COMMUNITY CRISIS CENTER INC Total		<u>8,250.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
564	COMCAST OF CHICAGO INC		14.72	10/26/2018	101218PD	SVC 10-19 THRU 11-18-18
			159.85	10/26/2018	101518SUB2	MONTHLY BILLING 10-19 TO 11/
			22.66	10/26/2018	101618FD	MONTHLY BILLING 10/23-11/22
			149.85	11/01/2018	102118-OFC	MONTHLY BILLING 10/28/18-11/
	COMCAST OF CHICAGO INC Total		<b>347.08</b>			
597	CONSOLIDATED FLEET SERVICES					
		101406	850.00	11/01/2018	2018MY0208	LADDER TESTING
	CONSOLIDATED FLEET SERVICES Total		<b>850.00</b>			
639	CUMMINS NPOWER LLC					
		100441	48.65	10/26/2018	F2-48085	CONNECTOR ELEC
	CUMMINS NPOWER LLC Total		<b>48.65</b>			
646	PADDOCK PUBLICATIONS INC					
			21.00	10/26/2018	T4510903	NOTICE TO BIDDERS
			1,382.19	11/01/2018	T4511145	TREASURER REPORT
	PADDOCK PUBLICATIONS INC Total		<b>1,403.19</b>			
657	DAVEY RESOURCE GROUP					
		97537	960.00	10/26/2018	913096625	WOOD MULCH
	DAVEY RESOURCE GROUP Total		<b>960.00</b>			
683	DE MAR TREE & LANDSCAPE SVC					
		98327	2,851.50	10/26/2018	7844	SVCS 9-18 & 9-24-18
		97702	10,858.50	10/26/2018	7845	TREE TRIMMING - ELEC
	DE MAR TREE & LANDSCAPE SVC Total		<b>13,710.00</b>			
699	THOMAS DIEHL					
			189.66	10/25/2018	102318	(4) JEANS KOHLS 09/23/18
	THOMAS DIEHL Total		<b>189.66</b>			
710	DISCOUNT TIRE					
		101044	328.00	10/26/2018	148818	V#2021 RI#61260
	DISCOUNT TIRE Total		<b>328.00</b>			
716	DIXON ENGINEERING INC					
		98821	16,311.24	10/26/2018	18-4420	CAMPTON HILLS TOWER
	DIXON ENGINEERING INC Total		<b>16,311.24</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
725	DON MCCUE CHEVROLET					
		100833	191.56	10/26/2018	409849	V#1916 RO#16220
		101150	59.06	11/01/2018	410083	V#1916 RO#61287
		101256	330.08	11/01/2018	410136	V#1895 RO#61310
		101259	60.92	11/01/2018	410144	V#1895 RO#61297
		101355	330.37	11/01/2018	410216	V#1895 RO#61310
		101150	644.29	11/01/2018	501707	V#1916 RO#61287
	<b>DON MCCUE CHEVROLET Total</b>		<b>1,616.28</b>			
750	DUKANE CONTRACT SERVICES					
		98080	978.00	10/26/2018	127481	MONTHLY CLEANING SUBSTAT
		101330	250.00	11/01/2018	127483	SCARECROW FEST
	<b>DUKANE CONTRACT SERVICES Total</b>		<b>1,228.00</b>			
767	EAGLE ENGRAVING INC					
		100813	100.00	10/26/2018	2018-4388	PLAQUE
		97730	24.00	10/26/2018	2018-4396	FIRE DEPT BADGES
		97730	25.80	10/26/2018	2018-4463	AWARDS FIRE DEPT
		97477	48.95	10/26/2018	2018-4485	SIGNS/HOLDER
	<b>EAGLE ENGRAVING INC Total</b>		<b>198.75</b>			
772	ECKER CENTER FOR MENTAL HEALTH					
			32,800.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>ECKER CENTER FOR MENTAL HEALTH Total</b>		<b>32,800.00</b>			
783	ELDERDAY CENTER INC					
			8,200.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>ELDERDAY CENTER INC Total</b>		<b>8,200.00</b>			
789	ANIXTER INC					
		99031	99.00	10/26/2018	3983369-02	INVENTORY ITEMS
		99369	1,646.50	11/01/2018	3993197-03	INVENTORY ITEMS
	<b>ANIXTER INC Total</b>		<b>1,745.50</b>			
790	ELGIN PAPER CO					
		101054	533.20	10/26/2018	605528	INVENTORY ITEMS
		101110	184.74	11/01/2018	605600	INVENTORY ITEMS
		101054	188.46	11/01/2018	605589	INVENTORY ITEMS
		101054	90.72	11/01/2018	605590	INVENTORY ITEMS
	<b>ELGIN PAPER CO Total</b>		<b>997.12</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
806	EMERGENCY VEHICLE SERVICE INC					
		97919	474.13	10/26/2018	7665	PARTS - FD
	EMERGENCY VEHICLE SERVICE INC Total		<b>474.13</b>			
826	BORDER STATES INDUSTRIES INC					
		100701	3,431.82	10/26/2018	916264340	INVENTORY ITEMS
		100143	1,602.56	10/26/2018	916285435	INVENTORY ITEMS
		101108	554.82	11/01/2018	916325053	INVENTORY ITEMS
	BORDER STATES INDUSTRIES INC Total		<b>5,589.20</b>			
828	BOBBY ERD					
			344.66	10/26/2018	102418	JEANS - KOHL'S 10-24-18
	BOBBY ERD Total		<b>344.66</b>			
836	EVIDENT CRIME SCENE PRODUCTS					
		100378	80.00	11/01/2018	136639B	SECURITY BANQUETS
	EVIDENT CRIME SCENE PRODUCTS Total		<b>80.00</b>			
859	FEECE OIL CO					
		100799	484.55	10/26/2018	1771339	INVENTORY ITEMS
	FEECE OIL CO Total		<b>484.55</b>			
870	FIRE PENSION FUND					
			397.36	10/26/2018	FP1%181026142348FI	Fire Pension 1% Fee
			3,287.71	10/26/2018	FRP2181026142348FI	Fire Pension Tier 2
			13,439.09	10/26/2018	FRPN181026142348FI	Fire Pension
	FIRE PENSION FUND Total		<b>17,124.16</b>			
876	FIRST ENVIRONMENTAL LAB INC					
		97495	274.50	10/26/2018	143644	PROJ BIOSOLIDS
	FIRST ENVIRONMENTAL LAB INC Total		<b>274.50</b>			
885	THE FITNESS CONNECTION CO					
		100782	601.00	11/01/2018	31700	SVC @ FD
	THE FITNESS CONNECTION CO Total		<b>601.00</b>			
906	FORESTRY SUPPLIERS INC					
		101253	123.13	11/01/2018	428274-00	FLATS
		100964	1,282.36	11/01/2018	429033-00	MAGNETIC LOCATOR
	FORESTRY SUPPLIERS INC Total		<b>1,405.49</b>			

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912	FOX VALLEY SPECIAL RECREATION		1,800.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	FOX VALLEY SPECIAL RECREATION Total		<u>1,800.00</u>			
916	FOX VALLEY FIRE & SAFETY INC					
		97986	210.00	10/26/2018	IN00205505	SVC @ OAK ST WATER FLTRN1
		97986	114.00	11/01/2018	IN00212587	QTRY CHARGES FS #1
		97986	114.00	11/01/2018	IN00212588	QRTY FIRE ALARM POLICE DEF
		97986	114.00	11/01/2018	IN00212589	QRTY FIRE ALARM HISTORY M
		97986	114.00	11/01/2018	IN00212590	QRTY FIRE ALARM SUB STATIC
		97986	114.00	11/01/2018	IN00212591	QRTY FIRE ALARM ES TREATM
	FOX VALLEY FIRE & SAFETY INC Total		<u>780.00</u>			
917	FOX VALLEY HOSPICE		9,250.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	FOX VALLEY HOSPICE Total		<u>9,250.00</u>			
919	LAUB HOLDINGS LLC					
		100971	229.90	10/26/2018	260836	CUSTOM FLOOR LINER
	LAUB HOLDINGS LLC Total		<u>229.90</u>			
935	DOWNTOWN ST CHARLES		22,272.73	10/26/2018	FY 2019A	FY 2019 AGREEMENT ON FILE
	DOWNTOWN ST CHARLES Total		<u>22,272.73</u>			
989	GORDON FLESCH CO INC					
			485.64	10/26/2018	IN12398023	SVC 8-30 THRU 9-29-18
			869.84	10/26/2018	INV12394559	SVC OCTOBER
			115.04	11/01/2018	IN12408852	SVC 9-11 THRU 10-10-18
			147.43	11/01/2018	IN12410533	SVC 9-11 THRU 10-11-18
	GORDON FLESCH CO INC Total		<u>1,617.95</u>			
1001	SCOTT GRAY		61.41	11/01/2018	102418	CDL LICENSE RENEWAL
	SCOTT GRAY Total		<u>61.41</u>			
1012	MICHAEL GRIESBAUM		13.00	11/01/2018	102518	PER DIEM 11/8/18 PERFORMAN
	MICHAEL GRIESBAUM Total		<u>13.00</u>			
1031	HAMPTON LENZINI & RENWICK INC					

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		97568	1,000.00	10/26/2018	00002018072	STC NATIVE MANAGEMENT
	<b>HAMPTON LENZINI &amp; RENWICK INC Total</b>		<b>1,000.00</b>			
<b>1036</b>	<b>HARRIS BANK NA</b>		1,444.00	10/26/2018	UNF 181026142348FD	Union Dues - IAFF
	<b>HARRIS BANK NA Total</b>		<b>1,444.00</b>			
<b>1042</b>	<b>HARRIS COMPUTER SYSTEMS</b>					
		94719	12,870.00	11/01/2018	CT039877	MILESTONE CONFIGURATION
	<b>HARRIS COMPUTER SYSTEMS Total</b>		<b>12,870.00</b>			
<b>1055</b>	<b>HEINZ BROTHERS INC</b>					
		100194	5,837.64	10/26/2018	169952001	FALL PLANTINGS
	<b>HEINZ BROTHERS INC Total</b>		<b>5,837.64</b>			
<b>1133</b>	<b>IBEW LOCAL 196</b>					
			141.50	10/26/2018	UNE 181026142348PV	Union Due - IBEW
			774.93	10/26/2018	UNEW181026142348P	Union Due - IBEW - percent
	<b>IBEW LOCAL 196 Total</b>		<b>916.43</b>			
<b>1136</b>	<b>ICMA RETIREMENT CORP</b>					
			237.11	10/26/2018	C401181026142348CA	401A Savings Plan Company
			491.26	10/26/2018	C401181026142348CD	401A Savings Plan Company
			459.97	10/26/2018	C401181026142348FD	401A Savings Plan Company
			532.87	10/26/2018	C401181026142348FN	401A Savings Plan Company
			243.40	10/26/2018	C401181026142348HR	401A Savings Plan Company
			341.67	10/26/2018	C401181026142348IS	401A Savings Plan Company
			425.47	11/01/2018	101218	PLAN 109830 ICMA
			425.47	11/01/2018	102618	PLAN 109830 ICMA
			821.53	10/26/2018	RTHA181026142348PV	Roth 457 - Dollar Amount
			217.38	10/26/2018	RTHP181026142348FI	Roth 457 - Percent
			42.25	10/26/2018	RTHP181026142348IS	Roth 457 - Percent
			197.51	10/26/2018	RTHP181026142348PI	Roth 457 - Percent
			1,388.03	10/26/2018	ROTH181026142348PI	Roth IRA Deduction
			290.00	10/26/2018	ROTH181026142348PV	Roth IRA Deduction
			10.00	10/26/2018	RTHA181026142348CI	Roth 457 - Dollar Amount
			50.00	10/26/2018	RTHA181026142348FI	Roth 457 - Dollar Amount
			35.00	10/26/2018	RTHA181026142348HI	Roth 457 - Dollar Amount
			411.53	10/26/2018	RTHA181026142348PI	Roth 457 - Dollar Amount
			1,297.09	10/26/2018	ICMP181026142348PV	ICMA Deductions - Percent

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			175.00	10/26/2018	ROTH181026142348CI	Roth IRA Deduction
			25.00	10/26/2018	ROTH181026142348FI	Roth IRA Deduction
			100.00	10/26/2018	ROTH181026142348FI	Roth IRA Deduction
			311.50	10/26/2018	ROTH181026142348HI	Roth IRA Deduction
			266.50	10/26/2018	ROTH181026142348IS	Roth IRA Deduction
			35.19	10/26/2018	ICMP181026142348CA	ICMA Deductions - Percent
			96.43	10/26/2018	ICMP181026142348CE	ICMA Deductions - Percent
			2,826.67	10/26/2018	ICMP181026142348FD	ICMA Deductions - Percent
			838.15	10/26/2018	ICMP181026142348FN	ICMA Deductions - Percent
			1,217.38	10/26/2018	ICMP181026142348IS	ICMA Deductions - Percent
			1,168.36	10/26/2018	ICMP181026142348PC	ICMA Deductions - Percent
			2,511.53	10/26/2018	ICMA181026142348FD	ICMA Deductions - Dollar Amt
			960.00	10/26/2018	ICMA181026142348FN	ICMA Deductions - Dollar Amt
			1,201.53	10/26/2018	ICMA181026142348HF	ICMA Deductions - Dollar Amt
			850.00	10/26/2018	ICMA181026142348IS	ICMA Deductions - Dollar Amt
			7,854.34	10/26/2018	ICMA181026142348PC	ICMA Deductions - Dollar Amt
			4,788.00	10/26/2018	ICMA181026142348PV	ICMA Deductions - Dollar Amt
			243.40	10/26/2018	E401181026142348HR	401A Savings Plan Employee
			341.67	10/26/2018	E401181026142348IS	401A Savings Plan Employee
			775.51	10/26/2018	E401181026142348PD	401A Savings Plan Employee
			919.60	10/26/2018	E401181026142348PV	401A Savings Plan Employee
			300.00	10/26/2018	ICMA181026142348CA	ICMA Deductions - Dollar Amt
			4,609.00	10/26/2018	ICMA181026142348CE	ICMA Deductions - Dollar Amt
			775.51	10/26/2018	C401181026142348PD	401A Savings Plan Company
			919.60	10/26/2018	C401181026142348PV	401A Savings Plan Company
			210.93	10/26/2018	E401181026142348CA	401A Savings Plan Employee
			517.44	10/26/2018	E401181026142348CD	401A Savings Plan Employee
			459.97	10/26/2018	E401181026142348FD	401A Savings Plan Employee
			532.87	10/26/2018	E401181026142348FN	401A Savings Plan Employee
	<b>ICMA RETIREMENT CORP Total</b>		<b>43,748.62</b>			
<b>1155</b>	<b>ILLINOIS FIRE CHIEFS ASSOC</b>	101076	200.00	11/01/2018	CON180080	2018 IFCA SCHELSTREET/SWA
	<b>ILLINOIS FIRE CHIEFS ASSOC Total</b>		<b>200.00</b>			
<b>1156</b>	<b>ILLINOIS GIS ASSOCIATION</b>		600.00	11/01/2018	4935/4936	ILGISA CONFERENCE
	<b>ILLINOIS GIS ASSOCIATION Total</b>		<b>600.00</b>			
<b>1163</b>	<b>ILLINOIS FOX VALLEY SHRM</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			180.00	10/26/2018	102318	MEMBERSHIPS BROGAN/CREE
	ILLINOIS FOX VALLEY SHRM Total		<b>180.00</b>			
1171	ILLINOIS STATE POLICE					
			27.00	11/01/2018	06328-0118	LIQ LIC JAN 2018
			81.00	11/01/2018	06328-SEPT18	LIQ LIC - SEPT 2018
			197.75	11/01/2018	06367-714-93018	LIQ LIC 2014 THRU 2018
	ILLINOIS STATE POLICE Total		<b>305.75</b>			
1223	INITIAL IMPRESSIONS EMBROIDERY					
		100637	147.47	11/01/2018	15894	INVENTORY ITEMS
		97492	15.00	11/01/2018	15965	POLICE DEPT BADGE
	INITIAL IMPRESSIONS EMBROIDERY Total		<b>162.47</b>			
1225	INSIGHT PUBLIC SECTOR					
		101191	427.14	11/01/2018	1100626716	APC BASIC RACK MOUNT
	INSIGHT PUBLIC SECTOR Total		<b>427.14</b>			
1240	INTERSTATE BATTERY SYSTEM OF					
		101210	491.80	11/01/2018	60349195	INVENTORY ITEMS
	INTERSTATE BATTERY SYSTEM OF Total		<b>491.80</b>			
1241	INTERNATIONAL ASSOC FOR					
			80.00	11/01/2018	26804-19	DUES - SULLIVAN
	INTERNATIONAL ASSOC FOR Total		<b>80.00</b>			
1267	IT SOLUTIONS GROUP INC					
		100932	1,800.00	10/26/2018	4423	SUPPORT SERVICES 10/9/18-1/
	IT SOLUTIONS GROUP INC Total		<b>1,800.00</b>			
1278	EASTER SEALS DUPAGE AND					
			1,800.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	EASTER SEALS DUPAGE AND Total		<b>1,800.00</b>			
1288	J J KELLER & ASSOCIATES INC					
		101845	1,040.00	11/01/2018	9103423368	KELLERONLINE TRAINING POIN
	J J KELLER & ASSOCIATES INC Total		<b>1,040.00</b>			
1330	DAY ONE NETWORK INC					
			2,500.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	DAY ONE NETWORK INC Total		<u>2,500.00</u>			
1353	SUSAN KEMPH		265.47	11/01/2018	102918	PETTY CASH
	SUSAN KEMPH Total		<u>265.47</u>			
1395	KRAMER TREE SPECIALISTS	97539	23,813.57	10/30/2018	79889	BRUSH PICK UP
	KRAMER TREE SPECIALISTS Total		<u>23,813.57</u>			
1403	WEST VALLEY GRAPHICS & PRINT					
		100547	357.75	10/26/2018	17435	DOOR HANGERS
		101037	76.50	11/01/2018	17483	BUSINESS CARDS MAUTHE
		100638	1,143.75	11/01/2018	17491	INVENTORY ITEMS
		101157	255.00	11/01/2018	17499	DOOR HANGERS SMOKE TEST
		101037	153.00	11/01/2018	17504	BUSINESS CARDS
		97487	86.50	11/01/2018	17505	BUSINESS CARDS
	WEST VALLEY GRAPHICS & PRINT Total		<u>2,072.50</u>			
1413	PENNY LANCOR		446.81	10/26/2018	101118	IL DIGITAL GOV 10-11~10-12-18
			53.21	11/01/2018	102618	TRAVEL TO/FROM CAMP-IT
	PENNY LANCOR Total		<u>500.02</u>			
1442	LAZARUS HOUSE		24,000.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	LAZARUS HOUSE Total		<u>24,000.00</u>			
1450	LEE JENSEN SALES CO INC	97938	161.40	10/26/2018	182817	
	LEE JENSEN SALES CO INC Total		<u>161.40</u>			
1463	LINA	97619	9,569.18	11/01/2018	103118	SVCS OCT 2018
	LINA Total		<u>9,569.18</u>			
1465	THE LIGHT BRIGADE INC	98985	69.00	11/01/2018	2000822706	D VOGT RECERT
	THE LIGHT BRIGADE INC Total		<u>69.00</u>			
1472	LIVING WELL CANCER RES CTR					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			6,500.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>LIVING WELL CANCER RES CTR Total</b>		<b><u>6,500.00</u></b>			
<b>1489</b>	<b>LOWES</b>					
		97596	22.96	10/26/2018	02518/10-02-18	MISC SUPPLIES ELECTRIC
		97596	16.13	10/26/2018	02523/10-02-18	MISC SUPPLIES
		97592	166.14	10/26/2018	02561/10-02-18	MISC SUPPLIES-ELEC
		97533	331.37	10/26/2018	02590/10-02-18	SUPPLIES - WW
		97533	121.02	10/26/2018	02742/10-03-18	MISC SUPPLIES - WW
		97478	19.50	10/26/2018	02762/10-03-18	MISC SUPPLIES
		97478	6.64	11/01/2018	02449/10-15-18	PRESSURE WASHER PARTS
		97532	10.01	11/01/2018	02908/10-01-18	BUCKET/GAMMA
		97941	19.91	11/01/2018	09896	MISC SUPPLIES - FD
		101152	478.81	11/01/2018	1371	INVENTORY ITEMS
		97596	14.96	10/26/2018	02845	ELEC SUPPLIES
		97532	35.77	10/26/2018	02891/10-04-18	SPRINKLER
		97532	11.84	10/26/2018	02909/10-04-18	MISC SUPPLIES - PS
		97478	54.88	10/26/2018	02991/10-05-18	MISC SUPPLIES
		97478	159.15	10/26/2018	10840	RANGE SUPPLIES
		100322	56.42	10/26/2018	80722	INVENTORY ITEMS
	<b>LOWES Total</b>		<b><u>1,525.51</u></b>			
<b>1534</b>	<b>MARTIN IMPLEMENT SALES INC</b>					
		100217	891.00	10/26/2018	M02337	WALK BEHIND TILLER
	<b>MARTIN IMPLEMENT SALES INC Total</b>		<b><u>891.00</u></b>			
<b>1565</b>	<b>SHANE MCCARTY</b>					
			276.20	11/01/2018	102218	BOOTS ARIAT ONLINE 10/13/18
	<b>SHANE MCCARTY Total</b>		<b><u>276.20</u></b>			
<b>1585</b>	<b>MEADE ELECTRIC COMPANY INC</b>					
		97470	1,368.63	10/26/2018	687474	SIGNAL MAINTENANCE
	<b>MEADE ELECTRIC COMPANY INC Total</b>		<b><u>1,368.63</u></b>			
<b>1598</b>	<b>MENARDS INC</b>					
		99305	37.50	11/01/2018	99809	COMM RESTITUTION SUPPLIES
	<b>MENARDS INC Total</b>		<b><u>37.50</u></b>			
<b>1603</b>	<b>METRO WEST COG</b>					
			150.00	11/01/2018	3668	RECOGNITION DINNER

