



## **MEETING NOTICE & AGENDA**

Regular Meeting of the Village Board of Trustees

**Monday, February 2, 2026 - 7:00 p.m.**

Board Room, 2<sup>nd</sup> Floor

Village Municipal Center, 555 Reinking Road

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

**5. SPECIAL PRESENTATIONS**

- a. Proclamation Honoring 2026 Pop Warner All-American Scholars - Hampshire Youth Football & Cheer Association [Bates 003](#)

**6. CONSENT AGENDA** - *All Consent Agenda items are considered to be routine in nature and may be approved and/or accepted by one motion. If further discussion is needed, any member of the Board may request an item be removed from the Consent Agenda and moved to Items for Separate Action.*

- a. Approval of Minutes from January 20, 2026, Village Board Meeting [Bates 005](#)
- b. Approval of Minutes from the Executive Sessions held on December 2, 2024, March 17, 2025, April 7, 2025, and August 4, 2025, as reviewed during January 20, 2026, closed session [Bates 009](#)
- c. Approval of Warrant List for February 2, 2026, in the Amount of \$274,764.67 [Bates 011](#)
- d. Consideration and Approval - Approval of Pay Application No. 3 for the 2025 MFT Road Resurfacing Program in the amount of \$74,198.83 [Bates 017](#)

**7. ITEMS FOR SEPARATE ACTION**

- a. Consideration and Approval – A Resolution Authorizing the Release or Retention of Certain Minutes of the Executive Sessions of the Village Board and the Destruction of Verbatim Recordings as Permitted Under OMA [Bates 033](#)
- b. Consideration and Approval – Independent Contractor Agreement with Joyce Nardulli for Lobbying Services [Bates 041](#)
- c. Consideration and Approval – An Ordinance Amending Village Code Title 2 Boards, Commissions and Committees, Chapter 3 Community Events Committee, Sections 2-3-1 through 2-3-8 [Bates 047](#)

**8. PRESIDENT'S REPORT**

**9. STAFF REPORTS AND DISCUSSION**

- a. Comprehensive Plan Update Discussion [Bates 053](#)

b. Discussion on an Ordinance Implementing Snow Removal Requirements for Homeowners Associations Bates 069

## **10. OLD/NEW BUSINESS**

**11. EXECUTIVE SESSION-** 5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village and 5- ILCS 120/2(c)(2) deliberations concerning salary schedules for one or more classes of employees.

## **12. ADJOURNMENT**

# # #

**LIVE STREAM:** Board meetings are open to the public by in-person attendance or live-streamed online via YouTube at <https://www.youtube.com/@PingreeGroveVillage/streams>. The meeting is scheduled to begin at 7:00 pm; online audio begins after the pledge. All meeting attachments are in draft form until approved by the Board.

**PUBLIC COMMENT:** *To provide a public comment pertaining to a current agenda item you may: 1) sign in on the public comments sheet prior to the beginning of the meeting, or stand for acknowledged during the scheduled public comments section of the Board meeting, or 2) submit a written public comment via email to the Village Clerk's office at [lortega@pingreegrove.org](mailto:lortega@pingreegrove.org), in advance of the Board meeting, but no later than 6:30 pm on the meeting date.*

**ACCESSIBILITY:** This facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 72 hours prior to this meeting. Please contact the Village Clerk's office at (847) 464-5533 x1507 if services are needed.



2026-P-01

## Proclamation

### HONORING THE 2026 POP WARNER ALL-AMERICAN SCHOLARS OF THE HAMPSHIRE YOUTH FOOTBALL & CHEER ASSOCIATION

**Whereas**, the Hampshire Youth Football & Cheer Association (the "Hampshire Jr. Whip-Purs") is a community-based youth organization serving families within the Village and surrounding municipalities, dedicated to developing young athletes through football and cheer while emphasizing character, teamwork, and personal responsibility; and

**Whereas**, Pop Warner Little Scholars, Inc. is a national youth sports organization that places a strong emphasis on academic achievement, recognizing student-athletes who demonstrate excellence in the classroom in addition to participation in athletics; and

**Whereas**, to qualify as a Pop Warner All-American Scholar, student-athletes must meet strict academic criteria established by Pop Warner National, including maintaining a minimum 94.0 grade point average or equivalent, verified by official school records, while actively participating in the Pop Warner football or cheer program; and