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	METRO WEST COG Total		<u>150.00</u>			
1613	METROPOLITAN ALLIANCE OF POL		916.50	10/26/2018	UNP 181026142348PD	Union Dues - IMAP
			108.00	10/26/2018	UNPS181026142348PI	Union Dues-Police Sergeants
	METROPOLITAN ALLIANCE OF POL Total		<u>1,024.50</u>			
1616	MHC SOFTWARE INC	100369	6,300.00	11/01/2018	0128359	DOC EXPRESS MAINTENANCE
	MHC SOFTWARE INC Total		<u>6,300.00</u>			
1640	MID AMERICA UNDERGROUND LLC					
		98070	7,808.72	10/26/2018	MAU2229	SVC @ ROOSEVELT/WHITE OA
		101301	4,573.50	10/26/2018	MAU2230	WATER 8TH AND KEHOE
		101257	4,320.00	10/26/2018	MAU2232	SVC @ MADISON/BANBURY
		98070	9,039.36	10/26/2018	MAU2233	SVC @ SS PERSIMMON DR
		98070	3,492.00	10/26/2018	MAU2234	SVC @ 5TH ST
		98070	1,643.12	10/26/2018	MAU2235	SVC @ MOORE AVE
		98708	21,985.00	11/01/2018	MAU2145	SVC @ 1127 ASH AVE
		98070	7,469.60	11/01/2018	MAU2242	SVC @ GLENBRIAR DR/CT
	MID AMERICA UNDERGROUND LLC Total		<u>60,331.30</u>			
1651	MNJ TECHNOLOGIES DIRECT INC	100876	71.31	10/26/2018	0003629316	INK CARTRIDGE
	MNJ TECHNOLOGIES DIRECT INC Total		<u>71.31</u>			
1668	FERGUSON ENTERPRISES INC	101112	125.48	11/01/2018	4721624	INVENTORY ITEMS
	FERGUSON ENTERPRISES INC Total		<u>125.48</u>			
1687	CITY OF NAPERVILLE		1,713.00	10/26/2018	102618	EMERGENCY TRANSFORMER I
	CITY OF NAPERVILLE Total		<u>1,713.00</u>			
1704	NCPERS IL IMRF		16.00	10/26/2018	NCP2181026142348PV	NCPERS 2
	NCPERS IL IMRF Total		<u>16.00</u>			
1705	NEENAH FOUNDRY COMPANY CORP	101161	2,768.83	11/01/2018	294653	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	NEENAH FOUNDRY COMPANY CORP Total		<u>2,768.83</u>			
1711	NESTLE WATERS NORTH AMERICA					
		98041	627.75	11/01/2018	08J0122067317	WATER DELIVERIES
	NESTLE WATERS NORTH AMERICA Total		<u>627.75</u>			
1728	NIPSTA					
		101902	800.00	11/01/2018	11755752	GORE = ADV TECH FF
		98519	450.00	11/01/2018	9786763	PRZYNA = TACTICS/STRATEGY
		98520	450.00	11/01/2018	9786798	PYZYNA = LDRSHP III
	NIPSTA Total		<u>1,700.00</u>			
1745	NICOR					
			72.87	11/01/2018	0000 6 PW OCT 24 20	SVC 9-21 THRU 10-23-18
			109.57	11/01/2018	1000 1 RA OCT 26 201	SVC 9-25 THRU 10-25-18
			31.82	11/01/2018	5425 2 OCT 26 2018	SVC 9-25 THRU 10-24-18
			31.80	11/01/2018	7497 2 OCT 25 2018	SVC 9-21 THRU 10-23-18
			2,039.99	11/01/2018	7652 0 OCT 26 2018	SVC 9-24 THRU 10-25-18
			106.70	11/01/2018	9226 2 OCT 25 2018	MONTHLY BILLING THRU 10/24/
			31.74	11/01/2018	9676 7 OCT 25 2018	MONTHLY BILLING THRU 10/23/
			34.40	11/01/2018	1000 9 OCT 25 2018	MONTHLY BILLING THRU 10/24/
			179.07	11/01/2018	1000 9 OCT 25 2018 R	MONTHLY BILLING THRU 10/23/
			317.50	11/01/2018	1000 9 OCT 25 2018-P	MONTHLY BILLING THRU 10/23/
			45.29	11/01/2018	1000 9 OCT 26 2018	SVC 9-25 THRU 10-25-18
			36.94	11/01/2018	1000 9-NS OCT 25 201	SVC 9-21 THRU 10-23-18
			33.73	11/01/2018	1968 1 OCT 26 2018	SVC 9-25 THRU 10-25-18
			34.98	11/01/2018	1000 2 OCT 22 2018	MONTHLY BILLING THRU 10/18/
			80.54	11/01/2018	1000 2 PW OCT 24 20	SVC 9-21 THRU 10-22-18
			31.82	11/01/2018	1000 3-10 OCT 26 201	SVC 9-24 THRU 10-24-18
			80.07	11/01/2018	1000 4 OCT 26 2018	SVC 9-25 THRU 10-25-18
			44.47	11/01/2018	1000 5 OCT 25 2018	MONTHLY BILLING THRU 10/24/
			71.96	11/01/2018	1000 6 OCT 26 2018	SVC 9-24 THRU 10-25-18
	NICOR Total		<u>3,415.26</u>			
1756	NORTH CENTRAL LABORATORIES					
		100681	646.34	10/26/2018	413464	LAB SUPPLIES
	NORTH CENTRAL LABORATORIES Total		<u>646.34</u>			
1782	ONLINE RESOURCES CORP					
			133.22	10/26/2018	2293927480	UNABLE TO LOCATE ACCT

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	ONLINE RESOURCES CORP Total		<u>133.22</u>			
1783	ON TIME EMBROIDERY INC					
		97961	129.00	11/01/2018	53630	UNIFORMS - FD
		97961	24.00	11/01/2018	55602	UNIFORMS - FD
		97961	68.00	11/01/2018	56056	UNIFORMS - FD
		97961	214.00	11/01/2018	OE 56096	UNIFORMS - FD
		97961	265.00	11/01/2018	E 55253	UNIFORMS - FD
		99078	54.00	11/01/2018	O 54472	UNIFORMS - FD
		97961	49.00	11/01/2018	O 55370	UNIFORMS - FD
		97961	43.00	11/01/2018	OE 55393	UNIFORMS - FD
		97961	116.00	11/01/2018	OE 55545	UNIFORMS - FD
		97961	207.00	11/01/2018	OE 55553	UNIFORMS - FD
	ON TIME EMBROIDERY INC Total		<u>1,169.00</u>			
1797	PACE SUBURBAN BUS					
		97639	3,504.95	10/26/2018	523201	SVCS JUNE 2018
	PACE SUBURBAN BUS Total		<u>3,504.95</u>			
1851	CHARLES PIERCE					
			13.00	11/01/2018	102518	PER DIEM 11/8/18 PERFORMAN
	CHARLES PIERCE Total		<u>13.00</u>			
1861	POLICE PENSION FUND					
			5,772.02	10/26/2018	PLP2181026142348PD	Police Pension Tier 2
			14,756.11	10/26/2018	PLPN181026142348PL	Police Pension
			782.90	10/26/2018	PLPR181026142348PL	Police Pens Service Buyback
	POLICE PENSION FUND Total		<u>21,311.03</u>			
1890	LEGAL SHIELD					
			7.36	10/26/2018	PPLS181026142348FC	Pre-Paid Legal Services
			8.75	10/26/2018	PPLS181026142348FN	Pre-Paid Legal Services
			124.60	10/26/2018	PPLS181026142348PC	Pre-Paid Legal Services
	LEGAL SHIELD Total		<u>140.71</u>			
1897	PRIME TACK & SEAL CO					
		97548	687.89	11/01/2018	58720	HFE-90
	PRIME TACK & SEAL CO Total		<u>687.89</u>			
1898	PRIORITY PRODUCTS INC					
		97977	186.01	10/26/2018	928663	FLEET SUPPLIES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		100973	64.65	10/26/2018	928903	NPT FEMALE COUPLER BODY
		97977	50.76	11/01/2018	928940	FLEET DEPT SUPPLIES
	<b>PRIORITY PRODUCTS INC Total</b>		<b>301.42</b>			
<b>1900</b>	<b>PROVIDENT LIFE &amp; ACCIDENT</b>					
			26.76	10/26/2018	POPT181026142348FI	Provident Optional Life
	<b>PROVIDENT LIFE &amp; ACCIDENT Total</b>		<b>26.76</b>			
<b>1925</b>	<b>QUALITY FASTENERS INC</b>					
		101094	192.72	11/01/2018	19549	INVENTORY ITEMS
	<b>QUALITY FASTENERS INC Total</b>		<b>192.72</b>			
<b>1946</b>	<b>RANDALL PRESSURE SYSTEMS INC</b>					
		100800	401.15	11/01/2018	I-21986-0	INVENTORY ITEMS
		98147	2.61	11/01/2018	I-22254-0	FLEET DEPT SUPPLIES
	<b>RANDALL PRESSURE SYSTEMS INC Total</b>		<b>403.76</b>			
<b>1992</b>	<b>RENZ ADDICTION COUNSELING CTR</b>					
			33,500.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>RENZ ADDICTION COUNSELING CTR Total</b>		<b>33,500.00</b>			
<b>1998</b>	<b>RURAL ELECTRIC SUPPLY CO OP</b>					
		101419	639.13	10/26/2018	731590-00	INVENTORY ITEMS
		101419	578.26	10/26/2018	731590-01	INVENTORY ITEMS
	<b>RURAL ELECTRIC SUPPLY CO OP Total</b>		<b>1,217.39</b>			
<b>2010</b>	<b>RIGGS BROS INC</b>					
		101628	275.00	11/01/2018	140804	REMOVE/INSTALL BUCKET SE/
	<b>RIGGS BROS INC Total</b>		<b>275.00</b>			
<b>2026</b>	<b>ROCK N RESCUE J E WEINEL INC</b>					
		100527	1,392.00	10/26/2018	188610	NEON SHEATHS
	<b>ROCK N RESCUE J E WEINEL INC Total</b>		<b>1,392.00</b>			
<b>2032</b>	<b>POMPS TIRE SERVICE INC</b>					
		97861	20.00	10/26/2018	640065146	SCRAP DISPOSAL FEE
		101014	471.30	10/26/2018	640065164	SERVICE CALL
		97861	20.00	10/26/2018	640065294	SCRAP DISPOAL FEES
		97861	12.00	11/01/2018	640065533	SCRAP DISPOSAL FEE
	<b>POMPS TIRE SERVICE INC Total</b>		<b>523.30</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2033	VILLAGE OF ROMEOVILLE					
		97503	550.00	11/01/2018	2018-578	S DRIES = OCT 1-5
	VILLAGE OF ROMEOVILLE Total		<u>550.00</u>			
2046	RUSSO POWER EQUIPMENT INC					
			204.99	10/26/2018	5454130	DUPLICATE ORDER
			-204.99	10/26/2018	5455119	CRED INV#5454130
		100921	204.00	11/01/2018	5439920	HANDHELD BLOWER
	RUSSO POWER EQUIPMENT INC Total		<u>204.00</u>			
2089	SCHRAMM CONSTRUCTION					
		99916	24,999.00	10/26/2018	968701	GEORGES ABATEMENT AND DI
		100011	10,000.00	10/26/2018	968708	GEORGES INTERIOR DESIGN F
		98871	6,350.00	10/26/2018	968709	GEORGES EXTERIOR DESIGN
	SCHRAMM CONSTRUCTION Total		<u>41,349.00</u>			
2112	SEFCOR INC					
		101171	1,288.80	11/01/2018	66275	FNCT-34-4A PARTS
	SEFCOR INC Total		<u>1,288.80</u>			
2156	SIRCHIE FINGERPRINT LABS					
		100380	273.87	10/26/2018	0367191-IN	MISC SUPPLIES - PD
	SIRCHIE FINGERPRINT LABS Total		<u>273.87</u>			
2157	SISLERS ICE & DAIRY LTD					
		97556	108.50	10/26/2018	44877	ICE DELIVERY
	SISLERS ICE & DAIRY LTD Total		<u>108.50</u>			
2158	GARY SITTLER					
			65.00	10/26/2018	102418	CDL LICENSE RENEWAL
			140.71	11/01/2018	103118	BOOTS-BLAIN'S-10-28-18
	GARY SITTLER Total		<u>205.71</u>			
2201	STANDARD EQUIPMENT CO					
		100803	865.92	10/26/2018	P09688	INVENTORY ITEMS
	STANDARD EQUIPMENT CO Total		<u>865.92</u>			
2214	ST CHARLES CHAMBER OF COMMERCE					
		101864	2,500.00	11/01/2018	176299720	CHARLEMAGNE AWARDS SPOI
	ST CHARLES CHAMBER OF COMMERCE Total		<u>2,500.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2228	CITY OF ST CHARLES		142.06	10/31/2018	3-31-31065-6-1-0918	SVC 8-30 THRU 10-1-18
			115.00	10/31/2018	3-31-31067-2-1-0918	SVC 8-30 THRU 10-1-18
			93.12	10/31/2018	3-31-31068-0-2-0918	SVC 8-30 THRU 10-1-18
			134.17	10/31/2018	4-60-92833-6-0-0918	SVC 9-5 THRU 10-8-18
	CITY OF ST CHARLES Total		<b>484.35</b>			
2235	STEINER ELECTRIC COMPANY	100296	682.73	10/26/2018	S006160181.001	FLAME RESISTANT UNIFORMS
	STEINER ELECTRIC COMPANY Total		<b>682.73</b>			
2263	PETER SUHR		61.41	10/26/2018	17715-19	IL DEPT FIN/PROF REGULATIOI
	PETER SUHR Total		<b>61.41</b>			
2264	SUICIDE PREVENTION SERVICES		8,500.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	SUICIDE PREVENTION SERVICES Total		<b>8,500.00</b>			
2300	TEMCO MACHINERY INC	98097	101.42	10/26/2018	AG64746	CABLE DRNVAL
		98097	266.97	10/26/2018	AG65731	VALVE
		98097	418.22	10/26/2018	AG65898	VALVE BODY
		98097	14.61	11/01/2018	AG65888	SCREW
		98097	80.05	11/01/2018	AG65970	GASKET INTAKE
		98097	23.69	11/01/2018	AG65992	O-RINGS
		98097	1.17	11/01/2018	AG66021	GASKET
	TEMCO MACHINERY INC Total		<b>906.13</b>			
2301	GENERAL CHAUFFERS SALES DRIVER		160.50	10/26/2018	UNT 181026142348CD	Union Dues - Teamsters
			2,293.50	10/26/2018	UNT 181026142348PV	Union Dues - Teamsters
	GENERAL CHAUFFERS SALES DRIVER Total		<b>2,454.00</b>			
2314	3M VHS0733	100801	1,607.79	10/26/2018	9402342814	INVENTORY ITEMS
		101114	210.77	11/01/2018	9402437856	INVENTORY ITEMS
	3M VHS0733 Total		<b>1,818.56</b>			
2316	APC STORE	101412	79.03	10/26/2018	478-475998	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		97921	2.64	10/26/2018	478-476079	RO 61343 VEH 1791
			-274.90	11/01/2018	478-475931	CREDITS INV 478-475486/47537
			-42.62	11/01/2018	478-476122	CREDIT INV 478-475052
		97921	10.77	11/01/2018	478-476134	RO 61349 VEH 5299
		97921	81.69	11/01/2018	478-476167	RO 61326 VEH 1708
		97921	39.87	11/01/2018	478-476300	RO 61326 VEH 1708
		101832	85.42	11/01/2018	478-476378	INVENTORY ITEMS
		97921	56.79	11/01/2018	478-476411	RO 61326 VEH 1708
		101930	88.28	11/01/2018	478-476878	INVENTORY ITEMS
	<b>APC STORE Total</b>		<b>126.97</b>			
<b>2344</b>	<b>TRADEMAN PHOTOGRAPHY</b>					
		101417	510.00	11/01/2018	101518	BUSINESS PORTRAITS
	<b>TRADEMAN PHOTOGRAPHY Total</b>		<b>510.00</b>			
<b>2345</b>	<b>TRAFFIC CONTROL &amp; PROTECTION</b>					
		99522	932.50	10/26/2018	94132	INVENTORY ITEMS
		101050	650.00	11/01/2018	28122	RENT MESSAGE BOARD
	<b>TRAFFIC CONTROL &amp; PROTECTION Total</b>		<b>1,582.50</b>			
<b>2347</b>	<b>TREASURER OF THE STATE OF IL</b>					
			1,799.53	10/26/2018	102218	2018 UNCLAIMED PROPERTY F
	<b>TREASURER OF THE STATE OF IL Total</b>		<b>1,799.53</b>			
<b>2356</b>	<b>TRICITY HEALTH PARTNERSHIP</b>					
			5,000.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>TRICITY HEALTH PARTNERSHIP Total</b>		<b>5,000.00</b>			
<b>2357</b>	<b>TRI CITY FAMILY SERVICES</b>					
			101,000.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>TRI CITY FAMILY SERVICES Total</b>		<b>101,000.00</b>			
<b>2373</b>	<b>TYLER MEDICAL SERVICES</b>					
		97607	485.00	10/26/2018	400743	RANDOMS
			35.00	11/01/2018	401460	INVOICE #401460
			250.00	11/01/2018	401530	INVOICE #401530
	<b>TYLER MEDICAL SERVICES Total</b>		<b>770.00</b>			
<b>2376</b>	<b>ULTRA STROBE COMMUNICATIONS</b>					
		97485	190.00	10/26/2018	074708	INSTALL UNIT 31

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	ULTRA STROBE COMMUNICATIONS Total		<u>190.00</u>			
2401	UNIVERSAL UTILITY SUPPLY INC					
		100176	1,335.00	10/26/2018	3027807	INVENTORY ITEMS
		99879	160.00	11/01/2018	3027768	INVENTORY ITEMS
		101883	254.00	11/01/2018	3027835	INVENTORY ITEMS
		100688	2,195.00	11/01/2018	3027844	INVENTORY ITEMS
	UNIVERSAL UTILITY SUPPLY INC Total		<u>3,944.00</u>			
2403	UNITED PARCEL SERVICE					
			56.92	11/01/2018	0000650961428	WEEKLY SHIPPING CHARGES
	UNITED PARCEL SERVICE Total		<u>56.92</u>			
2404	HD SUPPLY FACILITIES MAINT LTD					
		101234	184.82	11/01/2018	708567	REFILL BOTTLE BACTERIOSTA
	HD SUPPLY FACILITIES MAINT LTD Total		<u>184.82</u>			
2421	ROBERT VANN					
			96.66	11/01/2018	102418	PETTY CASH
	ROBERT VANN Total		<u>96.66</u>			
2453	VWR INTERNATIONAL INC					
		100282	208.38	10/26/2018	8083925777	WRAP STERILZTN
	VWR INTERNATIONAL INC Total		<u>208.38</u>			
2470	WAREHOUSE DIRECT					
			-32.04	11/01/2018	C4045353-0	CREDIT IN#4045353-0
		97610	33.39	11/01/2018	4062766-0	OFFICE SUPPLIES HUMAN RES
		98033	120.43	11/01/2018	4063557-0	OFFICE SUPPLIES BC&E
		97486	57.50	11/01/2018	4064912-0	OFFICE SUPPLIES - PD
		97486	26.80	11/01/2018	4065581-0	OFFICE SUPPLIES POLICE DEF
		97486	19.71	11/01/2018	4066286-0	OFFICE SUPPLIES POLICE DEF
		97939	131.93	11/01/2018	4067085-0	OFFICE SUPPLIES - ELEC
		97486	15.16	10/26/2018	4058954-0	OFFICE SUPPLIES - PD
		97486	50.97	10/26/2018	4060404-0	OFFICE SUPPLIES - PD
			32.04	11/01/2018	4045353-0	RETURN STAPLER
		97486	53.60	11/01/2018	4059972-0	OFFICE SUPPLIES - PD
		97472	100.29	11/01/2018	4062500-0	PUBLIC WORKS OFFICE SUPPL
		97486	37.00	10/26/2018	4055802-0	OFFICE SUPPLIES POLICE DEF
		97486	20.61	10/26/2018	4055985-0	OFFICE SUPPLIES POLICE DEF

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		97943	386.42	10/26/2018	4056185-0	TONER - FD
		97521	7.92	10/26/2018	4057110-0	OFFICE SUPPLIES FINANCE DE
		97943	58.97	10/26/2018	4057292-0	OFFICE SUPPLIES FIRE DEPT
		99820	136.55	10/26/2018	4058069-0	OFFICE SUPPLIES - HR
		97486	58.05	10/26/2018	4052612-0	OFFICE SUPPLIES - PD
		97486	181.34	10/26/2018	4055466-0	OFFICE SUPPLIES POLICE DEF
	<b>WAREHOUSE DIRECT Total</b>		<b>1,496.64</b>			
<b>2478</b>	<b>WATER PRODUCTS AURORA</b>					
		100781	1,350.00	10/26/2018	0283815	SS BOLTS
	<b>WATER PRODUCTS AURORA Total</b>		<b>1,350.00</b>			
<b>2485</b>	<b>WBK ENGINEERING LLC</b>					
		98344	1,228.50	11/01/2018	19508	SMITH RD ESTATES
		98700	472.50	11/01/2018	19509	1855 WALLACE AVE
		100037	1,606.50	11/01/2018	19510	CEMCON REVIEW-CRYSTAL LC
		100482	567.00	11/01/2018	19511	ANTHONY PL @ PRAIRIE CNTR
		97585	955.50	11/01/2018	19512	WOODS OF FOX GLEN
		92345	189.00	11/01/2018	19513	PRAIRIE CNTR
		98795	29.00	11/01/2018	19514	RIVERWALK STAIRS SOUTH
		99849	596.00	11/01/2018	19515	CENTURY STN/FS#1
		100354	2,181.00	11/01/2018	19516	1ST ST RVRWLK-EAST PLAZA
	<b>WBK ENGINEERING LLC Total</b>		<b>7,825.00</b>			
<b>2489</b>	<b>STEVEN A WEISHAAR</b>					
			334.94	11/01/2018	103018	GMIS CONF 11/4-11/7 PER DIEM
	<b>STEVEN A WEISHAAR Total</b>		<b>334.94</b>			
<b>2495</b>	<b>WEST SIDE TRACTOR SALES CO</b>					
		100923	66.63	10/26/2018	N72034	CAP
	<b>WEST SIDE TRACTOR SALES CO Total</b>		<b>66.63</b>			
<b>2506</b>	<b>EESCO</b>					
		100541	2,895.00	10/26/2018	326285	UNIFORMS ELECTRIC DEPT
	<b>EESCO Total</b>		<b>2,895.00</b>			
<b>2527</b>	<b>WILLIAM FRICK &amp; CO</b>					
		100644	82.37	10/26/2018	537069	INVENTORY ITEMS
		100644	47.01	10/26/2018	537257	INVENTORY ITEMS
	<b>WILLIAM FRICK &amp; CO Total</b>		<b>129.38</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
<b>2545</b>	<b>GRAINGER INC</b>					
		100854	137.85	10/26/2018	9923162946	ELECTRONIC MEASURING WHI
		100849	21.05	10/26/2018	9923260542	WEATHERPROOF COVER
		100865	123.50	10/26/2018	9923961040	CABLE TESTER
		100874	28.18	10/26/2018	9924013502	GFCI VOLTAGE TESTER
		100889	647.17	10/26/2018	9925489784	PIPE WRENCH/SUCTION HOSE
		100978	56.36	10/26/2018	9925982606	VOLTAGE TESTER
		101184	146.20	11/01/2018	9942032856	WARNING LIGHT
			-146.20	11/01/2018	9942548067	CREDITS INV 9942032856
		101160	125.15	11/01/2018	9931856810	WORK BOOTS
		100715	518.22	11/01/2018	9932662415	PERIMETER LIGHT
		101228	7.32	11/01/2018	9932995385	CAPACITOR
		101258	1,327.68	11/01/2018	9934273195	INVENTORY ITEMS
		101308	110.79	11/01/2018	9935894387	WORK BOOTS
			-125.15	11/01/2018	9939388634	CRED INV#9931856810
		100959	63.26	10/26/2018	9926163735	DRUM DOLLY
		101059	1,492.87	10/26/2018	9928837799	EYE WASH STATIONS
		101115	41.64	11/01/2018	9930716528	SAW FILE
		101159	125.15	11/01/2018	9930886636	WORK BOOTS
		101141	68.32	11/01/2018	9931535224	PAIN RELIEF SUPPLIES
		101183	36.00	11/01/2018	9931853528	FUEL CYLINDER
	<b>GRAINGER INC Total</b>		<b>4,805.36</b>			
<b>2635</b>	<b>CLERK OF THE CIRCUIT COURT</b>					
			175.00	11/01/2018	17DT1270	OVRPYMNT RECVD - RESTITU
	<b>CLERK OF THE CIRCUIT COURT Total</b>		<b>175.00</b>			
<b>2637</b>	<b>ILLINOIS DEPT OF REVENUE</b>					
			363.47	10/26/2018	0000008851810261423	Garnishment Levy - State of IL
			878.80	10/26/2018	ILST181026142348CA	Illinois State Tax
			3,003.21	10/26/2018	ILST181026142348CD	Illinois State Tax
			8,524.14	10/26/2018	ILST181026142348FD	Illinois State Tax
			1,841.47	10/26/2018	ILST181026142348FN	Illinois State Tax
			815.29	10/26/2018	ILST181026142348HR	Illinois State Tax
			1,704.10	10/26/2018	ILST181026142348IS	Illinois State Tax
			10,068.94	10/26/2018	ILST181026142348PD	Illinois State Tax
			14,110.44	10/26/2018	ILST181026142348PW	Illinois State Tax
	<b>ILLINOIS DEPT OF REVENUE Total</b>		<b>41,309.86</b>			
<b>2638</b>	<b>INTERNAL REVENUE SERVICE</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			771.95	10/26/2018	FICA181026142348CA	FICA Employee
			3,901.02	10/26/2018	FICA181026142348CD	FICA Employee
			564.42	10/26/2018	FICA181026142348FD	FICA Employee
			2,190.87	10/26/2018	FICA181026142348FN	FICA Employee
			1,189.21	10/26/2018	FICA181026142348HR	FICA Employee
			2,490.65	10/26/2018	FICA181026142348IS	FICA Employee
			278.11	10/26/2018	MEDR181026142348H	Medicare Employer
			582.50	10/26/2018	MEDR181026142348IS	Medicare Employer
			3,480.03	10/26/2018	MEDR181026142348P	Medicare Employer
			4,550.00	10/26/2018	MEDR181026142348P'	Medicare Employer
			3,474.80	10/26/2018	MEDE181026142348PI	Medicare Employee
			4,550.00	10/26/2018	MEDE181026142348P'	Medicare Employee
			329.93	10/26/2018	MEDR181026142348C	Medicare Employer
			986.04	10/26/2018	MEDR181026142348C	Medicare Employer
			2,893.61	10/26/2018	MEDR181026142348FI	Medicare Employer
			606.20	10/26/2018	MEDR181026142348FI	Medicare Employer
			306.30	10/26/2018	MEDE181026142348C.	Medicare Employee
			1,009.66	10/26/2018	MEDE181026142348C	Medicare Employee
			2,898.84	10/26/2018	MEDE181026142348FI	Medicare Employee
			606.21	10/26/2018	MEDE181026142348FI	Medicare Employee
			278.11	10/26/2018	MEDE181026142348H	Medicare Employee
			582.50	10/26/2018	MEDE181026142348IS	Medicare Employee
			23,004.16	10/26/2018	FIT 181026142348FD	Federal Withholding Tax
			4,818.29	10/26/2018	FIT 181026142348FN	Federal Withholding Tax
			2,102.76	10/26/2018	FIT 181026142348HR	Federal Withholding Tax
			3,719.12	10/26/2018	FIT 181026142348IS	Federal Withholding Tax
			24,448.75	10/26/2018	FIT 181026142348PD	Federal Withholding Tax
			34,538.81	10/26/2018	FIT 181026142348PW	Federal Withholding Tax
			1,189.21	10/26/2018	FICE181026142348HR	FICA Employer
			2,490.65	10/26/2018	FICE181026142348IS	FICA Employer
			2,078.12	10/26/2018	FICE181026142348PD	FICA Employer
			17,825.01	10/26/2018	FICE181026142348PV	FICA Employer
			2,019.17	10/26/2018	FIT 181026142348CA	Federal Withholding Tax
			9,145.30	10/26/2018	FIT 181026142348CD	Federal Withholding Tax
			2,055.80	10/26/2018	FICA181026142348PD	FICA Employee
			17,825.01	10/26/2018	FICA181026142348PV	FICA Employee
			872.85	10/26/2018	FICE181026142348CA	FICA Employer
			3,800.08	10/26/2018	FICE181026142348CD	FICA Employer
			542.10	10/26/2018	FICE181026142348FD	FICA Employer

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			2,190.91	10/26/2018	FICE181026142348FN	FICA Employer
	<b>INTERNAL REVENUE SERVICE Total</b>		<b>193,187.06</b>			
<b>2639</b>	<b>STATE DISBURSEMENT UNIT</b>					
			465.36	10/26/2018	0000000641810261423	IL Child Support Amount 2
			471.13	10/26/2018	0000001911810261423	IL Child Support Amount 1
			545.00	10/26/2018	0000002061810261423	IL Child Support Amount 1
			391.78	10/26/2018	0000002921810261423	IL Child Support Amount 1
			369.23	10/26/2018	0000004861810261423	IL Child Support Amount 1
			700.15	10/26/2018	0000012251810261423	IL Child Support Amount 1
			180.00	10/26/2018	0000012671810261423	IL Child Support Amount 1
	<b>STATE DISBURSEMENT UNIT Total</b>		<b>3,122.65</b>			
<b>2643</b>	<b>DELTA DENTAL</b>					
			2,455.20	10/22/2018	102218	DELTA DENTAL CLAIMS
			5,313.67	10/30/2018	102918	DELTA DENTAL CLAIMS
	<b>DELTA DENTAL Total</b>		<b>7,768.87</b>			
<b>2674</b>	<b>VIKING CHEMICAL CO</b>					
		77	973.58	11/01/2018	69364	CHEMICALS
		77	644.00	11/01/2018	69365	CHEMICALS
		77	533.00	11/01/2018	69366	CHEMICALS
		77	1,715.92	11/01/2018	69472	SODIUM PERMANGANATE
	<b>VIKING CHEMICAL CO Total</b>		<b>3,866.50</b>			
<b>2683</b>	<b>CONTINENTAL AMERICAN INSURANCE</b>					
			59.89	10/26/2018	ACCG181026142348FI	AFLAC Accident Plan
			84.84	10/26/2018	ACCG181026142348PI	AFLAC Accident Plan
			85.54	10/26/2018	ACCG181026142348P1	AFLAC Accident Plan
	<b>CONTINENTAL AMERICAN INSURANCE Total</b>		<b>230.27</b>			
<b>2756</b>	<b>RXBENEFITS INC.</b>					
			51.67	10/26/2018	INV20296	PRESCRIPTION CLAIMS
	<b>RXBENEFITS INC. Total</b>		<b>51.67</b>			
<b>2881</b>	<b>SERVER SUPPLY.COM INC</b>					
		101287	880.00	11/01/2018	3339448	CISCO ADAPTERS
	<b>SERVER SUPPLY.COM INC Total</b>		<b>880.00</b>			
<b>2894</b>	<b>HAVLICEK ACE HARDWARE LLC</b>					
		100818	377.37	10/26/2018	67194/1	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		97535	1.59	10/26/2018	67250/1	SPLINE SCREW
		97535	17.91	10/26/2018	67284/1	FLOODLITE BULB
	<b>HAVLICEK ACE HARDWARE LLC Total</b>		<b>396.87</b>			
<b>2901</b>	<b>FLOW TECHNICS INC</b>					
		101272	675.00	11/01/2018	INV000006863	SVC @ PW & WWTP
	<b>FLOW TECHNICS INC Total</b>		<b>675.00</b>			
<b>2950</b>	<b>MARY PORTER</b>					
		101116	39.75	11/01/2018	1902662452	GOOGLE CHEMICAL SPLASH
	<b>MARY PORTER Total</b>		<b>39.75</b>			
<b>2963</b>	<b>RAYNOR DOOR AUTHORITY</b>					
		100872	225.20	10/26/2018	1684	DOOR MAINT - FD
	<b>RAYNOR DOOR AUTHORITY Total</b>		<b>225.20</b>			
<b>2965</b>	<b>JEREMY CRAFT</b>					
			61.41	11/01/2018	102618	CDL LICENSE RENWAL
	<b>JEREMY CRAFT Total</b>		<b>61.41</b>			
<b>2985</b>	<b>S SCHROEDER TRUCKING INC</b>					
		73	2,811.39	10/26/2018	34241	DUMP TRAILERS
	<b>S SCHROEDER TRUCKING INC Total</b>		<b>2,811.39</b>			
<b>3002</b>	<b>JET SERVICES INC</b>					
		98029	155.00	11/01/2018	990034867	MONTHLY SHREDDING
	<b>JET SERVICES INC Total</b>		<b>155.00</b>			
<b>3006</b>	<b>ARC DOCUMENT SOLUTIONS LLC</b>					
		100991	109.50	10/26/2018	56ILI9021097	CARTRIDGE
	<b>ARC DOCUMENT SOLUTIONS LLC Total</b>		<b>109.50</b>			
<b>3020</b>	<b>TALLMAN EQUIPMENT CO INC</b>					
		100847	3,540.50	10/26/2018	3207505	JUMPER SETS
		100847	679.05	10/26/2018	3207661	MEDIUM DUTY PAD
		100847	695.92	10/26/2018	3207793	TELOPOLE
		101085	499.19	11/01/2018	3208207	TALLMAN REPAIR
		100847	1,038.67	11/01/2018	3208261	RETRACTABLE LANYARD
	<b>TALLMAN EQUIPMENT CO INC Total</b>		<b>6,453.33</b>			
<b>3030</b>	<b>FIRE SERVICE INC</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		101418	250.00	10/26/2018	28176	PUMP TEST 2018
		101418	250.00	10/26/2018	28177	PUMP TEST 2018
		101418	250.00	10/26/2018	28181	PUMP TEST 2018
		101418	250.00	10/26/2018	28183	PUMP TEST 2018
		101418	250.00	10/26/2018	28190	PUMP TEST 2018
		101418	250.00	10/26/2018	28195	PUMP TEST 2018
		101418	250.00	10/26/2018	28202	PUMP TEST 2018
	<b>FIRE SERVICE INC Total</b>		<b>1,750.00</b>			
<b>3099</b>	<b>MIDWEST SALT LLC</b>					
		79	2,282.76	10/26/2018	P440934	INDUSTRIAL SALT
		79	2,694.36	11/01/2018	P441007	COARSE SALT
	<b>MIDWEST SALT LLC Total</b>		<b>4,977.12</b>			
<b>3102</b>	<b>RUSH PARTS CENTERS OF ILLINOIS</b>					
		100832	65.00	10/26/2018	3012248504	FEE
		98058	42.52	10/26/2018	3012261142	V#1728 RO#61205
		98058	45.90	10/26/2018	3012277392	V#1762 RO#61232
		98058	60.88	10/26/2018	3012279645	V#1728 RO#51205
		98058	320.00	10/26/2018	3012281447	V#1728 RO#61205
		98058	260.00	10/26/2018	3012293613	V#1860 RO#61243
		98058	56.96	11/01/2018	3012360498	VEH 1799 RO 61285
		101117	55.80	11/01/2018	3012396625	FILTER
	<b>RUSH PARTS CENTERS OF ILLINOIS Total</b>		<b>907.06</b>			
<b>3107</b>	<b>DR SUDS LLC</b>					
		97476	55.00	10/26/2018	10144	CAR WASHES - PD
	<b>DR SUDS LLC Total</b>		<b>55.00</b>			
<b>3127</b>	<b>SHI INTERNATIONAL CORP</b>					
		100875	34.00	10/26/2018	B08937989	WIRELESS KEYBOARD
		100997	123.00	10/26/2018	B08951317	TONER
		101239	22.00	11/01/2018	B08980698	NETWORK ADAPTER
	<b>SHI INTERNATIONAL CORP Total</b>		<b>179.00</b>			
<b>3131</b>	<b>VCNA PRAIRIE INC</b>					
		76	324.00	10/26/2018	888794990	READY MIX
		76	540.00	10/26/2018	888794991	READY MIX
		76	549.00	10/26/2018	888794992	READY MIX
		76	243.00	10/26/2018	888797916	READY MIX

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		76	648.00	10/26/2018	888800989	READY MIX
		76	432.00	10/26/2018	888804640	READY MIX
	<b>VCNA PRAIRIE INC Total</b>		<b>2,736.00</b>			
<b>3147</b>	<b>DUPAGE TOPSOIL INC</b>					
		97549	1,360.00	11/01/2018	047272	TOPSOIL DELIVERY
	<b>DUPAGE TOPSOIL INC Total</b>		<b>1,360.00</b>			
<b>3148</b>	<b>CORNERSTONE PARTNERS</b>					
		97683	1,838.81	11/01/2018	CP14378	MULCH BED
		97683	927.73	11/01/2018	CP14622A	BED MAINTENANCE
	<b>CORNERSTONE PARTNERS Total</b>		<b>2,766.54</b>			
<b>3169</b>	<b>CROSS MATCH TECHNOLOGIES INC</b>					
		101278	2,138.80	11/01/2018	12103	ANNUAL SVC
	<b>CROSS MATCH TECHNOLOGIES INC Total</b>		<b>2,138.80</b>			
<b>3175</b>	<b>NALCO US 2 INC</b>					
		97522	423.35	10/26/2018	2276314	LAB DEPT CHEMICALS
	<b>NALCO US 2 INC Total</b>		<b>423.35</b>			
<b>3202</b>	<b>ENGINEERING RESOURCE ASSOCIATE</b>					
		98418	247.50	10/26/2018	180617.02	GUARDRAIL INSPECTIONS
	<b>ENGINEERING RESOURCE ASSOCIATE Total</b>		<b>247.50</b>			
<b>3203</b>	<b>OUTDOOR HOME SERVICES HOLDINGS</b>					
		97732	1,336.00	11/01/2018	7005401327-1018	LAWN SERVICE - OCT 1 2018
	<b>OUTDOOR HOME SERVICES HOLDINGS Total</b>		<b>1,336.00</b>			
<b>3204</b>	<b>NAMI DEKALB- KANE SO- KENDALL</b>					
			2,500.00	10/26/2018	FY 2019	MENTAL HEALTH TAX DISTRIBI
	<b>NAMI DEKALB- KANE SO- KENDALL Total</b>		<b>2,500.00</b>			
<b>3209</b>	<b>HOLMGREN ELECTRIC INC</b>					
		98618	415.80	10/26/2018	5645	STATION 3 WATER TOWER
		98618	1,628.10	10/26/2018	5648	IDOT GARAGE
		98618	476.80	10/26/2018	5649	SVC @ WEST GARAGE
	<b>HOLMGREN ELECTRIC INC Total</b>		<b>2,520.70</b>			
<b>3236</b>	<b>HR GREEN INC</b>					
		87838	1,300.00	10/26/2018	121668	7TH AV MASTER PLAN

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		98359	6,583.61	10/26/2018	121671	OHIO AVE RECON
		98360	3,111.34	10/26/2018	121671A	CAMPTON HILLS ON CALL SVC
		97441	9,884.00	10/26/2018	121674	7TH AVE IDNR FUNDING
	<b>HR GREEN INC Total</b>		<b>20,878.95</b>			
<b>3252</b>	<b>ROBERT KLOSKOWSKI</b>					
		100648	199.80	10/26/2018	1721	INVENTORY ITEMS
	<b>ROBERT KLOSKOWSKI Total</b>		<b>199.80</b>			
<b>3254</b>	<b>COUNTY WIDE LANDSCAPING INC</b>					
		100022	1,800.00	11/01/2018	5200	RETAINING WALL REPAIR
	<b>COUNTY WIDE LANDSCAPING INC Total</b>		<b>1,800.00</b>			
<b>3267</b>	<b>COMPASS GROUP USA INC</b>					
		97475	441.45	10/26/2018	052560000148226	COFFEE SUPPLIES - PD
	<b>COMPASS GROUP USA INC Total</b>		<b>441.45</b>			
<b>3280</b>	<b>PLANET DEPOS LLC</b>					
		97525	559.00	11/01/2018	241486	SADDLEBROOK OFFICES
	<b>PLANET DEPOS LLC Total</b>		<b>559.00</b>			
<b>3289</b>	<b>VISION SERVICE PLAN OF IL NFP</b>					
			7.57	10/26/2018	VSP 181026142348CA	Vision Plan Pre-tax
			65.23	10/26/2018	VSP 181026142348CD	Vision Plan Pre-tax
			207.85	10/26/2018	VSP 181026142348FD	Vision Plan Pre-tax
			24.66	10/26/2018	VSP 181026142348FN	Vision Plan Pre-tax
			12.43	10/26/2018	VSP 181026142348HR	Vision Plan Pre-tax
			52.63	10/26/2018	VSP 181026142348IS	Vision Plan Pre-tax
			225.50	10/26/2018	VSP 181026142348PD	Vision Plan Pre-tax
			343.28	10/26/2018	VSP 181026142348PW	Vision Plan Pre-tax
	<b>VISION SERVICE PLAN OF IL NFP Total</b>		<b>939.15</b>			
<b>3327</b>	<b>HUB INTERNATIONAL MIDWEST LTD</b>					
		97618	3,667.00	10/26/2018	1223013	SVCS OCTOBER 2018
	<b>HUB INTERNATIONAL MIDWEST LTD Total</b>		<b>3,667.00</b>			
<b>3392</b>	<b>DULUTH HOLDINGS INC</b>					
		100620	74.50	10/26/2018	CINV003076622	CARGO WORK PANTS
		101052	99.98	11/01/2018	CINV003272023	FLEX PANTS
	<b>DULUTH HOLDINGS INC Total</b>		<b>174.48</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
3441	CHARGE POINT INC	100720	3,474.00	10/26/2018	IN45483	ELECTRIC PARTS
	CHARGE POINT INC Total		<b>3,474.00</b>			
3484	MIDLAND STANDARD ENGINEERING	97797	4,301.00	11/01/2018	138835	2019 STREETS PROGRAM
	MIDLAND STANDARD ENGINEERING Total		<b>4,301.00</b>			
3490	HI-LINE UTILITY SUPPLY CO LLC	100945	94.06	11/01/2018	10103625	INVENTORY ITEMS
	HI-LINE UTILITY SUPPLY CO LLC Total		<b>94.06</b>			
3576	CAROLE MURPHY		153.86	11/01/2018	102418	PETTY CASH
	CAROLE MURPHY Total		<b>153.86</b>			
3597	GEOSTAR MECHANICAL INC	101919	198.00	11/01/2018	16098	SVC @ PW
	GEOSTAR MECHANICAL INC Total		<b>198.00</b>			
3623	SARAH ELBERT	98234	300.00	10/26/2018	163	OCTOBER NEWSLETTER
	SARAH ELBERT Total		<b>300.00</b>			
3658	LUTZCO INC	101049	199.49	11/01/2018	0044364-IN	PANTS
	LUTZCO INC Total		<b>199.49</b>			
3660	BADGER DAYLIGHTING CORP	100965	3,315.26	11/01/2018	AR00233070	EMERGENCY VAC @ KIRK/FXFI
	BADGER DAYLIGHTING CORP Total		<b>3,315.26</b>			
3684	RESPECT TECHNOLOGY INC	97923	3,030.00	11/01/2018	12217	SEPT SERVICES ENHANCEMEN
		97923	3,360.00	11/01/2018	12218	SERVICES iSERIES
	RESPECT TECHNOLOGY INC Total		<b>6,390.00</b>			
3741	OTTO ENGINEERING INC	99609	535.81	11/01/2018	1018324	SPKR MIC GENESIS
		99609	-535.81	11/01/2018	1018324	SPKR MIC GENESIS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	OTTO ENGINEERING INC Total		<u>0.00</u>			
3763	DIRECT PATH LLC	97612	836.25	11/01/2018	AT40983	SVC NOV 2018
	DIRECT PATH LLC Total		<u>836.25</u>			
3787	VIKING BROS INC	75	2,139.11	10/26/2018	INV_2018-629	LIMESTONE
		75	4,131.84	11/01/2018	INV_2018-678	CA 7 STONE
	VIKING BROS INC Total		<u>6,270.95</u>			
3799	LRS HOLDINGS LLC	98270	103.62	11/01/2018	0000063344	WOOD
		97558	9,547.38	11/01/2018	PS232156	SWEEPING 10/17-10/26
	LRS HOLDINGS LLC Total		<u>9,651.00</u>			
3805	EMPLOYEE BENEFITS CORP - ACH		19,351.22	10/31/2018	C98632-201810	FLEX SPENDING CLAIMS
	EMPLOYEE BENEFITS CORP - ACH Total		<u>19,351.22</u>			
3831	IMAGETEC L P	97609	476.92	10/26/2018	538210	10/5/18-1/4/19
	IMAGETEC L P Total		<u>476.92</u>			
3882	CORE & MAIN LP	100916	105.00	10/26/2018	J605068	INVENTORY ITEMS
	CORE & MAIN LP Total		<u>105.00</u>			
3886	VIA CARLITA LLC	98057	128.37	10/26/2018	9497	SWITCH
		98057	44.89	10/26/2018	9507	VEH 1753 RO 61342
		101792	916.49	11/01/2018	111820	RO 61357 VEH 1732
		101854	583.87	11/01/2018	111967	RO 61363 VEH 1931
		101915	1,577.19	11/01/2018	111984	V#1838 RO#61416
		101920	104.30	11/01/2018	9778	INVENTORY ITEMS
		101966	90.09	11/01/2018	9842	INVENTORY ITEMS
	VIA CARLITA LLC Total		<u>3,445.20</u>			
3887	Robert Weixelman		681.00	11/01/2018	103118	BOOT REIMB -10-25 WC SHOE (

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	Robert Weixelman Total		<u>681.00</u>			
3890	GOVERNMENTJOBS.COM, INC	97602	1,250.00	11/01/2018	INV25730	GOV JOBS SUBSCRIPTION
	GOVERNMENTJOBS.COM, INC Total		<u>1,250.00</u>			
3915	B&W CONTROL SYSTEMS	99292	1,105.00	11/01/2018	0201828	WATER SYSTEM SUPPORT
	B&W CONTROL SYSTEMS Total		<u>1,105.00</u>			
3919	WAVEBAND COMMUNICATIONS INC	99610	291.00	10/26/2018	S7316	ANTENNA
	WAVEBAND COMMUNICATIONS INC Total		<u>291.00</u>			
3968	TRANSAMERICA CORPORATION		4,085.16	10/26/2018	RHFP181026142348PI	Retiree Healthcare Funding Pla
	TRANSAMERICA CORPORATION Total		<u>4,085.16</u>			
3973	HSA BANK		642.29	10/26/2018	HSAF181026142348FI	Health Savings Plan - Family
			151.92	10/26/2018	HSAF181026142348HF	Health Savings Plan - Family
			230.77	10/26/2018	HSAF181026142348IS	Health Savings Plan - Family
			132.69	10/26/2018	HSAS181026142348HI	Health Savings - Self Only
			588.40	10/26/2018	HSAS181026142348PI	Health Savings - Self Only
			685.00	10/26/2018	HSAF181026142348PI	Health Savings Plan - Family
			285.00	10/26/2018	HSAF181026142348PV	Health Savings Plan - Family
			38.46	10/26/2018	HSAS181026142348C/	Health Savings - Self Only
			132.69	10/26/2018	HSAS181026142348CI	Health Savings - Self Only
			250.00	10/26/2018	HSAS181026142348FI	Health Savings - Self Only
			143.75	10/26/2018	HSAS181026142348FI	Health Savings - Self Only
	HSA BANK Total		<u>3,280.97</u>			
4011	R2 INVESTMENTS LLC	97373	8,050.00	11/01/2018	423 S 2ND ST	CORRIDOR IMPROVE - CORCO
	R2 INVESTMENTS LLC Total		<u>8,050.00</u>			
4020	TREES R US INC	97760	1,794.00	10/26/2018	22353	PARKWAY TREE REMOVAL
	TREES R US INC Total		<u>1,794.00</u>			
4052	TENNESSEE VALLEY PUBLIC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		98772	4,000.00	10/26/2018	101297	INSTRUCTION GROUNDING
	TENNESSEE VALLEY PUBLIC Total		<b>4,000.00</b>			
4054	UNCLE BARNS CUE SHEET	100900	1,904.49	11/01/2018	BM-40646	ALERTE TRAIL BLAZER
	UNCLE BARNS CUE SHEET Total		<b>1,904.49</b>			
4072	WEBSTER MCGRATH & AHLBERG LTD	101024	2,650.00	10/26/2018	29713	NEW PD - PLATS/EASEMENTS
	WEBSTER MCGRATH & AHLBERG LTD Total		<b>2,650.00</b>			
4073	LIGHTLE ENTERPRISES OF OHIO LL	98895	18,575.00	10/26/2018	7252	TRAILER MOUNTED ATTENUAT
	LIGHTLE ENTERPRISES OF OHIO LL Total		<b>18,575.00</b>			
4074	AMAZON	101856	93.33	10/24/2018	111-1748755-5978653	MITYVAC 7300
		101848	47.52	10/24/2018	111-3472382-0494614	SOFT SOAP
		101469	299.98	11/02/2018	111-2212517-5524248	20 GAL PORTABLE WASTE TAN
		101887	157.08	10/26/2018	111-1814570-0399463	TEKONSHA VOYAGER BRAKE
		100355	49.96	11/01/2018	113-9381192-9877001	WHEEL MASTERS
		100355	-49.96	11/01/2018	113-9381192-9877001	WHEEL MASTERS
		102018	26.34	11/01/2018	111-0339588-1166632	LIQUID SOAP
	AMAZON Total		<b>624.25</b>			
4076	ACCESSDATA GROUP INC	98959	1,187.15	11/01/2018	83190	RENEWAL 11/30/18-11/30/19
	ACCESSDATA GROUP INC Total		<b>1,187.15</b>			
4091	JAMES D LOOTENS	101130	11,573.00	10/26/2018	033018	BIOSOL SPREADING
	JAMES D LOOTENS Total		<b>11,573.00</b>			
4094	WEST CHICAGO FIRE	100548	140.00	11/01/2018	101218	MAUTHE AND REHAK
	WEST CHICAGO FIRE Total		<b>140.00</b>			
4098	GREEN TURF INC	100895	2,550.00	11/01/2018	26617	LANDSCAPE SUB 6
	GREEN TURF INC Total		<b>2,550.00</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
4099	FIRST PRIORITY RESTORATION INC	101009	1,583.24	11/01/2018	18-1736BU-1	SVC @ 1608 RIVERSIDE AVE
	FIRST PRIORITY RESTORATION INC Total		<u>1,583.24</u>			
4102	COSTCO ANYWHERE VISA	101407	449.99	10/24/2018	829700011754	INVENTORY ITEMS
	COSTCO ANYWHERE VISA Total		<u>449.99</u>			
4105	NATIONAL INSTITUTE OF		25.00	10/26/2018	111618	NOVEMBER MEETING - JOAN
	NATIONAL INSTITUTE OF Total		<u>25.00</u>			
4108	KANE COUNTY SPECIALTY		1,149.50	11/01/2018	103018	2018 BAKE SALE CONTRIBUTIC
			42.00	11/01/2018	103018-A	ADDITIONAL FUNDS FOR BAKE
	KANE COUNTY SPECIALTY Total		<u>1,191.50</u>			
9990008	MATTHEW D DALGAARD		25.00	11/01/2018	P133590	REFUND OVERPAID #P133590
	MATTHEW D DALGAARD Total		<u>25.00</u>			
	<b>Grand Total:</b>		<u><b>1,149,075.24</b></u>			

The above expenditures have been approved for payment:

\_\_\_\_\_  
Chairman, Government Operations Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chairman, Government Operations Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IA

Title:

A Resolution of Official Intent Regarding Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the City of St. Charles, Kane and DuPage Counties, Illinois

Presenter:

Chris Minick

Meeting: Government Operations Committee

Date: November 19, 2018

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted: ☐

We are seeking a motion to approve a resolution of official intent to reimburse the City for costs related to a number of capital projects from bond proceeds. These capital projects, which were approved as part of the Fiscal Year 2018-2019 budget, include: Arcada/George's Sports Remodeling, stormwater detention improvements, Ohio Ave street reconstruction, Electrical overhead system replacements, Dunham Road sanitary sewer force main replacement and the construction of wastewater and water lines to the new police station building.

This is a housekeeping matter to ensure compliance with IRS debt regulations and that any costs incurred after September 21, 2018 are eligible to be funded from the proceeds of the bond to be issued later this year.

**Attachments (please list):**

Resolution

**Recommendation/Suggested Action (briefly explain):**

A motion to Approve: A Resolution of Official Intent Regarding Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the City of St. Charles, Kane and DuPage Counties, Illinois.

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Expressing Official Intent Regarding  
Certain Capital Expenditures to be Reimbursed from  
Proceeds of an Obligation to be Issued by the City of  
St. Charles, Kane and DuPage Counties, Illinois.**

**Presented & Passed by the  
City Council on \_\_\_\_\_ 2018**

WHEREAS, the City of St Charles, Illinois (the “City”), has developed a list of capital projects (the “*Projects*”) described in Exhibit A hereto; and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the sixty (60) days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution.

WHEREAS, the City reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, It is Hereby Resolved by the City Council of the City of St Charles, Kane and DuPage Counties, Illinois, in the exercise of its home rule powers, as follows:

Section 1. The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Resolution are full, true and correct and do incorporate them in this resolution by this reference.

Section 2. The City reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. The maximum principal amount of the obligation expected to be issued for the Projects is \$13,000,000.

Section 4. All actions of the officers, agents and employees of the City that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and adopted.

Section 5. This Resolution is made pursuant to Treasury Regulations Section 1.150-2.

Section 6. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Section 8. This Resolution shall be filed immediately in the office of the City Clerk.

**PRESENTED** to the City Council of the City of St. Charles, Illinois, this 19th day of November 2018.

**PASSED** by the City Council of the City of St. Charles, Illinois, this 19th<sup>st</sup> day of November 2018.

**APPROVED** by the Mayor of the City of St. Charles, Illinois, this 19th day of November 2018.

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Raymond P. Rogina, Mayor

ATTEST:

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CITY CLERK

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

---


City Attorney

DATE:\_\_\_\_\_

## **EXHIBIT A**

### **DESCRIPTION OF CAPITAL PROJECTS**

Costs related to the construction of various street improvements, storm drainage improvements, electric system improvements, water line replacement and system improvements, wastewater system improvements, bridge improvements, riverwall improvements, software acquisition, and municipal building(s) acquisition and/or improvements, including all costs and expenses related to site acquisition and preparation, demolition, design, programming, architecture, engineering and construction.

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: IIA1
	Title:	Consideration of a Memorandum of Understanding (MOU) between The Community Foundation of the Fox River Valley and the City concerning public-private partnerships – St Charles Initiative.	
	Presenters:	City Administrator, Mark Koenen	
Meeting: City Council		Date: November 19, 2018	
Proposed Cost:		Budgeted Amount:	Not Budgeted: <input type="checkbox"/>
<p><b>Executive Summary</b> <i>(if not budgeted please explain):</i></p> <p>The Community Foundation of the Fox River Valley, I will refer to as the “Foundation”, is a not-for-profit (NFP) corporation organized for charitable purposes under Section 501(c) 3 of the Internal Revenue Code. The Foundation is experienced in growing and administering endowment and other charitable donations. The Memorandum of Understanding (MOU) between the Foundation and the City is a vehicle for the St Charles Initiative to financially assist with the advancement of local improvements (programs and capital projects) funded with tax dollars and with complementary charitable donations.</p> <p>Jeff Hartman, President and CEO of the Foundation will be presenting detailed information about the Foundation and the features of a Public-Private Partnership Model for the City of St. Charles.</p> <p><i>This item was presented at the Government Operations Committee Meeting on November 5, 2018. Roll call vote - 7 yes, Ald. Stellato abstained, Ald. Lewis was Absent, and Ald. Bancroft did not vote as Chair.</i></p>			
<p><b>Attachments</b> <i>(please list):</i></p> <p>Memorandum of Understanding---St Charles Initiative</p>			
<p><b>Recommendation/Suggested Action</b> <i>(briefly explain):</i></p> <p>Following this presentation and discussion, staff requests direction. Staff recommends a positive recommendation to advance the MOU to the City Council for approval.</p>			

**COMMUNITY FOUNDATION**  
— OF THE FOX RIVER VALLEY —



111 West Downer Place, Suite 312 • Aurora, Illinois 60506  
127 South First Street, Suite 215 • Geneva, Illinois 60134  
[www.CommunityFoundationFRV.org](http://www.CommunityFoundationFRV.org) • 630-896-7800

**MEMORANDUM OF UNDERSTANDING**

***St. Charles Initiative***

**THIS MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into this 19th day of November, 2018 by and between the City of St. Charles, Illinois (the "City") and The Community Foundation of the Fox River Valley, ("the Foundation"), for the purpose of establishing and administering the St. Charles Initiative ("the Initiative").

**WHEREAS**, the Foundation is an established, independent, not-for-profit corporation with its own Board of Trustees, based in Aurora, Illinois, and organized exclusively for charitable purposes as provided for under Section 501(c)(3) of the Internal Revenue Code;

**WHEREAS**, the City is a municipal corporation organized under the laws of the State of Illinois;

**WHEREAS**, the City and certain community-minded residents of St. Charles have determined that they wish to partner with an established community foundation experienced in building and administering endowments and other charitable Funds to create opportunities for funding through charitable donations to support agencies and current and future programs, projects, capital improvements and other opportunities for and within the City designed to benefit its residents;

**WHEREAS**, the City and the Foundation desire to collaborate and encourage the establishment of one or more charitable Funds at the Foundation for the Initiative with such Fund(s) not being supported by City tax dollars but rather through charitable contributions, both outright and deferred, from City residents and other individuals, corporations and entities seeking to benefit the community of St. Charles, Illinois now and into the future. Fund(s) will not be supported with City tax dollars, but may be used to compliment City tax dollars.

**WHEREAS**, the City and the Foundation desire to enter into this MOU to establish certain parameters and working arrangements which they agree are necessary to successfully implement and manage the Initiative; and

**WHEREAS**, the parties acknowledge that no contractual relationship is created between them by this MOU, but agree to work together in the true spirit of collaboration to ensure that there is united, visible, and responsive leadership for the Initiative, and to demonstrate financial, administrative, and managerial commitment to it;

**NOW, THEREFORE,** in consideration of the aforementioned objectives, the parties hereby agree to the following terms:

**1. Foundation Role and Responsibilities:**

- a. The Foundation shall appoint standing members of its Board of Trustees, Committees and/or staff and various representatives of the St. Charles community to serve on an ad hoc Advisory Committee for the Initiative (hereafter the "Advisory Committee"), as further described in Exh. A.
- b. The Foundation shall facilitate, manage and administer the Initiative's charitable giving program and exclusively receive, deposit, manage, administer and provide acknowledgment for all charitable contributions made in support of it.
- c. Gifts, grants and other contributions in support of the Initiative must adhere to the Foundation's Gift Acceptance Policy (Exh. B) and other relevant policies. A minimum gift or deposit of \$10,000.00 is required to establish any endowed Fund at the Foundation. Proposed gifts of less than \$500.00 are not to be encouraged by the Advisory Committee, Foundation or City. The Foundation expressly reserves the right to refuse any gift, grant or other contribution offered in support of the Initiative.
- d. The Foundation shall support the Advisory Committee in identifying, qualifying, soliciting and facilitating charitable gifts for the Initiative from current and prospective donors. This may include Foundation staff accompanying Initiative Advisory Committee members on prospecting calls (as necessary), attending and speaking at certain Initiative events and activities, reviewing documents, letters and other communications, and helping coach Advisory Committee members on how to field basic inquiries regarding giving opportunities, gift strategies and Fund options.
- e. The Foundation shall work directly with donors and, as necessary, the City and Advisory Committee, to establish parameters for the various charitable Funds that may support this Initiative.
- f. The Foundation shall provide donors with the following Fund Types (Exh. C):
  - Field-of-Interest Funds (Endowed)
  - Designated Funds (Endowed/Pass-Through)
  - Donor-Advised Funds (Endowed/Pass-Through)
  - Scholarship Funds (Endowed/Pass-Through)
- g. Certain proposed gifts may require additional review by City representatives. Whenever necessary, the Foundation shall communicate with the City in conjunction with the Advisory Committee Chair to obtain the requisite approval before accepting any contribution that would bind, encumber or otherwise obligate the City.
- h. The Foundation shall allow the Advisory Committee and City the use of its corporate name and logo for marketing and promotional purposes relating to the Initiative,

subject to advance written approval by the Foundation.

## **2. City Role and Responsibilities:**

- a. The City shall appoint a representative to serve as the primary point of contact between it, the Foundation and Advisory Committee regarding the Initiative and any activities pertaining to it.
- b. The City, at the sole discretion of the City Council, shall provide the Foundation and Advisory Committee with an annual budget for the Initiative that they can utilize to plan Initiative activities and events. Said budget should be discussed in conjunction with the Foundation and Advisory Committee so that all parties are informed of one another's plans and have knowledge of the amount of resources available to be utilized.
- c. The City shall pay for any and all direct expenses associated with the implementation, marketing and promotion of the Initiative provided that the City Administrator or his/her designee has pre- authorized, in writing, such expenditures. Certain expenses can and should be paid directly by the City. The Advisory Committee may seek additional resources, either direct or in-kind, through contributions, sponsorships, etc. in conjunction with the Foundation.
- d. The City shall help facilitate, as necessary, the timely review and consideration of any projects, initiatives or other opportunities proposed to be funded by current or prospective donors through the Initiative for the benefit of the City and its residents. City review will include, but not be limited to, any standard regulatory reviews from the City's Municipal Code, including but not limited to City committee/commission and City Council approvals.
- e. The City shall allow the Advisory Committee and the Foundation the use of its corporate name and logo for marketing and promotional purposes relating to the Initiative, subject to advance written approval by the City.
- f. While no City employee will actively engage in the direct solicitation of charitable gifts for the Initiative, the City and its employees may assist the Foundation and Advisory Committee in passive forms of marketing and solicitation for the Initiative such as promoting events, activities and giving opportunities by making available the City's existing communication vehicles as space and time permit. Inquiries regarding charitable gifts shall be directed to the Foundation or designated representatives of the Advisory Committee.
- g. The City shall at all times take any and all reasonable measures to maintain and protect the confidentiality of current and prospective donors to the Initiative to the fullest extent permitted under both Illinois and federal law.

## **3. Miscellaneous:**

- a. The Foundation and City agree to adhere to and abide by the terms and conditions of the Foundation's Bylaws (Exh. E), and other policies including, but not limited to, the Foundation's Gift Acceptance Policy (Exh. B), Fee Structure (Exh. F) and Statement of Investment Policy (Exh. D).

- b. Any Funds established at the Foundation in conjunction with this Initiative shall be charged standard investment and administrative fees by the Foundation and used for the general charitable purposes of the Foundation as provided in its Bylaws, subject to the following paragraphs:
- It is understood and declared that, except as otherwise specifically provided, any and all contributions to any Fund relating to this Initiative are irrevocable. The funds shall be the property of the Foundation held by it in its corporate capacity and shall not be deemed trust funds held by it in a trustee capacity.
  - It is also understood that any Fund agreements established in association with this Initiative are subject to the Foundation's authority to vary the terms of any gift given to a Fund as stated in Section VIII of the Foundation's Bylaws (Exh. E). The Foundation adheres to Treasury Regulation 1.170A-9(t)(1)(v)(B)(i), commonly known as Variance Power. This allows the Foundation to "modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if in the sole judgment of the governing body (without the necessity of the approval of any participating trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served."
  - The Pension Protection Act prohibits grants, loans, compensation, expense reimbursement, and similar payments to donors, advisors or related parties from donor-advised funds. It also prohibits grants to individuals from donor-advised funds, which includes checks written directly to an individual or checks written to an entity for the benefit of a specified individual.
  - A representative of the Foundation shall periodically consult with the Advisory Committee regarding potential distributions from any Fund or Funds for which it has been appointed Advisor. All grant recommendations from the Advisory Committee shall be in writing from the Advisory Committee Chair. Each grant distribution shall be at least \$500.00. Recommendations for grants from the Advisory Committee shall be advisory only, with the final decision to be made by the Foundation Board of Trustees. No distribution from any Fund of the Initiative shall be used to satisfy any charitable pledge made by any donor to said Fund. All distributions must be for charitable purposes and consistent with the exempt purposes of the Foundation as specified in its Articles of Incorporation and Bylaws.
  - Should the charitable purposes of any Fund of the Initiative become unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community, they shall be devoted to benefit the community of St. Charles, Illinois and area agencies and programs which serve its residents.
- c. This MOU sets forth the entire understanding between the parties as of the date of its full execution by all parties. No representation, promise or condition, whether oral or written, not incorporated herein shall be binding upon any party to this MOU. This MOU shall not be waived, amended or modified except in writing and signed by the authorized representative(s) of all parties.

- d. The Parties reserve the right to terminate their collaboration upon providing thirty (30) days written notice to the other. If the collaborative is terminated by either party, the following shall occur:
- Endowed Funds shall continue on for their designated purposes (primary or contingent) pursuant to the terms of the Fund agreements governing them.
  - Non-endowed Funds shall also continue to be utilized for their designated purposes (primary or contingent) pursuant to the terms of their Fund agreements until they are spent down.
  - Remaining, unused marketing funds that were budgeted by the City as part of this Agreement, will remain available for the Advisory Committee to use under the same terms and conditions of this MOU, until such funds are exhausted or the City's fiscal year has ended, whichever comes first.
- e. Whenever the concurrence or approval of the City and the Foundation is required, such concurrence or approval shall not be unreasonably withheld, conditioned or delayed by either party, and both parties agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- f. Nothing contained in this MOU shall be construed to constitute the City or the Foundation as an agent, representative or employee of any of the other parties hereto. Nor shall anything contained in this MOU be construed in any manner to create any relationship between the City and the Foundation other than what is expressly specified herein, and the parties shall not be considered partners or co-venturers for any purpose on account of this MOU.
- g. Any notice required to be delivered shall be deemed to have been received when the notice has been sent by certified mail, return receipt, overnight carrier, or hand delivered with signed receipt to the following addresses:

**TO THE CITY OF ST. CHARLES:** City Administrator  
City Administrator's Office  
2 E. Main Street  
St. Charles, IL 60174

**WITH COPY TO:** City Attorney

**TO THE FOUNDATION:** Community Foundation of the Fox River Valley  
President & CEO  
111 W. Downer Place, Suite 312  
Aurora, IL 60506

**IN WITNESS WHEREOF**, the parties have executed this MOU the day and year first written above.

**CITY OF ST. CHARLES, ILLINOIS**

\_\_\_\_\_  
Mayor of St. Charles

\_\_\_\_\_  
Date

\_\_\_\_\_  
St. Charles City Clerk

\_\_\_\_\_  
Date

**COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY**

\_\_\_\_\_  
Jeffrey J. Hartman, President & CEO

\_\_\_\_\_  
Date

# COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY



111 West Downer Place, Suite 312 • Aurora, Illinois 60506

127 South First Street, Suite 215 • Geneva, Illinois 60134

[www.CommunityFoundationFRV.org](http://www.CommunityFoundationFRV.org) • 630-896-7800

## EXHIBIT A

### **ROLES AND EXPECTATIONS FOR MEMBERS OF THE ST. CHARLES INITIATIVE ADVISORY COMMITTEE:**

The St. Charles Initiative Advisory Committee (Advisory Committee) shall be an ad hoc Committee of the Community Foundation of the Fox River Valley focused on promoting charitable giving opportunities for current and former residents of St. Charles and other donors who are passionate about the community and who wish to help sustain and enhance its quality of life.

### **COMMITTEE MEMBER RESPONSIBILITIES:**

Be the driving force in the identification, qualification, solicitation and facilitation of charitable gifts from current and prospective donors for the St. Charles Initiative;

Be the primary ambassadors and champions of the St. Charles Initiative and coordinate with the City and Foundation to plan, promote and market the Initiative's activities, events and giving opportunities;

Devise and execute activities, events, solicitations and other tactics aimed to help grow the Initiative and provide stewardship for its supporters, subject to Foundation approval and the obtaining of requisite funding (if needed) from the City or other sources;

Develop and maintain, in conjunction with the City, a current list of approved City projects or initiatives that would be eligible for charitable support through one or more of the Initiative's Funds;

Serve as an independent reviewing body for the Initiative that may evaluate and recommend to the Foundation and City proposed initiatives, programs, projects, capital improvements and other opportunities that could potentially be funded through the Initiative, and serve as a liaison between the Foundation and City as needed;

Make grant recommendations to the Foundation Board of Directors regarding distributions from certain Initiative Funds to support current and future programs, projects, capital improvements and other opportunities aimed at benefiting the City.

**COMPOSITION:**

The Advisory Committee shall be comprised of the following members:

- Two Community Foundation Board of Directors
- Five St. Charles residents and/or St. Charles community leaders
- *Ex-Officio:* Community Foundation Senior Management Official – V.P., CEO, etc.

The Committee shall annually elect a Chair who will convey the Committee's recommendations to the Foundation and City with regard to grants from certain Initiative Funds and other matters as appropriate.

**TIME COMMITMENT:**

The Advisory Committee shall meet as needed with the expectation that members attend most meetings in person. Special meetings may be called when circumstances require Committee discussion (e.g., the acceptance or disposition of a major gift). Such meetings may be conducted in person or via teleconference.

Advisory Committee members shall be expected to attend most informational/marketing events and other activities hosted for the Initiative in addition to appropriate City and Foundation events/meetings.

**TERMS:**

Advisory Committee members may serve one three-year term, renewable for one additional three-year term at the discretion of the Foundation's Board of Directors for a total of six years.

# COMMUNITY FOUNDATION

— OF THE FOX RIVER VALLEY —



111 West Downer Place, Suite 312 • Aurora, Illinois 60506

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**Policy: Gift Acceptance Policies**

**Total Pages: 11**

**Attachments: 2 (5 pages)**

**Date Last Revised: 5/18/17**

**Date Last Reviewed: 5/18/17**

**Approved By: Executive Committee**

**Date To Be Reviewed: May 2018**

## GIFT ACCEPTANCE POLICIES

### **Background**

The purpose of these policies is to advance the Community Foundation's mission of connecting donor interests to community needs by utilizing the Foundation's knowledge and leadership. Further, these policies are designed to ensure that all gifts to the Foundation are structured to provide maximum benefits to the community, the donor, the Foundation and the beneficiaries of our organization's charitable programs.

The purpose of a gift to the Foundation is to further the Foundation's charitable purpose and mission. The Foundation offers citizens a convenient way to give to charity according to their own plans and interests, and special ways to make their gifts more useful and effective. Its funds are the result of many gifts, large and small, and are primarily for the benefit of the communities in the Fox River Valley.

Financial support to the Foundation may be in the form of outright current gifts or deferred gifts. Specifically, the Foundation seeks to: (1) help donors meet their charitable goals by making gifts tailored to suit their individual circumstances; (2) encourage gifts to the Foundation that benefit the Foundation and other charities in our community; and (3) increase the permanent endowment funds of the Foundation, thereby providing a growing charitable resource for future generations in our community.

Charitable gifts may be made for unrestricted purposes. Such gifts, left entirely to the Foundation's discretion, are especially useful since they allow the board to apply the funds when and where they are most needed. In other situations, the donor may designate the use of income as well as principal, or establish a permanent fund for the use of income only. All gifts to the Foundation are deductible to the extent allowed under Federal income, gift and estate tax laws.

Gifts may be made in memory or honor of a relative or friend, or to establish a special fund in the name of the donor, the donor's family, a business, an organization or other entity. All of the Foundation's funds are open and may receive additional gifts at any time.

Each Foundation fund is governed by a written fund agreement or deferred gift instrument. Fund agreements created by individual donors are signed by the donor, or his or her appointed representative, and if appropriate, an authorized representative of the Foundation. Fund agreements will be prepared and reviewed by staff and must be approved by the Foundation's Board of Directors.

In most cases, additional gifts may be made to existing funds of the Foundation without restating the original purpose of the gift.

In conformance with Treasury Department regulations governing community foundations, gifts to the Foundation may not be directly or indirectly subjected by a donor to any material restriction or condition that prevents the Foundation from freely and effectively employing the gift assets or the income derived therefrom, in furtherance of its charitable purposes.

In addition, the Foundation reserves the right to reject any gift that might place the other assets of the Foundation at risk or that is not readily convertible into assets that fall within the Foundation's investment guidelines. The Foundation may also decline a gift if it is not able to administer the terms of the gift in accordance with the donor's wishes.

### **Ethical Standards**

Every person acting for or on the Foundation's behalf shall adhere to those standards set forth by the Association of Fundraising Professionals in "*A Donor Bill of Rights*", as well as the National Association of Charitable Gift Planners in "*Model Standards of Practice for the Charitable Gift Planner*", as attached in *Exhibit A and Exhibit B*.

The Foundation is committed to the highest ethical standards of philanthropy and development. In all transactions between potential donors and the Foundation, the Foundation will aspire to provide accurate information and full disclosure of the benefits and liabilities that could influence a donor's decision, including with respect to the Foundation's fees, the irrevocability of a gift, prohibitions on donor restrictions, items that are subject to variability (such as market value, investment return, and income yield), the Foundation's responsibility to provide periodic financial statements with regard to donor funds, and investment policies and other information needed by donors to make an informed choice about using the Foundation as a vehicle of charitable gifts. In addition, all donors will be strongly encouraged to discuss their gifts with their own financial and tax advisors before signing any gift agreement. The role of the Foundation's staff is to inform, guide, and assist the donor in fulfilling his or her philanthropic goals, without pressure or undue influence.

The Foundation recognizes the paramount role of donors and their gifts to the Foundation in executing its charitable mission. In carrying out the Foundation's development program, staff will recognize and acknowledge donors in appropriate ways, both publicly and privately, subject to the Foundation's Policy on Confidentiality. Donors reserve the freedom to determine the degree and type of recognition that they prefer and the Foundation respects the confidentiality of donors who do not wish to be publicly recognized.

### **Types of Funds**

#### **Unrestricted Funds**

Unrestricted Funds permit the Foundation the greatest flexibility in responding to present and future charitable needs within the Foundation's service area. Donors establishing Unrestricted Funds rely on the expertise of the Foundation board and staff to identify and evaluate the most effective uses for the fund.

#### **Field Of Interest Funds**

These types of funds enable donors to choose a particular field of interest, such as youth, education, senior citizen needs, the arts, etc. The Foundation evaluates needs within the specified field and responds to those needs in the name of the fund.

#### **Donor Advised Funds**

Donor Advised Funds allow donors to make suggestions for distributions to meet current needs. Although Internal Revenue Service regulations require these suggestions to be nonbinding, each suggestion receives serious consideration by the Foundation's Board of Directors.

#### **Restricted Funds**

These funds are designed to benefit specific charitable organizations such as a non-profit agency, a civic institution or a religious house of worship. If a specific beneficiary of a fund ceases to exist, the Foundation will follow the original intentions of the donor by identifying organizations of similar purpose. Thus, donors have the assurance that their charitable objectives will continue to be fulfilled.

### **Scholarship Program Funds**

The Community Foundation is well known for its extensive scholarship program. Many donors create Scholarship Funds as memorials to loved ones and friends. Donors have the option to define the criteria of their funds (e.g., to serve students entering a particular field of study or graduating from a specific high school, etc.). Scholarship Funds can be structured to reflect most charitable objectives or can be left "open-ended" to give the Foundation latitude in the selection of deserving students.

### **Grantmaking Program Funds**

The Community Foundation is able to award charitable grants to the community due to the thoughtfulness of donors who have contributed to one of our unrestricted funds and also through the generosity of individuals who have created their own charitable funds which support our discretionary grantmaking program.

### **Agency & Institutional Endowment Funds**

The Community Foundation manages the endowments of many organizations. These funds are structured to serve their intended charitable purpose(s) in perpetuity. The amount available for distribution is carefully established by the Foundation to ensure the preservation and long-term growth of each endowment fund. Through affiliation with our organization, the agency is relieved of the accounting and reporting requirements which accompany the management of an endowment. Finally, since the assets of the Foundation are pooled for investment purposes, each endowment is able to benefit from a more diverse investment portfolio.

### **Administrative Funds**

Funds assisting the Foundation in its work enable our organization to maintain modest levels of fees for services to the community. An Administrative Endowment Fund receives ongoing recognition in the Foundation's Annual Report and ensures our ability to maximize grant payouts to the community.

### **Combination Of Charitable Purposes**

If donors wish to support several charitable causes, it is possible to design a fund which will distribute a combination of charitable grants each year. For example, a percentage of a fund's annual income can be distributed to a specific charity and the balance can be reserved for scholarships. Or, set percentages can be awarded to specific charities with the balance earmarked for a particular field of interest, such as senior citizen needs or the environment.

### **Disaster Relief and Emergency Hardship Funds**

Contributions to these funds help people in time of need and help our community recover when disasters strike. The Foundation makes distributions from these funds to support effective organizations that provide assistance to individuals and community organizations.

### **Variance Power**

At times, the purposes for which a fund was established can no longer be served (e.g., a charitable organization goes out of existence). The Foundation has the ability to address these situations through its variance power. This power gives the Foundation's board the ability to make changes to a fund when its purpose is no longer necessary, can no longer be fulfilled, or has become inconsistent with the charitable needs of the community. This power to update funds helps protect donors by avoiding the need for complex and costly legal proceedings.

### **Administration**

The minimum required to create a named fund within the Community Foundation is \$500. Such funds are placed in the Consolidated Fund of the Foundation. The Foundation's administrative fee shall not be charged against any fund within the Consolidated Fund. Funds of \$10,000 or greater may be separately invested and the Foundation administrative fee then in effect shall be charged against those funds.

The Foundation reserves the right to accept or reject any gift as it sees fit. All gifts to the Foundation will be ultimately received by the President on behalf of the Board. The President handles inquiries, assists donors, assembles documentation, retains expert and technical consultants and executes agreements on the Foundation's behalf. The President will give expeditious, yet thorough consideration to each gift. Any potential gift that is not covered by this policy must be reviewed and approved by the Board of Directors prior to final acceptance.

Gifts received in the following forms may be accepted by the Chairman, Vice-Chairman, President, Treasurer, or a designee of the Foundation and will not require prior review and approval of the Board of Directors.

- Cash
- Checks
- Credit cards or wire transfer to the Foundation's account(s)
- Publicly Traded Securities
- Real Property
- Closely Held Stock
- Tangible Personal Property
- Proceeds from Life Insurance, Charitable Gift Annuities, Charitable Remainder or Lead Trusts, Private Foundation transfers

Legal Counsel shall be consulted for gifts of Closely Held Stock, Limited Liability Corporations, Sub S Corporations, Real Property and Tangible Personal Property.

Gifts that require prior review and approval of the Board of Directors include:

- Gifts whose purposes fall outside the purposes, mission and bylaws of the Foundation
- Patents and Copyrights
- Partnership Interests
- Life Estate Agreements
- Unusual or non-conventional gifts

Notwithstanding the authority granted above, gifts requiring immediate action (such as gifts in late December) may be exempted from full board of directors review if, in the President's judgment, in consultation with the Chairman and Vice-Chairman of the board, that gift may be accepted without in any way jeopardizing the Foundation's exempt status.

Gifts requiring board of director review will be handled promptly. Foundation staff will immediately notify donors if a gift is not accepted.

### **Investment of Gifts**

The Foundation reserves the right to make any or all investment decisions regarding gifts to it in accordance with its Investment Policy, as amended from time to time. In making a gift to the Foundation, donors give up all right, title, and interest to the assets contributed. In particular, donors give up the right to choose investments and investment managers, brokers, or to veto investment choices for their gifts.

### **Costs of Accepting and Administering Gifts**

Generally, costs associated with the acceptance of a gift, such as the donor's attorneys' fees, accounting fees, and appraisal and escrow fees, are borne by the donor. The direct costs of administering gifts are generally paid out of the assets of the individual funds. Custodial, investment, and administrative fees are paid from the respective funds in accordance with the Foundation's guidelines and fee schedules. The Foundation reserves the right to assess a set-up fee.

### **Fundraising By Donors**

Because the Foundation is legally responsible for all fundraising undertaken on its behalf, fundraising undertaken by donors in connection with funds of the Foundation must be approved in advance by the Foundation pursuant to the Foundation's policy on fundraising by donors. All such fundraising activities are also subject to the Foundation's supervision.

### **Illiquid Assets**

The Foundation's general policy is to liquidate all gifts promptly. On occasion, the Board may decide that it will not liquidate certain gifts immediately. Factors the Board will consider include:

- Market conditions – a gift may be retained for a reasonable period of time if the likely sales price would be substantially less than the asset's real value. Similarly, a large block of stock might be sold over a period of time in order not to artificially depress the price.
- Use by the foundation – the Foundation may elect to keep gifts that it will employ directly in furtherance of its exempt purposes. For example, the Foundation might keep real property that it will use as its offices.
- Desirability as an investment – on rare occasions, the Foundation may be given property that it wishes to retain as an investment. Considerations in this decision include the projected return and how the asset fits into the Foundation's investment portfolio.

If a fund's illiquid assets do not generate a sufficient return to permit grantmaking that is consistent with the assets' value, the Foundation will seek an additional gift of cash or marketable securities to allow the fund to begin making distributions.

### **Treatment of Excess Business Holdings**

Under the Pension Protection Act of 2006 (PPA), the private foundation excess business holdings rules now apply to donor advised funds as if they were private foundations<sup>1</sup>. That is, the holdings of a donor advised fund in a business enterprise, together with the holdings of persons who are disqualified persons with respect to that fund, may not exceed any of the following:

- Twenty percent<sup>2</sup> of the voting stock<sup>3</sup> of an incorporated business
- Twenty percent of the profits interest of a partnership or joint venture or the beneficial interest of a trust or similar entity
- Any interest in a sole proprietorship

Ownership of unincorporated businesses that are not substantially related to the fund's purposes is also prohibited.

Donor advised funds receiving gifts of interests in a business enterprise after the date of the PPA's enactment (August 17, 2006) will have five years to divest holdings that are above the permitted amount, with the possibility of an additional five years if approved by the Secretary of the Treasury. Funds that currently hold such assets will have a much longer period to divest under the same complicated transition relief given to private foundations in 1969<sup>4</sup>.

### **What is a business enterprise?**

A "business enterprise" is the active conduct of a trade or business, including any activity which is regularly carried on for the production of income from the sale of goods or the performance of services. Specifically excluded from the definition are:

- Holdings that take the form of bonds or other debt instruments unless they are a disguised form of equity
- Income from dividends, interest, royalties and from the sale of capital assets
- Income from leases unless the income would be taxed as unrelated business income
- Functionally-related" businesses and program-related investments
- Businesses that derive at least 95 percent of their income from passive sources (dividends, interest, rent, royalties, capital gains). This will have the effect of excluding gifts of interest in most family limited partnerships, and other types of holding company arrangements.

### **What is a disqualified person?**

Donors and persons appointed or designated by donors are disqualified persons if they have - or reasonably expect to have - advisory privileges with respect to the donor advised fund by virtue of their status as donors. Members of donors' and advisors' families are also disqualified, but the section does not define "family" and does not cross-reference either section 4958 or 4946 for the definition. Finally, the term includes 35 percent controlled entities as defined in section 4958(f)(3).

### **Policy with regard to assets categorized under the PPA as "excess business holdings"**

The Community Foundation will identify and monitor any new gift to a donor advised fund of any interest qualifying as an "excess business holding" under the PPA. The Community Foundation will exercise its best effort to dispose of the contributed interest at the best possible price within five years of the date of the gift, as required under the PPA. In any event, the Community Foundation will dispose of any excess business holding prior to the five year time limit, except in the event that the Treasury Department grants an additional five year holding period. The Community Foundation will notify potential donors of such interests of this requirement prior to the contribution of such interest.

<sup>1</sup>The language is clear that it is only the donor advised fund – not the sponsoring charity – that is to be treated as a private foundation. Accordingly, it appears that this section does not apply to assets held by the sponsoring charity's investment pools, or assets held by funds that are not donor advised.

<sup>2</sup>Thirty-five percent if it can be shown that persons who are not disqualified persons have effective control of the business.

<sup>3</sup>Additionally, the donor advised fund will be barred from holding non-voting stock of an incorporated business unless the disqualified persons collectively own less than 20 percent of the voting stock. Under the de minimis rule, the donor advised fund could continue to hold an interest that did not exceed two percent of the voting stock and two percent of the value. Additional rules apply to cover situations such as mergers, redemptions and acquisitions.

<sup>4</sup>Excess holdings acquired by purchase must be disposed of immediately. If purchases by disqualified persons cause the donors advised fund to have excess holdings, the donor advised fund will have 90 days to dispose of the excess.

### **Deferred Gifts**

The Community Foundation's planned giving program encompasses all types of gifts whose benefits do not fully accrue to the Foundation until a future time (such as the death of the donor or other income beneficiaries, or the expiration of a predetermined period of time), or whose benefits to the Foundation are then followed by the interests of noncharitable beneficiaries. All deferred gifts to the Foundation will be accepted by an Officer, or a designee, of the Foundation, with coordination through the President & CEO. This office serves as primary liaison with any outside parties to the transaction, or to a given transaction, (bank trust departments, probate court, executor/administrator of the estate, estate counsel and other advisors). All donors contemplating a deferred gift should consult their own financial, legal and tax advisors.

### **Bequests**

The Community Foundation accepts bequests from donors who have directed in their wills that certain assets be transferred to the Foundation and honors the wishes of the donor as expressed, but reserves the right of refusal as necessary and appropriate. Sample bequest language for restricted and unrestricted gifts is available from the Foundation to donors and/or advisors, upon request. The Foundation may not be named as executor for a donor in his/her will and will not serve if named. The Foundation may create a named fund in memory of the donor if there is no stipulation for anonymity.

### **Retirement Plans or IRA Accounts**

Donors may make lifetime gifts of retirement assets or name the Foundation as the beneficiary of their plan. Retirement plans include, but are not limited to, Individual Retirement Accounts (IRA), 401(k), 403(b) and defined contribution plans.

### **Charitable Remainder and Lead Trusts**

The Community Foundation encourages those interested in doing so to establish Charitable Remainder Unitrusts, Charitable Remainder Annuity Trusts, or Charitable Lead Trusts for the benefit of the Foundation. It is understood that Charitable Remainder Trusts and other deferred gifts will be encouraged as vehicles, the primary purpose of which are to make gifts to the Community Foundation. Such trusts will not be marketed as tax avoidance devices or as investment vehicles, as it is understood such activity may violate federal and state securities regulations. The Community Foundation will not serve as Trustee of Charitable Remainder or Lead Trusts. Upon the death of the life income beneficiaries and the transfer of the remaining principal to the Foundation, the minimum fund size policies will apply.

### **Pooled Income Funds**

At the present time, the Foundation has not established a pooled income fund. It reserves the right, however, to review or change this policy at a future date.

### **Charitable Gift Annuities**

The Community Foundation currently offers a Charitable Gift Annuity Program. It is understood that Charitable Gift Annuities will be encouraged as vehicles, the primary purpose of which are to make gifts to the Community Foundation. Such trusts will not be marketed as tax avoidance devices or as investment vehicles, as it is understood such activity may violate federal and state securities regulations. Upon the death of the life income beneficiaries and the transfer of the remaining principal to the Foundation, the minimum fund size policies will apply.

### **Gifts of Life Insurance**

A donor may make a gift of life insurance to the Community Foundation by irrevocably designating the Foundation as the exclusive beneficiary for life insurance policies owned by the donor or by designating the Foundation as a percentage beneficiary. Contributions of Life Insurance also may be made by contributing a fully or partially paid policy or by purchasing a new policy in which the Foundation is named owner. The Foundation may accept gifts of life insurance policies so long as: (a) the policy is not encumbered (i.e., there is no outstanding loan against the policy); and (b) the Foundation is made the policy's owner and primary beneficiary. When premium payments can no longer be made because there is insufficient value in the policy to keep it in force, or because the Foundation chooses to discontinue premium payments, the policy will be surrendered. The Foundation may accept gifts of life insurance policy in any amount to any existing fund. Gifts of life insurance policy to establish a new component fund at the Foundation must meet the applicable minimum funding requirement. Each gift of life insurance policy giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law.

### **Life Estate Agreements**

A donor may contribute a personal residence or farm to the Foundation and retain a life estate, or the right to occupy the property until death. Upon the donor's death, the Foundation will own the entire interest in the property. Gifts of life estate are subject to Foundation policies on gifts of real property.

### **Current Gifts**

#### **Cash**

Gifts of cash should include a statement of purpose, or identify the specific fund to which the contribution is being made. In the absence of such direction, all such gifts shall be placed in the Community Foundation Permanent Endowment Fund.

#### **Checks**

All checks should be made payable to the Community Foundation of the Fox River Valley, CFFRV, or to the specific fund to which the contribution is being made. All checks are to be deposited as soon as practicable.

#### **Credit Cards**

Gifts may be made to individual funds through the Community Foundation's website via credit card. All credit card gifts are processed through a third party payment processing partner. The Community Foundation does not retain any credit card information on its donors. Applicable transaction fees are deducted from the original gift.

### **Publicly Traded Securities**

Publicly Traded Securities may be accepted by the Foundation. It shall be the general practice of the Foundation to sell all such securities as soon as practicable, unless the Board of Directors determines that such securities should be held as investments of the organization. No agreements shall be made with a donor prior to or subsequent to a gift that such securities will be held for any period of time. All proceeds from such redemption or sale less commissions and expenses are then credited to the component fund to which the stocks or bonds were originally contributed. The Foundation may accept gifts of publicly-traded stocks and bonds in any amount to any existing fund. However, gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement. No appraisal is required so long as the stock or bond is not subject to any restrictions, including those imposed by contract or the Securities Exchange Commission. Where appraisal is not required, the value of the gift is determined by calculating the mean of the high and low prices of the securities on the date of the gift.

### **Electronic Transfers**

The Community Foundation accepts electronic transfers of publicly traded securities and bonds upon the request of the donor. Please refer to *Attachment B* for further information on the process of making such a gift.

### **Personal Property**

The Community Foundation may accept jewelry, artwork, collections and other personal property only if the Foundation determines that the property will be used in furtherance of the Foundation's exempt purposes or the Foundation will be able to sell the property. Establishing the value of the gift is the responsibility of the donor. If the value exceeds \$5,000, the donor must have a qualified appraisal performed and submitted on the appropriate IRS form. The donor will be responsible for paying for such an appraisal. Personal property shall not be accepted where the Foundation is obligated to maintain ownership of it in perpetuity or to retain it for a specific period of time. Gifts of personal property that cannot readily be sold or that require unusual expenses prior to sale are discouraged. If a lengthy selling period is anticipated, the Foundation may refuse the gift or request that the donor cover the expenses with a cash gift.

The Foundation may accept gifts of personal tangible property in any amount to any existing fund. Gifts of tangible personal property to establish a new component fund at the Foundation must meet the applicable minimum funding requirement.

The following procedures apply to all proposed gifts of personal tangible property: (1) The Foundation will review all prior appraisals and authentication documents, if any, relating to the property. (2) If the property is to be sold, the Foundation will ascertain the market for such property and estimate the costs to be incurred in connection with the sale as well as the costs of holding the property prior to sale. (3) All costs incurred by the Foundation in connection with the holding and sale of the property shall be charged against the sale proceeds, with the balance being credited to the fund to which the property has been contributed.

### **Other Property**

Other property such as mortgages, notes, copyrights, royalties, easements, whether real or personal, will be considered subject to review by the Board of Directors.

### **Real Property**

This policy applies to all gifts of real property, including outright gifts of residential and commercial property and farmland, bargain-sale transactions and gifts of remainder interests in which the donor retains a life estate. The Foundation does not accept gifts of time shares.

Real property may be accepted as a gift only if the Foundation is free to do whatever it chooses with the property and only if there is a reasonable certainty that the property will be sold within a reasonable period of time.

Due to the ever-changing and complex nature of tax laws governing gifts of real property, the President of the Foundation shall consult with the Foundation's Legal Counsel prior to the acceptance of such gifts.

The Foundation will accept gifts of real property in most circumstances. Generally, the property must be marketable, free of debt and free from environmental contamination.

In deciding whether to accept real property gifts, the Foundation will:

- Determine whether the real estate gift is an acceptable minimum value.
- Confirm that the donor has legal capacity and is entitled to convey the property through copies of deed, title report, etc., provided by donor.
- Determine whether, if property is encumbered by debt, the debt is of a level that will not unduly burden the Foundation or adversely affect the marketability of the property.
- Perform a market and financial analysis prior to acceptance of the gift to determine whether the gift is a financially sound acquisition.
- Weigh its ability to manage commercial property for the time necessary to sell the property. For example, income producing property may subject the Community Foundation to unrelated business income tax and/or other types of expenses, including but not limited to, upkeep of land, maintenance of buildings and management of property.
- Evaluate whether any restrictions on the gift desired by donor will jeopardize the classification of such gift as charitable.

Real property that is encumbered by a trust deed loan or mortgage will be accepted only in exceptional circumstances and upon advice of the Foundation's Legal Counsel. The Foundation will determine whether the debt is of a level that will not unduly burden the Foundation or adversely affect the marketability of the property prior to considering its acceptance.

Prior to the gifting and acceptance of real property, the donor and the Foundation shall agree in writing on arrangements for paying expenses associated with the property, such as commissions, transfer taxes and assessments, insurance, closing costs, appraisal fees and environmental evaluations.

All fees associated with the acceptance of real property shall be assessed against the income generated from the property or from the proceeds of the sale of the property.

Establishing the value of the gift of real property shall be the responsibility of the donor. The value shall be established by at least one qualified appraisal in accordance with all federal tax law requirements.

The Foundation generally will require a title report, opinion, policy or other evidence of title in form and substance acceptable to the Foundation. In instances deemed necessary, the Foundation also will require a survey of the proposed gift of real property.

A Phase I environmental impact audit addressed to the Foundation will generally be required for all proposed gifts of real property and assets relating to real property (such as real estate held by a limited partnership).

To determine whether acceptance of a gift of real property is in the best interests of the Foundation, the Foundation shall evaluate the costs associated with ownership of the property, including carrying costs, existing liabilities and contracts, contingent liabilities and unrelated business income tax.

Gifts of real property will be transferred by general warranty deed or such other deed as is acceptable to the Foundation. Such deed or other appropriate document shall contain environmental indemnification provisions in those instances in which it is deemed necessary or appropriate by the foundation and its Legal Counsel. The Foundation may also require such other documentation as it deems necessary in connection with such transfer, including without limitation, a release of all liens and an affidavit of the owner that there are no mechanic liens or parties in possession.

Each gift of real property giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law. The donor will be responsible for obtaining such appraisal.

Donors will provide the information and documents requested in the Real Property Donation Checklist and the Real Property Inquiry Form at the earliest possible time prior to the acceptance of the gift. Copies of those forms are appended to this policy. The Foundation may request additional information or documents when necessary to its evaluation of the proposed gift.

Whenever possible, a member of the Foundation staff or an authorized representative will visit the property to determine its nature and type and to identify any potential problems not evident from information supplied by the donor that might hinder or prevent the foundation's sale of the property.

Please refer to *Attachment A* for more information on gifting real property.

### **Closely-Held Stock and S Corporation Stock**

Gifts of closely-held and S corporation stock must be reviewed by the Community Foundation's Legal Counsel. Subject to Counsel's approval, the Foundation may accept gifts of closely-held or S corporation stock in any amount to any existing fund. Gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement.

The Foundation may accept gifts of stock in closely-held or S corporation that generate unrelated business income only if certain agreements are reached with the donor and/or the corporation. These include an agreement by the donor that the taxes on the unrelated business income and the Foundation's associated administrative expenses (e.g., accounting and tax return preparation) will be charged against the fund holding the contributed stock. Further, the donor should agree to contribute additional cash to the fund to pay the foregoing taxes and administrative expenses to the extent there is insufficient cash in the subject fund balance to cover such taxes and expenses.

Each gift of closely-held or S corporation stock giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law. The donor will be responsible for obtaining such appraisal.

Distributions from a component fund that consists entirely of closely-held or S corporation stock are limited to the income generated by the securities less fees assessed by the Foundation and any unrelated business tax imposed thereon.

The Foundation will generally seek to redeem or sell closely-held or S corporation stock contributed as soon as possible and generally will not accept gifts that cannot be liquidated within three years.

The following procedures apply to all proposed gifts of S corporation stock:

- The Foundation will review corporate governing documents to determine the rights and obligations associated with the stock and whether or not the Foundation should undertake such obligations in light of such rights.
- The Foundation will review the corporation's most recent tax returns and the donor's most recent K-1 to determine the nature of the income associated with the stock (e.g., unrelated business income, active versus passive business).
- All proposed transfer documents must conform to the Foundation's form or be approved by the Foundation's Legal Counsel.
- As a condition for the Foundation's acceptance of the gift, a written agreement between the donor and the Foundation should be in place that provides for the payment of administrative expenses and unrelated business income taxes generated by the stock to the extent there is insufficient cash in the fund to which the stock has been donated to cover such expenses and taxes. The agreement should also require the donor to indemnify the Foundation against all liabilities incurred by the donor on account of the stock up to the date of the gift.
- The donor shall provide the Foundation with all documents which outline, discuss or relate to the duties and liabilities which shareholders have, including Shareholder Agreements.

The Foundation generally does not accept gifts of general partnership interests due to the unlimited liability of general partners.

Gifts of limited partnership interests must be reviewed by the Board of Directors. Subject to the Board's approval, the Foundation may accept gifts of limited partnership interests in any amount to any existing fund. Gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement. The Foundation reserves the right to carefully screen all proposed gifts of limited partnership interests to ensure that they place no undue risk upon the Foundation.

The Foundation generally does not accept gifts of interests in partnerships that carry on active business. Interests in passive, investment-type limited partnerships such as those holding real estate, stocks and bonds, are preferred.

The Foundation may accept gifts of limited partnership interests that generate unrelated business income only if certain agreements are reached with the donor. These include an agreement by the donor that the taxes on the unrelated business income and the Foundation's associated administrative expenses (e.g., accounting and tax return preparation) will be charged against the fund holding the partnership interest. Further, the donor would have to agree to contribute additional cash to the fund to pay the foregoing taxes and administrative expenses to the extent there is insufficient cash in the subject fund balance to cover such taxes and expenses.

Each gift of limited partnership interest must be appraised in accordance with federal tax law. The donor will be responsible for obtaining such appraisal.

Distributions from a component fund that consists entirely of limited partnership interests are limited to the income distributed to the Foundation by the partnership less fees assessed by the Foundation and any unrelated business income taxes imposed thereon.

The Foundation will generally seek to redeem or sell limited partnership interests contributed to it within three years.

The following procedures apply to all proposed gifts of limited partnership interests:

- The Foundation will review the partnership governing documents to determine the rights and obligations associated with the limited partnership interest and whether or not the Foundation should undertake such obligations in light of such rights. If required, the donor should be asked to obtain the other partners' consent to the gift as a condition to the Foundation's accepting the gift.
- The Foundation will review the donor's most recent K-1 and the partnership's tax returns to determine the nature of the income associated with the limited partnership interest (e.g., unrelated business income, active versus passive business).
- All proposed transfer documents must conform to the Foundation's form or be approved by the Foundation's Legal Counsel.
- As a condition for the Foundation's acceptance of the gift, a written agreement between the donor and the Foundation income should be in place that provides for the payment of administrative expenses and unrelated business taxes generated by the interest to the extent there is insufficient cash in the fund to which the interest has been donated to cover such expenses and taxes. The agreement should also require the donor to indemnify the Foundation against all liabilities incurred by the donor on account of the limited partnership interest up to the date of the gift.

The same considerations given to gifts of limited partnership interests apply to gifts of interests in limited liability companies.

Approved by: Executive Committee  
Date: May 18, 2017



Jeffrey J. Hartman, President & CEO  
Corporate Secretary



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**ATTACHMENT A:**

**REAL PROPERTY DONATION CHECKLIST**

- Exact legal name of donor and federal identification number.
- Description of property (copy of deed).
- Description of any buildings or other structures located on the land.
- Boundary survey of property with location of all structures, easements, and encumbrances appearing on the face of the survey.
- Information regarding existing zoning status.
- Information on all ingress/egress for the property.
- Description of prior use of the property.
- Description of use of surrounding property, with specific disclosure of any storage tanks or potential environmental factors affecting the property.
- Disclosure of any contemplated or anticipated condemnations, right-of-ways or other actions by municipalities that may affect the subject property.
- Phase I environmental report on the property, including environmental report on any structures located on the real estate.
- Evidence of title, such as title examination and report, title insurance commitment, or schedule describing any liens, encumbrances, or title matters affecting the property.
- Copy of appraisal showing the fair market value of the property current within sixty days.
- Disclosure of amount of existing real estate taxes, insurance premiums, and assessments attributable to the property.
- Discussion with proposed donor regarding any special arrangements for donor's fund or other sources to address ongoing expenses for taxes, insurance, assessments, maintenance, grass cutting, security, utilities, and similar items.

**ATTACHMENT A (CONTINUED):**

**REAL PROPERTY INQUIRY FORM**

Owner(s)	Phone
Address	
Property Location	
Land area (acres or square feet)	
Building area (sq. ft. each floor)	
Zoning	
Replacement cost of building	
Current property insurance coverage	
Date of acquisition/form of acquisition	
Current cost basis (includes improvements)	
Principal balance of mortgage	Current fair market value
Assessed value for real estate taxes	
Real estate taxes	
Land value	Building value
Most recent appraisal (date)	Appraised value
Appraiser	
Occupancy status after transfer of title to charity	
Unimproved (no buildings)	
Unoccupied (building, but not occupant	
Occupied (building with occupants)	

**ATTACHMENT A (CONTINUED):**

Please indicate by checking "yes" your awareness of any condition or problem which may affect the title or marketability of the property. Use Section VII to provide additional information.

	Yes	No
<b>I. Title/Zoning</b>		
A. Title	_____	_____
B. Zoning variances, violations or special permits	_____	_____
C. Zoning violations	_____	_____
D. Restrictions or easements	_____	_____
E. Survey available	_____	_____
<b>II. Condition of Building</b>	<b>Yes</b>	<b>No</b>
A. Foundations/slab	_____	_____
B. Basement water/dampness/sump pump	_____	_____
C. Roof leaks	_____	_____
D. General structural	_____	_____
E. UFFI (formaldehyde insulation)	_____	_____
F. Asbestos	_____	_____
G. Lead paints	_____	_____
H. Termites/ants/pests	_____	_____
I. Swimming pool	_____	_____
J. Radon	_____	_____
K. Building systems	_____	_____
1. Plumbing	_____	_____
2. Electrical	_____	_____
3. Heating	_____	_____
4. Air conditioning	_____	_____
5. Hot water	_____	_____
6. Water supply	_____	_____
7. Sewage; type	_____	_____
8. Other fixtures	_____	_____
<b>III. Rental/Condominium/Cooperative</b>	<b>Yes</b>	<b>No</b>
A. Building systems	_____	_____
1. Leases	_____	_____
2. Rental arrears	_____	_____
3. Last month's rent/security deposit	_____	_____
B. Common area fees in arrears	_____	_____
C. Building or sanitary code violations	_____	_____
D. Operating/capital budget	_____	_____
<b>IV. Environmental</b>	<b>Yes</b>	<b>No</b>
A. History of property	_____	_____
1. Property has prior or current use for industrial, commercial, agricultural, manufacturing, waste disposal or any other non-residential purposes	_____	_____
B. Condition of property	_____	_____
1. Stressed or denuded vegetation or unusual barren areas	_____	_____
2. Discoloration, oil sheens, or foul/unusual odors in water	_____	_____
3. Storage drums	_____	_____
4. Above or underground storage tanks; vent or filler pipes	_____	_____
5. Evidence of oil or other chemicals in soil	_____	_____
6. Evidence of PCBs	_____	_____
7. Evidence of toxic air emissions	_____	_____
C. Adjacent properties	_____	_____
1. Properties adjacent or close to subject have conditions requiring "yes" answer to any questions in (A) and (B) above	_____	_____
D. Flood plain/wetlands/drainage	_____	_____
E. Endangered plants or wildlife	_____	_____
F. Are you aware of any other information concerning any part of the land or buildings which might affect the decision of a buyer or affect value of property or affect use by buyer?	_____	_____

**ATTACHMENT A (CONTINUED):**

**V. Property Expense Budget**

To hold this property as a Foundation asset, the following income and expenses are anticipated:

	<b>Annual</b>
A. Income	
1. Rent	_____
2. Other	_____
B. Expenses	
1. Real estate taxes:	
a) First payment due date _____	_____
b) Second payment due date _____	_____
2. Utilities:	
a) Gas	_____
b) Oil	_____
c) Electric	_____
d) Water/sewer	_____
e) Other	_____
3. Services:	
a) Caretaker/property manager	_____
b) Landscaping	_____
c) Heating/cooling service contract	_____
d) Snow removal	_____
e) Pool services	_____
f) Common area charge (condominium)	_____
g) Security	_____
h) Other	_____
4. Maintenance/Repairs	_____
5. Insurance	_____
<b>Total Expenses</b>	_____
<b>Net Income (Loss)</b>	_____

**VI. Additional Information on Sections I through V**

**VII. Acknowledgments**

Owner(s) hereby acknowledge that the information set forth above is true and accurate to the best of my (our) knowledge

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date



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127 South First Street, Suite 215 • Geneva, Illinois 60134

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I would like to make a donation to the  
Community Foundation of the Fox River Valley with an electronic transfer of:

If stock, complete this section:

Number of Shares: \_\_\_\_\_

Name of Stock: \_\_\_\_\_

If bonds, complete this section:

Issue Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Issue Value: \_\_\_\_\_

Issuer of Bond: \_\_\_\_\_

CUSIP #: \_\_\_\_\_

Transfer Book Entry Free To

DTC # 2669

Institution # 17925

Agent Bank # 20290

For Account # 17-68405

Old Second National Bank For Further Credit To The Community Foundation of the Fox River Valley

Please complete this section for all electronic transfers:

Brokerage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Donor(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Gift: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Please complete this form and mail or fax it back to the Community Foundation at your convenience.  
Our fax number is: 630-896-7811.

# COMMUNITY FOUNDATION

## OF THE FOX RIVER VALLEY



111 West Downer Place, Suite 312 • Aurora, Illinois 60506

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## EXHIBIT C

### FUND TYPES

Donors can realize nearly any charitable intent by choosing from the variety of fund types offered by the Foundation. These Fund types can be created as (1) “endowment funds” which are structured to serve their intended charitable purpose(s) in perpetuity or as (2) “pass-thru funds” which are temporary charitable vehicles that close upon the fulfillment of their purposes.

The Foundation offers the following types of Funds in support of the St. Charles Initiative:

### DONOR ADVISED:

A popular alternative to a private foundation, Donor Advised Funds allow donors to make suggestions for distributions to meet current needs. While these suggestions are nonbinding per the IRS, they are nonetheless given serious consideration by our Board of Directors.

### FIELD OF INTEREST:

From youth, to education, to senior citizen needs, to the arts and more, donors can choose a field of interest, the needs of which are then evaluated by the Foundation and attended to in the name of the Fund.

### DESIGNATED:

These Funds are designed to benefit specific charitable organizations (a non-profit agency, civic institution, religious house of worship, etc.). If a specific beneficiary of a Fund ceases to exist, the Foundation will follow the original intentions of the donor by identifying organizations of similar purpose, ensuring that the donor’s objectives are fulfilled.

**SCHOLARSHIP:**

The Community Foundation is well known for its extensive scholarship program. Many donors create Scholarship Funds as memorials to loved ones and friends. Donors can define the criteria of their Funds, awarding students according to a specific high school, field of study, etc.

**AS STATED ABOVE**, funds can be created as (1) “endowment funds” (permanent resources for the community) or as (2) “pass-thru funds” (temporary charitable vehicles).

**ENDOWEMENT FUNDS:**

Once a Fund reaches \$10,000, it can be created as an endowment to serve the community in the donor’s name on a permanent basis. The amount available for distribution from these Funds is carefully established by the Foundation to ensure the preservation and long-term growth of each endowment Fund. A modest administrative fee is charged for the services provided to these funds.

**PASS THROUGH FUNDS:**

Funds with balances of less than \$10,000 are typically considered Pass Through Funds. No administrative fees are charged against these Funds and the income earned by the Consolidated Fund assists the Foundation with its expenses. Several Donors who maintain “pass-thru funds,” which have a value of \$10,000 or more, have requested that their Funds be invested to accrue income. Administrative fees apply to these Funds.

# COMMUNITY FOUNDATION

— OF THE FOX RIVER VALLEY —



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Policy: Statement Of Investment Policy

Total Pages: 9

Attachments: 3 (3 pages)

Date Last Revised: 5/19/16

Date Last Reviewed: 5/18/17

Approved By: Executive Committee

Date To Be Reviewed: May 2018

## STATEMENT OF INVESTMENT POLICY

### ORGANIZATION VISION AND MISSION

#### Foundation Vision:

To be recognized as a trusted philanthropic leader in the communities it serves through the delivery of the highest quality donor services, customized and unique grant and scholarship programs, and bold initiatives to address community needs.

#### Foundation Mission:

To provide effective and rewarding ways for donors to fulfill their charitable objectives.

### SCOPE OF THIS INVESTMENT POLICY

This Statement of Investment Policy (SIP) reflects the investment policy, objectives, and constraints of the Community Foundation of the Fox River Valley (Foundation). The Finance Committee (Committee) and Board of Directors must approve any exceptions to the SIP. All individuals covered by this SIP must act with the care, skill, prudence and diligence then prevailing that an ordinary prudent person in like capacity and familiar with such business matters would exercise.

This SIP will be reviewed at least annually, and, if appropriate, can be amended to reflect changes in the capital markets, Foundation objectives, or other factors relevant to the Foundation.

### PURPOSE OF THIS STATEMENT OF INVESTMENT POLICY

The general purpose of this SIP is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

The investment portfolio consists of all funds managed by the Foundation.

### RESPONSIBILITIES

#### Board of Directors

The Board of Directors of the Foundation has delegated supervisory authority over its investing activities to the Committee.

The Chairman of the Foundation shall be a member of the Committee. The Chair of the Committee, who shall be a director, shall be appointed by the Foundation's Chairman of the Board. Members of the Committee shall be appointed by the Chairman of the Committee. There shall be a minimum of three and a maximum of six members of the Committee.

At the recommendation of the Committee, the Foundation's Executive Committee shall approve the hiring or dismissal of Investment Managers.

### **Finance Committee**

The Committee is responsible for:

1. Managing the Foundation's assets in compliance with its mission and purpose.
2. Ensuring that the Foundation is in compliance with applicable laws and regulations.
3. Maintaining sufficient liquid reserves to meet obligations arising from unanticipated, planned, and unplanned activities.
4. Setting and overseeing asset allocation across the total investment portfolio.
5. Identifying, selecting and overseeing Investment Manager (Managers).
6. Allocating funds for investment among selected Managers.
7. Monitoring the Managers performance at least quarterly. Meet with each Manager at least annually.
8. Reporting periodically to the Board of Directors regarding Committee activities and investment performance.
9. Reviewing and recommending changes to the SIP as needed.

### **Staff**

The Committee expects the Staff to provide day-to-day monitoring, supervision and administration of Foundation assets.

The Committee designates the President to act on behalf of the Foundation to:

1. Negotiate, sign and administer contracts with and terminate service providers as authorized by the Board.
2. Monitor investment portfolios and compliance with the approved strategies.
3. Review investment management fees/expenses and report to the Committee at least annually.
4. Monitor the flow of funds.
5. Coordinate the activities of outside Managers, Trustees, and Legal Advisor.
6. Ensure that all financial aspects comply with applicable laws and regulations.
7. Confirm appropriate level of insurance coverage for each Manager and any changes to policy annually.
8. Communicate exceptions to the Gift Acceptance Policy to the Committee.
9. Maintain a list of active Managers.

**Investment Advisor**

*(As of July 2015, the Community Foundation has elected to forgo the services of an Investment Advisor)*

**Investment Manager**

The duties and responsibilities of each Manager retained by the Foundation include:

1. Manage the Foundation's assets under its care, custody, and/or control in accordance with the SIP and as expressed in separate written agreements when deviation is deemed prudent and desirable by the Committee.
2. Exercise investment discretion (including holding cash equivalents as an alternative) within the SIP objectives and guidelines.
3. Report, on a timely basis and on a schedule and format agreed upon with the Committee, portfolio holdings and activity, and investment performance results for all assets under its control, including cash. Results are to be reported on a time-weighted basis, net of all fees and expenses, and vs. benchmarks as agreed upon with the Committee.
4. Be available to meet with the Committee when requested, and at least annually.
5. Promptly inform the Staff of all substantive matters and events pertaining to the Foundation's assets it manages including, but not limited to: investment strategy, portfolio structure, market value of managed assets, fees and expenses, recommendations for guideline changes, ownership, organizational structure, financial condition, professional staff, and all material legal, SEC and other regulatory agency proceedings affecting the investment management organization.
6. When the Manager has such discretionary authority, promptly vote all proxies and related actions in a manner consistent with the long-term interests and objectives of the Foundation.
7. Coordinate with the Foundation to meet its liquidity needs.
8. Liquidate non-cash gifts, namely securities, and re-invest proceeds as soon after the gift is completed as possible unless otherwise directed by the Committee.
9. Act in accordance and compliance with all applicable laws, rules, and regulations for local, state, and federal entities as they pertain to fiduciary duties and responsibilities.
10. Informing the Staff of the "soft-dollar" arrangements between the Manager and brokerage organizations and describing the services that are purchased with the soft-dollars generated by the Foundation's assets. This information shall be updated annually and conform to industry standards.
11. Acknowledge and agree in writing to its fiduciary responsibility as set forth in the SIP.
12. Comply with the "treatment of excess business holdings" section of the Foundation's Gift Acceptance Policies.

**SELECTION OF INVESTMENT MANAGERS**

The Committee will hire appropriate Managers to manage the Foundation's assets. Managers may be hired that specialize in specific asset classes, market sectors, or investment styles; Managers also may be hired to construct a broadly diversified portfolio with exposure to multiple asset classes, market sectors, and investment styles. Managers that specialize must maintain the investment style and discipline they were hired to implement; style drift is prohibited. In addition, Managers must adhere to the model as assigned by the Committee.

Prospective Managers must meet the following minimum criteria:

1. Be a bank, insurance company, investment management company, or Investment Advisor as defined by the Registered Investment Advisor Act of 1940.
2. Provide detailed information on the history of the firm, key personnel, key clients, fee schedule, and support personnel.
3. Clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.

Furthermore, Managers hired by the Foundation agree that:

1. The Foundation is the sole owner of assets held in the fund.
2. All such assets are and must remain under the Foundation's sole control.
3. The Manager will not purchase securities on margin or sell securities short without the advance approval of the Committee or its designee
4. The Manager will rebalance as necessary to fall within the described target ranges for the investment pool or fund under management. The Manager will review the need for rebalancing at least quarterly.
5. The Manager agrees to fees that are reasonable and consistent with what the Foundation pays other money managers for similar services. The Manager must agree to distribute to the Foundation such sums as the Foundation may request from time to time, including the Foundation's administrative fee for any fund under separate management and distributable income.
6. The agreement may be terminated at any time and assets will be transferred to a successor manager immediately.

The Manager will provide monthly statements to the Committee or its designee, which shall include the current market value of the assets; the cost basis and date of acquisition; income received; distributions made; fees paid; securities transactions; and periodic statements of performance. The statement shall also include gains and losses, both realized and unrealized. The Committee or its designee may request additional information from time to time as it deems necessary to measure performance.

The Foundation will not pay any investment professional or any other party for referring a donor to the Foundation and no existing funds of the Foundation will be transferred to such a person as compensation for a referral.

Managers will advise the Foundation promptly of any event that is likely to adversely affect the management, professionalism, integrity or financial position of the manager's firm or its progress toward the goals and objectives of this policy.

Managers shall not invest any part of the Foundation's assets through transactions that involve self-dealing or an actual or perceived conflict of interest.

Committee will not approve any manager who is a member of the donor's family or any investment firm controlled by the donor either individually or together with members of the person's family.

## **DONOR-REQUESTED OR PROFESSIONAL ADVISOR-REQUESTED INVESTMENT MANAGER**

When a donor or professional Advisor requests that the funds he or she has donated or referred be managed by a specific Investment Manager or if the funds will be managed using an asset allocation that precludes the Foundation from using an existing pool, the Foundation will consider the request and may accept or reject it in its sole discretion, provided that the donation is \$1 million or more. If accepted, the requested Investment Manager shall abide by the Foundation's SIP.

## **STANDARD OF CARE**

A person with special skills or expertise, or selected in reliance upon his or her representation that he or she has special skills or expertise, will use those skills or that expertise in managing and investing institutional funds.

## **STANDARDS FOR PRUDENT INVESTING**

In investing and managing the portfolio, the Committee will consider both the purposes of the Foundation and the purpose of any specific institutional fund.

Management and investment decisions about an individual asset will be made not in isolation but rather in the context of the portfolio as a whole and as part of an overall investment strategy having risk and return objectives reasonably suited to the Foundation.

In managing the portfolio, the Committee will incur only those costs that are appropriate and reasonable in relation to the portfolio or any specific institutional fund, the purposes of the Foundation, and the skills available to it and will use reasonable efforts to verify facts relevant to the management and investment of the portfolio or any specific institutional fund.

Except as a donor's gift instrument otherwise requires, the following factors must be considered, if relevant, in managing and investing the investment portfolio, including the requirements for any specific institutional funds:

1. General economic conditions
2. The possible effect of inflation or deflation
3. The expected tax consequences, if any, of investment decisions or strategies
4. The role that each investment or course of action plays within the Foundation's overall investment portfolio
5. The expected total return from income and the appreciation of investments
6. Other resources of the Foundation
7. The needs of the Foundation and a given institutional fund to make distributions and to preserve capital; and
8. An asset's special relationship or special value, if any, to the purpose of the Foundation

## EXPECTATIONS

Due to the inevitability of short-term market fluctuations which may cause variations in investment performance, it is intended that the following performance objectives will be achieved by the Managers over a moving five-year period, calculated on a time-weighted basis. However, the Committee does not guarantee that the Managers will be given a five-year horizon and reserves the right to evaluate and make Manager changes at any time.

1. Each Manager's performance will be measured against a representative market style index and will be expected to exceed this benchmark over a rolling five-year period.
2. Where possible, each Manager will also be evaluated against a universe of Managers with a similar investment style and will be expected to rank in the top 50% over a rolling five-year period.

The Board of Directors adheres to the philosophy that the Foundation will exist in perpetuity and should provide for grant making in perpetuity. Therefore, long-term expectations may be expressed by the following equation: Expected Average Annual Total Return Net of Fees  $\geq$  Grants + Inflation (as measured by the Consumer Price Index)

Currently, this equation would result in an expected long-term return of approximately 4.5% + 2.4% or 6.9%, net of fees. The expectation is a moving target based on the variable nature of inflation, as such, the current expectation is not fixed.

The Committee will review this equation annually based on a three-year rolling average of the Consumer Price Index.

## INVESTMENT GUIDELINES

### I. General

Each Manager is required to manage each respective fund within the parameters of the CFFRV Balanced Investment Allocation (Attachment A). The following factors shall be considered by the Investment Manager in selecting ranges in the allocation:

1. The need for annual cash flow
2. The length of time before funds are required
3. Fund classification as advisory vs. endowment
4. Projected life-span of fund
5. Donor goals for fund as indicated by the terms of the fund
6. Other relevant factors such as donor intent, needs of community, etc.

The Committee has determined four major asset categories: Cash, Bonds, Equities and Alternatives and prescribed minimum and maximum percentage allocations by model type (Attachment A). The categories are broad and the percentages are wide in order to allow each Manager investment flexibility within each model. To further specify investment guidelines, allowable assets and prohibited assets and transactions are listed below.

In addition, for equities, we emphasize portfolio diversification for all of our accounts and limit exposure to any individual security to 5% of the portfolio's value. We expect our Managers to outperform the S & P 500 index over a 5 to 10 year period by keeping pace with the S & P 500 returns in up markets and outperforming the S & P in down markets. To accomplish this goal, we expect our Managers to continually evaluate stocks and stock weighting in the various market sectors and make selections for overweighting or underweighting these sectors based on the market outlook for the economy.

For fixed income, we emphasize the maximizing of income by investing in high quality bonds with an average maturity of less than 15 years. We also limit exposure to any investment in a corporate bond issuer to 5% of the total portfolio's value and an investment grade credit rating of at least an A for at least 90% of the bond portfolio with the ability to hold up to 10% of the portfolio less than investment grade.

We expect our managers to monitor the outlook for interest rates over the next 18-month period, make investment decisions based upon where they see the best value and manage the duration of the portfolio to conform to the established guidelines.

Mutual Funds are to be used to enhance the overall performance of the portfolios as needed to complete the proper asset allocation of the individual portfolios where the Managers believe necessary. These investments usually are made in Small Cap or International markets where it is more difficult to provide proper diversification by using individual securities. Mutual Funds are also used in portfolios that are small (usually under \$250,000) and can not be invested properly to conform to our diversification guidelines.

## **II. Allowable Assets**

1. Cash Equivalents
  - a) Treasury Bills
  - b) Money Market Funds
  - c) Short-Term Investment Funds
  - d) Commercial Paper
  - e) Banker's Acceptances
  - f) Repurchase Agreements
2. Fixed Income Securities
  - a) U.S. Government and Agency Securities
  - b) Corporate Notes and Bonds
  - c) Mortgage Backed Bonds
  - d) Preferred Stock
  - e) Fixed Income Securities of Foreign Governments and Corporations (Global Bonds)
  - f) Planned Amortization Class Collateralized Mortgage Obligations (PAC CMOs) or other "early tranche" CMOs
  - g) High Yield Securities
  - h) Municipal Obligations (taxable or tax exempt)
  - i) Floating Rate Bank Loans or funds containing such loans
  - j) Certificates of Deposit including structured CDs
3. Equity Securities
  - a) Common Stocks
  - b) Convertible Notes and Bonds
  - c) Convertible Preferred Stocks
  - d) American Depositary Receipts (ADRs) of Non-U.S. Companies
  - e) Stocks of Non-U.S. Companies (Ordinary Shares)
4. Mutual Funds and Exchange-Traded Funds
  - a) Mutual and Exchange-Traded Funds which invest in securities as allowed in this SIP
  - b) Fund of Funds allowed with committee approval up to 25% of an account's balance with a range of 0 to 15% overall, with not more than 5% in any one category

5. Other Assets & Alternatives – Requires Committee Approval
  - a) Guaranteed Investment Contracts
  - b) Commodities
  - c) Real Estate Investment Trusts
  - d) Hedge Funds
  - e) Mutual Funds or ETF's which invest in other assets or alternatives
6. Derivatives
  - a) With the exception of approved hedge fund strategies, the use of derivatives is limited to use as part of a risk management strategy or as investments which are equivalents of securities as allowed in this SIP.
7. As a general policy, only funds with account balances greater than \$250,000 will be allowed to participate in Alternative Assets. Any exception to this policy will need individual approval of the Committee before participation will be allowed.

### **III. Prohibited Assets and Transactions**

Prohibited Investments include, but are not limited to, the following:

1. Private Placements
2. Private Equity
3. Limited Partnerships
4. Venture-Capital Investments
5. Real-Estate Properties
6. Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs
7. Short-selling and the use of margin trading

### **IV. EXCESS BUSINESS HOLDINGS**

The Pension Protection Act of 2006 amended section 4943 of the Internal Revenue Code to limit ownership of closely-held business interests in a donor advised fund. A fund's holdings, together with the holdings of disqualified persons (donor, advisor, members of their families and businesses they control) may not exceed any of the following:

1. 20% of the voting stock of an incorporated business
2. 20% of the profits interest of a partnership, joint venture, or the beneficial interest in a trust or similar entity
3. Any interest in a sole proprietorship

These limitations do not apply if the donor-advised fund holds an interest that does not exceed two percent of the voting stock and two percent of the value of the business.

Donor-advised funds receiving gifts of interests in a business enterprise have five years from the receipt of the interest to divest holdings that are above the permitted amount, with the possibility of an additional five years if approved by the Secretary of the Treasury. To prevent a violation of these rules, it is the Foundation's policy is to divest itself of such holdings within five years from the date the Foundation acquired the asset. If that is not possible, the asset will be transferred to a new or existing fund that is not an advised fund.

**V. Notwithstanding the above, suggestions or deviations will be considered and require the approval of the Committee and notification of the Executive Committee.**

## **REPORTING**

In order to ensure that the Board of Directors and the Committee are able to fulfill their duties with respect to prudent management of the portfolio, the Foundation's President will provide detailed reports at least quarterly to the Committee. Such reports shall include, though not be limited to, performance of the Foundation's investment portfolio, actions taken with respect to the investment portfolio, and expected changes in investments.

The Chair of the Committee will report on the status of the investment portfolio and any actions taken to the Board of Directors at each Board meeting.

## **CONFLICTS OF INTEREST**

Any actual or potential conflicts of interest possessed by a member of the Finance Committee must be disclosed and resolved pursuant to the Foundation's Conflict of Interest Policy.

Adopted by the Board of Directors: \_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman



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**ATTACHMENT A:**

**CFFRV Balanced Investment Asset Allocation**

**Overall Allocation Ranges**

**Range**

50 – 70%

Equity

20 – 50%

Fixed Income

0 – 15%

Alternatives

0 – 30%

Cash

**Equity Ranges**

**Range**

5 – 25%

**Category**

International & Emerging  
Markets

50 – 70%

Large-Cap Domestic

0 – 20%

Small-Cap Domestic

0 – 20%

Mid-Cap Domestic

# COMMUNITY FOUNDATION

— OF THE FOX RIVER VALLEY —



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## **ATTACHMENT B:**

### **Investment Performance Benchmarks**

#### Overall Portfolio:

Blend of: 60% S&P 500 Index and 40% Barclays Capital Aggregate Bond Index

#### Large Cap U.S. Equity:

S&P 500 Index  
Russell 1000 Index

#### Mid Cap U.S. Equity:

S&P 400 Index  
Russell Mid Cap Index

#### Small Cap U.S. Equity:

S&P 600  
Russell 2000 Index

#### International Equity:

Morgan Stanley Capital International Europe, Australia, and Far East Index ("MSCI EAFE")  
Net Dividends (ND)  
Morgan Stanley Capital International ("MSCI") Emerging Markets Free Index

#### Fixed Income:

Barclays Capital Aggregate Bond Index  
Barclays Capital High Yield U.S. Corporate Bond Index (with 2% issuer cap)

#### Hedge Fund of Funds:

HFR Funds of Funds Index: Composite  
HFR Funds of Funds Index: Conservative

#### Commodities:

Dow Jones – AIG Commodities Index

#### Real Estate:

FTSE – EPRA/NAREIT Global Real Estate Index

#### Short Term Investments:

90 Day T-Bill



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**ATTACHMENT C:**

**Certification of Acceptance by Investment Professionals**

I have received, read, and understand the Community Foundation of the Fox River Valley's Investment Policy dated \_\_\_\_\_. I will abide by the Policy with respect to the assets for which I am the investment manager, investment consultant, custodian or other investment professional.

I will notify the Foundation's Finance Committee, or its designee, in advance of any proposed investment that is inconsistent with this Policy and I will not make such investment without the advance written approval of same.

**INVESTMENT MANAGER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name of Firm

**COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# COMMUNITY FOUNDATION

— OF THE FOX RIVER VALLEY —



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Policy: By-Laws Of The CFFRV

Total Pages: 5

Attachments: 0

Date Last Revised: 5/18/17

Date Last Reviewed: 5/18/17

Approved By: Executive Committee

Date To Be Reviewed: May 2018

## BY-LAWS OF THE COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY

### Section I -- Members

1. The Community Foundation of the Fox River Valley is organized to dispense charitable funds when and where it finds they are most needed; but it could not perform this community service without its reserve of discretionary funds. To help maintain that vital reserve, the Foundation has always depended on its contributing members.
2. Any individual, partnership or corporation which contributes the undesignated or unrestricted minimum sum of twenty-five dollars (\$25.00) in a single gift shall be a member of this Foundation for the calendar year in which said sum is contributed.
3. Any individual who contributes the undesignated or unrestricted minimum sum of five hundred dollars (\$500.00), as either a single annual gift or five annual gifts of \$100, shall be a member of this Foundation for the period of the contributor's natural lifetime. Other life memberships may be awarded, at the discretion of the Board of Directors, to individuals, partnerships, corporations, and other organizations.
4. Contributing members shall have the right to designate whether their contribution shall be added to the Administrative Endowment Fund to cover administrative expenses or to the Permanent Endowment Fund to provide income for discretionary grants, but shall not have the right to designate the purpose for which the contribution shall be used. The contribution shall be added to the Permanent Endowment Fund if neither fund is designated.
5. The spouse of a contributing member may exercise the latter's rights of membership. The rights of life membership shall continue during the lifetime of a surviving spouse.
6. Meetings of members may be held at such place either within or out of this State, as may be determined by the Board of Directors. An annual meeting of the members shall be held on the second Thursday in March.
7. Special meetings of the members may be called by the President or by the Board of Directors, upon notice in writing which shall be mailed and/or emailed to said members at least ten (10) days before said meeting.

### Section II -- Voting

1. In all elections of Directors, every member shall be entitled to one vote for each Director to be elected, but shall not be entitled to cumulate the vote.
2. Elections of Directors may be conducted by mail and/or email.

### **Section III -- Quorum**

Ten percent (10%) of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members. A majority of the whole Board of Directors shall constitute a quorum at a meeting of the Board of Directors.

### **Section IV -- Board of Directors**

1. Directors are the ultimate governing body of the Foundation. There shall be not less than fifteen (15) nor more than eighteen (18) Directors of this Foundation chosen as set forth hereafter.
2. The Directors shall be elected from amongst the members at the annual meeting of members for a term of three (3) years each.
3. A Director may not serve for more than three (3) consecutive terms (otherwise defined as a total of nine (9) consecutive years), but may be eligible for election as a new Director subsequent to an absence of at least one (1) year.
  - a. The Chairman or Executive Committee may ask an individual who has served the maximum consecutive period of time, to assist in an advisory or consultative way and/or to attend certain meetings, although such person shall not have any voting rights in any Board and/or Executive Committee matters during such period of absence.
  - b. Notwithstanding the numerical provision of this Section IV, if a Director is serving as an Officer as provided in Section V when that Director reaches the above maximum of three (3) consecutive terms or nine (9) consecutive years as a Director, such Officer shall be permitted to complete his or her current term of office and the number of Directors shall be increased automatically during the remainder of such current term as an Officer. At the end of such term as an Officer, the Officer/Director shall commence the above period of absence from the Board.
  - c. In the event that the Board of Directors elects a Chairman who has completed the above maximum of three (3) consecutive terms or nine (9) consecutive years as a Director immediately preceding the date of that person's election as Chairman, the newly elected Chairman who otherwise would be ineligible for reelection as a Director, shall now continue as a Director and the number of Directors shall be increased automatically during such term of office as Chairman. At the end of such term as Chairman, the Officer/Director shall commence the above period of absence from the Board.
4. The Directors shall hold office until their successors are duly elected and qualified.
5. Meetings of the Board of Directors shall be held upon notice in writing which shall be mailed and/or emailed to said Directors at least ten (10) days before said meeting. A minimum of two (2) meetings of the Board of Directors shall be held each year.
6. The Board of Directors shall have the power to fill vacancies in the Office of Director.
7. A Director who has completed the maximum three (3) consecutive terms or nine (9) consecutive years as a Director shall be eligible for membership in the President's Council. The President's Council shall meet annually, or more often as deemed necessary, to review the activities of the Foundation and to serve the Foundation in an advisory or consultative capacity. The Board of Directors shall have the power to appoint any active or former member of the Board of Directors to the President's Council as a tribute for outstanding service to the Foundation regardless of the length of time served. Members of the President's Council shall be eligible to hold membership for life.
8. The Board of Directors shall have the power to replace any participating trustee, custodian or agent for breach of fiduciary duty under Illinois law. If it appears that there may be grounds for exercising this power with respect to any fund, the Board of Directors shall notify the trustee, custodian or agent involved and provide a reasonable opportunity for explanation and/or correction. The Board of Directors shall exercise this power by the affirmative vote of a majority of the members of the Board. Before it exercises this power, the Board of Directors may seek advice of legal counsel as to whether a breach has been committed under Illinois law.

9. The Board of Directors shall have the power to replace any participating trustee, custodian or agent for failure to produce a reasonable return of net income (or appreciation where not inconsistent with the Foundation's need for current income), with due regard to the safety of principal, over such reasonable period of time as is determined by the Board of Directors. In exercising this power, the determination with respect to a reasonable return of net income or appreciation shall be made separately with respect to each restricted fund and shall be made in the aggregate with respect to unrestricted funds of the Foundation. As used herein, the term "restricted fund" means a fund, the income of which has been designated by the donor of the gift or bequest as being available only for the use or benefit of a named charitable organization or agency or for the use or benefit of a particular class of charitable organizations or agencies, the members of which are readily ascertainable and are not less than five in number. If it appears that there may be grounds for exercising this power with respect to any fund, the Board of Directors shall notify the trustee, custodian or agent involved and provide a reasonable opportunity for explanation and/or correction. The Board of Directors shall exercise this power of replacement upon the affirmative vote of a majority of the members of the Board.

## **Section V -- Officers**

1. Officers of this Foundation shall consist of a Chairman, a Vice-Chairman, a President and CEO, a Secretary (also designated as Corporate Secretary) and a Treasurer, each of whom shall be elected for a term of two years by the Board of Directors at a meeting next following the annual meeting of members. Vacancies may be filled, or other offices created and filled or abolished, at any meeting of the Board of Directors, provided that a notice in writing shall be mailed and/or emailed to said Directors at least ten (10) days before said meeting, which notice shall state the substance of the action proposed to be taken at said meeting. Officers shall hold their respective offices until their successors are elected and qualified.
2. Chairman - The Chairman shall preside at all meetings of the members and of the Board of Directors; shall sign with the Secretary or any other proper Officer of the Foundation thereunto authorized by the Board of Directors all contracts, deeds and other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to the President or agent of the Foundation or shall be required by law to be otherwise signed or executed; and in general shall perform all duties as may be prescribed by the Board of Directors from time to time.

In all cases where the duties of any Officer of the Foundation are not prescribed in the By-Laws, or by rules or resolution of the Board of Directors, such Officer shall obey the instructions of the Chairman.

3. Vice-Chairman - The Vice-Chairman shall perform the duties of the Chairman in case of the latter's absence or disability, and in such case shall act in the Chairman's place on all committees of which the Chairman is a member.

The official execution of any instrument by a Vice-Chairman shall have the same force and effect as if it were executed by the Chairman.

In the event of the Vice-Chairman's absence or disability, the Secretary, or if the latter is absent or disabled, the Treasurer shall perform the duties of the Vice-Chairman.

4. President and Chief Executive Officer (CEO) - The President and CEO shall be the principal executive officer of the Foundation and shall be responsible for all of the business affairs of the Foundation. The President will be appointed to the position by the Board of Directors and will serve with a salary and benefits package determined by the Board of Directors and reviewed annually by the Executive Committee. The term of office will continue solely at the will of the Board of Directors unless the President chooses to resign or retire.
5. Secretary - The Secretary shall keep a list of the members, and shall keep a record of the proceedings of the members' and the Directors' meetings, and shall sign all such instruments of contract and conveyances as are required to be signed by the President and attested by the Foundation seal.

The Secretary shall be the custodian of all books, correspondence and papers relating to the business of the Foundation except those of the Treasurer, and shall be custodian of the official seal. The Secretary shall prepare and keep, or cause to be kept, such books except those of the Treasurer, as the Board of Directors may from time to time determine to be necessary for the proper conduct of the business of the Foundation, which books shall be at all times open to the inspection of the Board of Directors.

The Secretary shall present at each annual meeting a full report in a general way of the transactions of the Foundation for the past fiscal year, and shall also prepare and present to the Board of Directors at any time such general or special reports as they may desire and request, and shall perform such other duties as may be prescribed by the Board of Directors.

6. Treasurer - The Treasurer shall have the custody of the corporate funds and securities other than those deposited with a bank under a custodial agreement between said bank and the Foundation; shall keep full and accurate accounts of receipts and disbursements of funds coming into the Treasurer's hands and shall deposit all monies and other valuable effects that come into the Treasurer's hands in the name and to the credit of the Foundation in such depositories as may be designated by the Board of Directors.

The Treasurer shall disburse the funds of the Foundation when proper to do so, making proper vouchers for such disbursements, and shall render to the President and Directors whenever required an account of all transactions of the Treasurer and the financial condition of the Foundation.

If required by the Board, the Treasurer shall give the Foundation a bond in such sum and with such surety as shall be satisfactory to the Board of Directors for the faithful performance of the duties of that office and for the restoration to the Foundation in case of death, resignation, retirement or removal from office of all books, papers, vouchers, money and all other assets of whatever kind in the possession or control of the Treasurer belonging to the Foundation.

## **Section VI -- Committees**

The Chairman shall annually appoint such committees, and shall from time to time add, modify or abolish such committees, as the Chairman deems necessary for the conduct of the Foundation's affairs, except that the Executive Committee shall be elected by the Board of Directors.

## **Section VII -- Executive Committee**

At any regular meeting or special meeting duly called for the purpose, the Board of Directors, by majority vote of those present, may elect an Executive Committee, consisting of at least one-third (1/3) of the total board membership, to serve for one (1) year or until their successors are elected or the Committee is abolished in the same manner. The Committee shall exercise all powers of the Board of Directors, to the extent permitted by statute, during the interim between meetings of the Board. The Chairman, or in the Chairman's absence, the Vice-Chairman, shall be the Chairman and the Secretary shall act as Secretary of the Committee. Minutes of the Committee shall be reported to the Board at its next meeting. In case of absence of any member of the Committee, the Chairman may appoint any Director to be a member of the Executive Committee for the meeting.

## **Section VIII -- Gifts to the Community Foundation of the Fox River Valley**

1. All gifts to the Foundation are subject to Board of Directors approval, primarily to protect against accepting gifts that are not in accordance with the purpose of the Foundation. Funds received by the Foundation shall be held and invested in accordance with policies determined by the Board of Directors.

Types of Gifts:

- a. Restricted - Funds that are given by contribution or bequest to the Foundation to be paid at a later date for charitable purpose within the general purpose of the Foundation as designated by the donor at the time gift is made.

- b. Unrestricted - Outright contributions and bequests to the Foundation, money or property, to be invested and used as the Foundation deems advisable in accordance with the Foundation By-Laws and policies.
  - c. Special - This class involves any contribution or bequest to the Foundation that does not qualify under the definition of Restricted or Unrestricted. The Board of Directors shall always be alert in determining and following the proper accounting and auditing necessary to carry out the terms and conditions of this type of contribution or bequest.
2. The Board of Directors shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations if in the sole judgment of the Board of Directors (without the necessity of the approval of any participating trustee, custodian or agent), such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of Aurora or the surrounding area. The Board of Directors shall exercise this power upon the affirmative vote of a majority of its members.

#### **Section IX -- Fiscal and Miscellaneous**

1. There shall be an annual audit of the books and records of the Foundation by a certified public accountant licensed to practice accounting in the State of Illinois.
2. No compensation shall be paid to any Director of this Foundation except for special services as authorized by the Board of Directors.
3. The Fiscal Year of this Foundation shall be January 1 through December 31.
4. Absent a finding by a Court of competent jurisdiction that a Director, Officer, or employee has committed an intentional wrong doing, or acted in bad faith, the Foundation shall indemnify and hold harmless, all Directors, Officers and employees from any and all costs and expenses (including costs of defense) which the Director, Officer or employee may incur by reason of serving the Foundation in said capacity.

#### **Section X -- Amendments**

These By-Laws may be amended, altered or repealed by vote of a majority of the whole Board of Directors at any meeting of the Board, if notice of the proposed By-Laws change is mailed and/or emailed to the Directors prior to the meeting.

Approved by: Executive Committee  
Date: May 18, 2017



Jeffrey J. Hartman, President & CEO  
Corporate Secretary

# COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY



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Policy: Administrative Fee Structure  
Total Pages: 1  
Attachments: 0  
Date Last Revised: 5/18/17  
Date Last Reviewed: 5/18/17  
Approved By: Executive Committee  
Date To Be Reviewed: May 2018

## ADMINISTRATIVE FEE STRUCTURE

The Community Foundation of the Fox River Valley has adopted the following fee structure for the administration of charitable funds entrusted to its care.

**Consolidated Fund:** No fees are charged to funds within the Community Foundation's Consolidated Fund. Funds within the Consolidated Fund do not accrue their own income. Any income earned through the investment of such funds is retained by the Community Foundation to assist with its administrative expenses.

**Separately Invested Funds:** Once a fund reaches and maintains a balance of at least \$10,000.00, the fund may be separately invested to accrue income. For these funds, the following policies apply. All fees are assessed on an annual basis:

A fee of 0.50% is assessed on the first \$1 million of a fund's market value.

A reduced fee of 0.25% is assessed on all amounts over \$1 million of a fund's market value.

Funds created by non-profit organizations or churches are charged a reduced fee of 0.50% on the first \$250,000 and 0.25% on assets over \$250,000.

However, if it appears that a fund (either in the Consolidated Fund or a Separately Invested Fund) is requiring a significant amount of staff time or the need for legal assistance, the Foundation's President may discuss an added fee with the fund to help offset added Foundation administration.

Funds created in the last quarter of the Foundation's fiscal year will not be charged an administrative fee for that quarter. The Foundation's fiscal year is January 1 thru December 31.

Funds created in the first three quarters of the Foundation's fiscal year will be charged one-half of the administrative fee.

Approved by: Executive Committee  
Date: May 18, 2017

Jeffrey J. Hartman, President & CEO  
Corporate Secretary

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IIC1

Title:

Motion to Approve and Execute an Acceptance Resolution for Public Utilities for the Prairie Winds Development.

Presenter:

Rita Tungare

Meeting: City Council

Date: November 19, 2018

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

Public watermain, sanitary sewer and appurtenances were constructed by the developer to service the improvements for the Prairie Winds development. Said utilities have undergone and passed all required testing.

Planning and Development Committee recommended conditional approval on November 13, 2017 contingent upon completion of the punchlist prior to final City Council action. Alderman Stellato abstained.

Developer has resolved punchlist items.

**Attachments** (*please list*):

Acceptance Resolution  
Bill of Sale  
Exhibit

**Recommendation/Suggested Action** (*briefly explain*):

Staff recommends approval and execution of an acceptance resolution.

(Watermain & Sanitary Sewer)

**City of St. Charles  
Kane and DuPage Counties**

**ACCEPTANCE RESOLUTION**

**Subdivision Name: Prairie Winds**

**Whereas** Prairie Winds, LLC, the Developer of  
Prairie Winds, constructed public watermain, sanitary sewer and appurtenances in easements  
as described in the attached exhibits in the aforesaid Subdivision; and

**Whereas**, the Developer has constructed public watermain, sanitary sewer and  
appurtenances in accord with the plans and specifications, heretofore approved by the City of St. Charles;  
and

**Whereas**, the constructed public watermain, sanitary sewer and appurtenances have been  
inspected by the Engineer for the sub divider and by a representative for the City of St. Charles and are  
found to be satisfactory;

**Now, Therefore, Be It Resolved** by the City Council of St. Charles, that said Council  
hereby approves and accepts the constructed public watermain, sanitary sewer and appurtenances. It  
being understood that this acceptance and/or approval in no way relieves the Developer of his Surety of  
any obligation for maintenance for a period of one (1) year as provided for in said Contract.

**Passed** by the City Council of the City of St. Charles, this 19<sup>th</sup> day of November,  
2018, and **APPROVED** by the Mayor of said City of St. Charles, this 19<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**BILL OF SALE**

KNOW ALL MEN BY THESE PRESENTS, that Prairie Winds, LLC ("Seller"), in consideration of One (\$1.00) Dollar and other good and valuable consideration, does hereby grant, sell, transfer and deliver unto the CITY OF ST. CHARLES, an Illinois municipal corporation in Kane County, Illinois, ("City") the following goods, chattels or other items of personal property, to wit:

ONE: Each and every part of a Public Watermain, Sanitary Sewer & Appurtenances as fully described in a certain set of plans and specifications attached hereto and incorporated herein as Exhibit "A".

TWO: The object of this Bill of Sale is to grant, sell, transfer and deliver to the CITY, with the exceptions noted, the ownership in all items of personalty, which comprise the Public Watermain, Sanitary Sewer & Appurtenances by SELLER to date within the CITY.

SELLER does hereby covenant and warrant to the CITY that SELLER is the lawful owner of the aforescribed goods, chattels and personalty; that such items are free and clear from all encumbrances; that SELLER has the absolute right to sell the same as aforesaid; and that SELLER warrants and will defend the same against the claims and demands of all persons; and that the execution of this Bill of Sale is an authorized act of said SELLER.

IN WITNESS WHEREOF, SELLER has signed and sealed this Bill of Sale at \_\_\_\_\_, this 2 day of November, 2017.

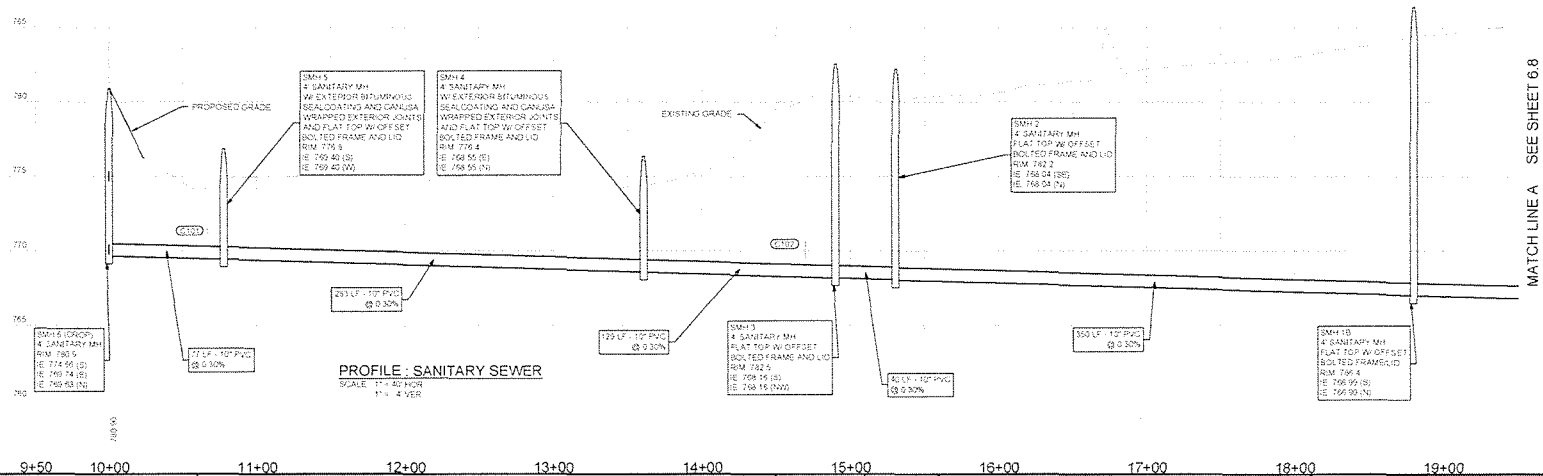
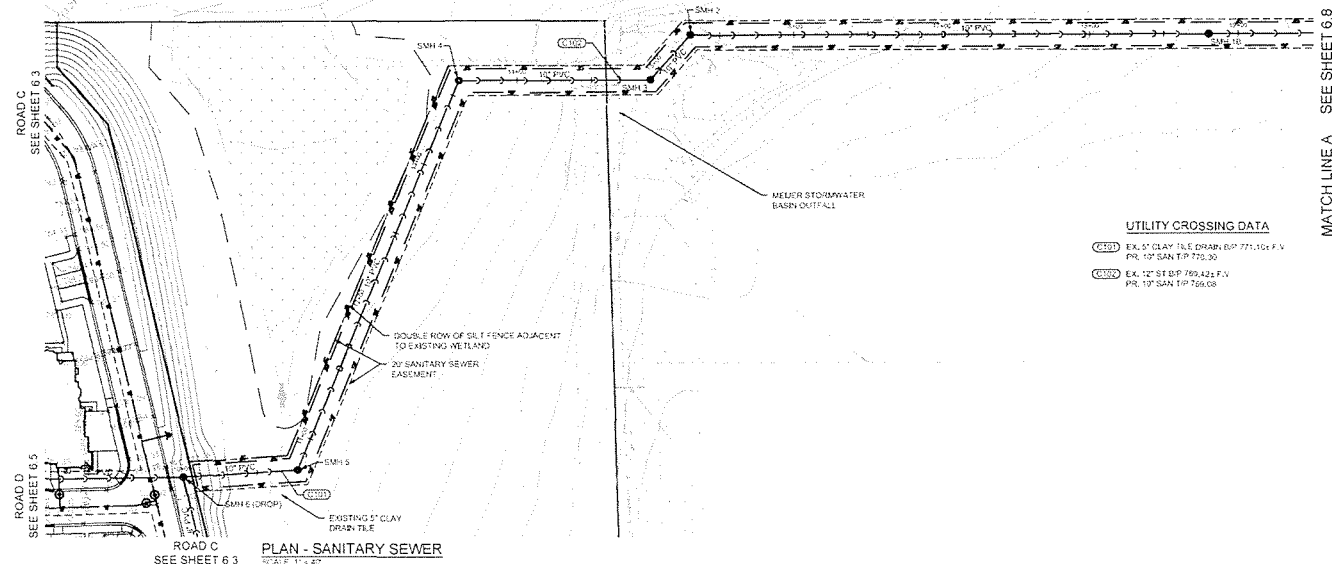
(SELLER)

BY: \_\_\_\_\_

ATTEST:

Deb O'Connor





V3 Companies  
7325 Jones Avenue  
Woodridge, IL 60517  
630.724.9200 phone  
630.724.9202 fax  
www.v3co.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY
1	05/08/17	REVISED PER CITY REVIEW	VRB
2	06/26/17	REVISED PER CITY REVIEW	VRB
3	08/08/17	REVISED PER CITY REVIEW	VRB
4	08/08/17	REVISED PER CITY REVIEW	VRB
5	08/08/17	REVISED PER CITY REVIEW	VRB
6	08/08/17	REVISED PER CITY REVIEW	VRB
7	08/08/17	REVISED PER CITY REVIEW	VRB
8	08/08/17	REVISED PER CITY REVIEW	VRB
9	08/08/17	REVISED PER CITY REVIEW	VRB
10	08/08/17	REVISED PER CITY REVIEW	VRB

FILE NO.	10022
FILE NAME	6.7 SAN19282.DWG
DESIGNER	VRB
CHECKER	VRB
DATE	05/08/17
SCALE	1" = 40'
PROJECT NUMBER	BUR

DESIGNED BY	VRB
CHECKED BY	VRB
DATE	05/08/17
SCALE	1" = 40'
PROJECT NUMBER	BUR

PRAIRIE WINDS

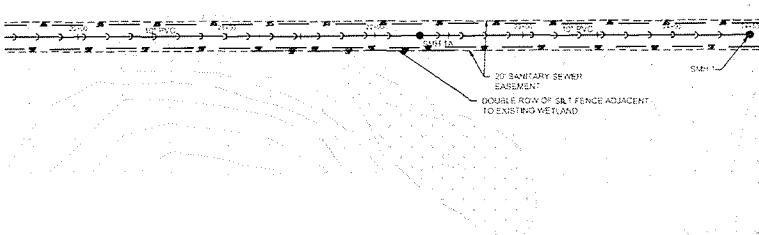
ST. CHARLES FINAL ENGINEERING ILLINOIS

PLAN AND PROFILE - SANITARY SEWER

6.7

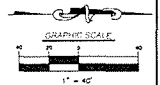
10022 - PLAN AND PROFILE - SANITARY SEWER

MATCH LINE A SEE SHEET 6.7

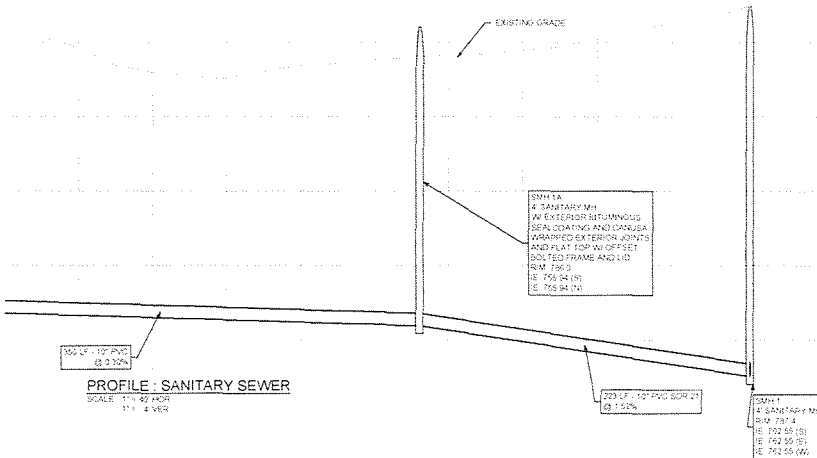


LINCOLN HIGHWAY (IL RT. 38)

PLAN - SANITARY SEWER  
SCALE 1" = 40'



MATCH LINE A SEE SHEET 6.7



PROFILE - SANITARY SEWER  
SCALE 1" = 40' VERT  
1" = 40' HOR

20+00 21+00 22+00 23+00 24+00 25+00



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REVISIONS

NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION
1	10-22-11	ISSUED PER CITY REVIEW			
2	10-25-11	REVISED PER CITY REVIEW			

PROJECT NO.	10262	DATE	MTB
FILE NAME	S / SANITARY LOWD	DRAWN BY	VRB
GROUND ISSUE DATE	08/03/12	CHECKED BY	BCR
SCALE	1" = 40'	PROJECT MANAGER	BCR

PRAIRIE WINDS

ST. CHARLES FINAL ENGINEERING ILLINOIS

PLAN AND PROFILE - SANITARY SEWER

6.8

10262 - PLAN AND PROFILE - SANITARY SEWER

**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, NOVEMBER 12, 2018 7:00 P.M.**

**Members Present:** Stellato, Silkaitis, Payleitner, Lemke (7:05pm), Turner, Gaugel, Vitek Bessner, Lewis

**Members Absent:** Bancroft

**Others Present:** Mayor Rogina; Mark Koenen, City Administrator; Rita Tungare, Director of Community & Economic Development; Russell Colby, Community Development Division Manager; Ellen Johnson, City Planner; Rachel Hitzemann, City Planner; Mark LaChappell, Building & Code Enforcement Division Supervisor; Fire Chief Schelstreet, Asst. Chief Christensen

**1. CALL TO ORDER**

The meeting was convened by Chairman Bessner at 7:00 P.M.

**2. ROLL CALLED**

Roll was called:

Present: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Vitek, Bessner, Lewis

Absent: Bancroft, Lemke

**3. OMNIBUS VOTE-None.**

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. *Recommendation to approve a Right-of-Way License Agreement between the City of St. Charles and Crystal Lofts, LLC regarding Crystal Lofts Townhomes, 214 S. 13th Ave.*

Ms. Johnson said plans have been approved by the city for redevelopment of the former Lamp Factory building at 214 S. 13<sup>th</sup> Ave for residential townhomes; the existing building and the addition are very close to the property line along Indiana and 13<sup>th</sup> Ave. and the approved plans include projections into the city right-of-way which include front entry stairs, canopy overhang, landscaping along the building foundation walls and a small part of the electrical room adjacent to the garage for unit 1. The proposed license agreement grants the property owner and the successor owners (HOA) a license for maintaining the right-of-way projections. The property owner will responsible for maintaining the projections in a safe manner and in accordance with the approved plans, providing an indemnification and insurance for the benefit of the city. The city retains the right to enforce all regulations regarding the projections.

**Aldr. Turner made a motion to approve a Right-of-Way License Agreement between the City of St. Charles and Crystal Lofts, LLC regarding Crystal Lofts Townhomes, 214 S. 13th Ave. Seconded by Aldr. Stellato.**

**Roll was called:**

**Ayes:** Payleitner, Turner, Gaugel, Vitek, Lewis, Stellato, Silkaitis

**Absent:** Lemke, Bancroft

**Recused:**

**Nays:**

**Motion carried 7-0**

\*\*Aldr. Lemke joined the Committee at 7:05pm.

b. *Presentation of a Concept Layout for the First Street Riverwalk and East Plaza.*

Mr. Colby said the remaining First St. riverwalk and East Plaza are to be constructed next summer when the buildings in Phase 3 are completed. Staff has developed a conceptual layout and are looking for some initial feedback on the overall layout before proceeding with developing engineering plans; a finalized plan will then be brought back at a later date. He then presented some slides which showed the following significant features:

- Along the Riverwalk, curvilinear planting islands with integrated seating.
- For the East Plaza, a larger central open space for events or performances.
- Use of consistent decorative lighting, railings, brick paver patterns and accents.
- A green edge/buffer as an interim condition for potential future connection/transition to the vacant parcel to the north (former Manor lot- not owned by the City).
- Opportunities for fixed and interactive public art exhibits/displays.

Plan Commission reviewed the concept on October 16 and provided the following feedback, which will be addressed in the final design:

- Consider how the East Plaza aligns geometrically with the existing West Plaza.
- Importance of pedestrian connections/routes/crossings.
- Importance of lighting, use of decorative fixtures, accent lighting; wall lighting for lower walk
- Potential for a water feature or other central focal point at the East Plaza stairs
- Shift performance structure to the south to be more centrally located in the plaza.
- Use of plants other than perennials for year round appearance; consider movable planters.

Aldr. Silkaitis asked if the upper and lower riverwalk would be finished as part of this, from bridge to bridge. Mr. Colby said yes, the next phase will involve the construction of the plaza and completion of the entire riverwalk on both levels, all the way up to the Plaza, where it connects to First St.

Aldr. Payleitner referred to a Plan Commission point in regard to the East Plaza aligning with the west, because to her it looks as if it does line-up. Mr. Colby said the two plazas do align but the improvements within the proposed East plaza do not have a relationship established between the center axis of the West plaza, where the fountains are located; so maybe there's an opportunity to align this or bring the axis across to angle the view.

Aldr. Payleitner asked said she thought she once heard of possibly closing down First St. at the plaza, and if that's ever been considered. Mr. Colby said in the project planning that access has always been maintained as a secondary access in and out of the development. The intent with having the pavers constructed all the way across on First St. was to slow traffic and create a continuous crossing and access way. When the plaza is finished on both sides of the road it will have the effect of more of a combination street/pedestrian area. Mayor Rogina noted that he has heard of possibly closing First Street down just for some special events/fests.

Chairman Bessner asked for clarification on the railings. Mr. Colby said the chevron railing has been extended up to the end of the parking deck, as well as along the top of the wall. We have not determined if a railing will be installed on the lower walk, early versions did not include that, but the last plan approved by the city did include the railing, which is something we will be looking at, and will be similar to what is used for the upper level, in terms of type and design. It hasn't been decided whether there will be a lower level railing at this point; staff needs to evaluate. Chairman

Bessner said his concern is the depth of the water from the lower level to the actual water is about 5-6ft. and if someone did fall in it would be hard to get out on their own. Ms. Tungare said if the Committee has a design preference they should include that in tonight's feedback. Aldr. Stellato said he feels it's safer to have a railing on both. Aldr. Turner asked if it would be a concrete railing or would it match the upper railing, he agrees that a railing on both levels would be safer.

Aldr. Turner asked about the 52ft. on the north end and if plants would be put in there now. Mr. Colby said the width of the plaza, roughly 100ft., the greenspace extends into the plaza slightly, this plan includes all the property the city owns, the intent would be that this area at the north end would be a green buffer that could be changed depending on what happens with the adjacent lot.

*c. Recommendation to approve a Revised License Agreement with First Street Development II, LLC regarding Balconies on First Street Building #3.*

Mr. Colby said back in August the Committee recommended approval of a draft license agreement for balconies located on First St. building #3, those balconies extend out over the city-owned riverwalk. A revised version of the agreement contains one substantive revision; the developer has requested that the agreement state that any rules or regulations promulgated by the city shall not preclude: hot tubs, outdoor grills and decorative plants. The city could still regulate those items in terms of usage, safety or conditions, but could not outright prohibit them.

Aldr. Lewis asked how you'd get a hot tub up there. Bob Rasmussen said there's actually a hot tub on the 5<sup>th</sup> floor right now, it's difficult but it can be done; he doesn't anticipate but maybe 1 more, they can only go on the one large corner balcony that tucks in on the inside corner; those are the only balconies designed to handle the load for that. We didn't really go through the whole agreement before committee saw it last time and in order to sell these units we have to have some ability to tell tenants they can barbeque and put plants out there; just a couple minor things we felt everyone would want to do; we want to be sure those can't be taken away. The city can work with the association and give input into how those things look, are maintained and exactly what goes there.

Aldr. Lewis said there's already 1 hot tub in; she imagines it's hard to take out. Mr. Rasmussen said he put it up with a crane early in the construction process. Aldr. Lewis said she's okay with the grilling and plants, but she doesn't approve of the hot tubs, she doesn't know how now they'd get that one out but maybe it could possibly be grandfathered in.

Aldr. Turner clarified that the units are designed to handle that load. Mr. Rasmussen said yes, he's provided that information to the Building Dept. Aldr. Turner said if the Building Dept. is okay with it so is he.

Aldr. Silkaitis asked if fire pits would be allowed; he doesn't want that. Mr. Rasmussen said gas grill only, we could modify the agreement to state that specifically, we can't wrap a whole bunch of rules for these balconies; he believes it'll be a situation where if something becomes evident it'll get addressed through the association. Fire Chief Schelstreet noted that's a concern of his as well, it's not so much about the open flame, its non-combustible; what concerns him is the smoke blowing into other units, the Fire dept. will be the first ones out there trying to regulate that and he asked that the language be put in the agreement. Aldr. Silkaitis agreed; he's fine with it as long as that language is in the ordinance.

Aldr. Payleitner noted that in looking closely at the plans in the packet you can see the hot tub; you don't really notice it, it's tucked in, and as long as it's just those 4 balconies she's okay with it. Mr. Rasmussen added that the hot tub is as big as it can be and it's pretty small.

**Aldr. Stellato made a motion to approve a Revised License Agreement with First Street Development II, LLC regarding Balconies on First Street Building #3, based on the Fire departments recommendation. Seconded by Aldr. Vitek.**

**Roll was called:**

**Ayes:** Payleitner, Lemke, Turner, Gaugel, Vitek, Lewis, Stellato, Silkaitis

**Absent:** Bancroft

**Recused:**

**Nays:**

**Motion carried 8-0**

*d. Recommendation to approve an Amendment to Title 15 of the City Code Pertaining to Recording Fees for Structures in Drainage/Utility Easements.*

Ms. Tungare said when applicants apply for a permit to place structures within utility and drainage easements (ex. Fence permit) we require that they have a release and indemnity agreement with the city, which is then recorded with the appropriate county. Recently we were informed that the fees for Kane County were increased from \$47 to \$52 and this amendment is to reflect the increase in the fees that will cover our actual cost for recording the agreement. Rather than specifying a specific dollar amount and having to keep coming back to Committee every time there's an increase, we've specified that the applicable fee that is in effect at the time of the permit application will apply, to not have to come back to Council every time the county changes their fees.

Aldr. Turner asked if we're just passing through the cost from the county. Ms. Tungare said exactly, it's more a convenient service we offer the customer by recording their document.

**Aldr. Turner made a motion to approve an Amendment to Title 15 of the City Code Pertaining to Recording Fees for Structures in Drainage/Utility Easements. Seconded by Aldr. Gaugel.**

**Roll was called:**

**Ayes:** Payleitner, Lemke, Turner, Gaugel, Vitek, Lewis, Stellato, Silkaitis

**Absent:** Bancroft

**Recused:**

**Nays:**

**Motion carried 8-0**

*e. Historic Preservation Commission recommendation to approve Historic Landmark Designation for 405 S 4<sup>th</sup> St., Colonel Francis Bowman House.*

Mr. Colby said Ginny and Will Hohm have nominated their property, if approved this would mark the 50th designated landmark in the city. The house was constructed in 1852 in the Gothic Revival style. In 1942 the modernization of the house was featured in Better Homes and Garden magazine and the original owner was Colonel Francis Bowman who participated in the battle of Shiloh. The house has been owned by the Hohm's since 1967. The Historic Commission held a public hearing and recommended approval on November 7, 2018

**Aldr. Turner made a motion to approve Landmark Designation for 405 S 4<sup>th</sup> St. Seconded by Aldr. Gaugel. Approved unanimously by voice vote. Motion carried 8-0.**

*f. Historic Preservation Commission recommendation to approve Historic Landmark Designation for 105 N 2<sup>nd</sup> Ave., Webster-Wing House.*

Mr. Colby said David Hunt has nominated his property, most know the property as Townhouse Books and Café. The building dates from 1853, was constructed in the Greek Revival style by Orin Webster; Clinton Wing bought the home 12 years later and it remained in his family for 104 years. Clinton Wing was Mayor of St. Charles from 1877-1879 and was instrumental for bringing the Great Western Railroad to the city. The Historic Commission held a public hearing and recommended approval on November 7, 2018.

**Aldr. Gaugel made a motion to approve Landmark Designation for 105 N 2<sup>nd</sup> Ave. Seconded by Aldr. Vitek. Approved unanimously by voice vote. Motion carried 8-0.**

**5. ADDITIONAL BUSINESS-None.**

**6. EXECUTIVE SESSION-None.**

**7. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS-None.**

**8. ADJOURNMENT- Aldr. Lemke made a motion to adjourn at 7:23pm. Seconded by Aldr. Turner. Approved unanimously by voice vote. Motion Carried 8-0.**