**Whereas**, during the 2025 academic year, thirty-nine (39) athletes from the Hampshire Youth Football & Cheer Association earned designation as Pop Warner All-American Scholars, representing an exceptional commitment to balancing academic excellence with athletic participation; and

**Whereas**, during the 2025 academic year, four middle school athletes from the Hampshire Youth Football & Cheer Association achieved a perfect 100.0 grade point average or equivalent Robert Kojzarek, Andrew Brey, Caleb Fawcett and Owen Amegasse; and

**Whereas**, during the 2025 academic year, seven middle school athletes from the Hampshire Youth Football & Cheer Association achieved a near-perfect 90.0 to 99.9 grade point average or equivalent Nathaniel Blachuciak, Killien Schwarz, Tyler Guess, Reid Majcher, Roberto Hightower, Dylan Foster, and Jaxon Riopel; and

**Whereas**, this achievement exemplifies the values of discipline, perseverance, and prioritizing education - principles that strengthen not only the individual student athletes but the broader community as a whole; and

**Whereas**, recognizing these young scholars reinforces the importance of placing academics before athletics and encourages all youth within the community to strive for excellence in both education and extracurricular pursuits;

Andrew Brey	8 <sup>th</sup> Grade Dundee Middle School	Isaac Lechuga	7 <sup>th</sup> Grade Hampshire Middle School
Callen Diehl	8 <sup>th</sup> Grade Hampshire Middle School	Drew Majcher	7 <sup>th</sup> Grade Hampshire Middle School
Dylan Foster	8 <sup>th</sup> Grade Dundee Middle School	Kellan McCarthy	7 <sup>th</sup> Grade Hampshire Middle School
Roberto Hightower	8 <sup>th</sup> Grade Kenyon Woods Middle School	Kyle Obmalay	7 <sup>th</sup> Grade Dundee Middle School
Robert Kojzarek	8 <sup>th</sup> Grade Dundee Middle School	Myles Parker	7 <sup>th</sup> Grade Hampshire Middle School
Leo Koutsogiannis	8 <sup>th</sup> Grade Dundee Middle School	Aaron Peralez	7 <sup>th</sup> Grade Dundee Middle School
Reid Majcher	8 <sup>th</sup> Grade Hampshire Middle School	Leo Perez	7 <sup>th</sup> Grade Dundee Middle School
Samuel Oleferchik	8 <sup>th</sup> Grade Hampshire Middle School	Jaxon Riopel	7 <sup>th</sup> Grade Hampshire Middle School
Jackson Rahe	8 <sup>th</sup> Grade Dundee Middle School	Jaxson Schmidt	7 <sup>th</sup> Grade Dundee Middle School
Owen Amegasse	7 <sup>th</sup> Grade Hampshire Middle School	Collin Wagner	7 <sup>th</sup> Grade Hampshire Middle School
Kyson Arnold	7 <sup>th</sup> Grade Hampshire Middle School	Jackson Land	6 <sup>th</sup> Grade Hampshire Middle School
Mason Arnold	7 <sup>th</sup> Grade Hampshire Middle School	Jack Mueller	6 <sup>th</sup> Grade Dundee Middle School
Brayden Bentley	7 <sup>th</sup> Grade Dundee Middle School	Jimmy Niccum	6 <sup>th</sup> Grade Hampshire Middle School
Nathaniel Blachuciak	7 <sup>th</sup> Grade Hampshire Middle School	Remington Simpson	6 <sup>th</sup> Grade Hampshire Middle School
Aiden Culpepper	7 <sup>th</sup> Grade Hampshire Middle School	Ezra Steinhable	6 <sup>th</sup> Grade Hampshire Middle School
Sebastian DeLaTorre	7 <sup>th</sup> Grade Hampshire Middle School	Bennett Tiffany	6 <sup>th</sup> Grade Hampshire Middle School
Caleb Fawcett	7 <sup>th</sup> Grade Hampshire Middle School	Jacob White	5 <sup>th</sup> Grade Dundee Middle School
Tyler Guess	7 <sup>th</sup> Grade Dundee Middle School	Kaden Wright	5 <sup>th</sup> Grade Genoa Elementary School
Nolan LaPorte	7 <sup>th</sup> Grade Dundee Middle School	Killien Schwarz	5 <sup>th</sup> Grade Grant Intermediate School

**Now Therefore**, Be it Proclaimed, that I, Amber Kubiak, President of the Village of Pingree Grove, Kane County, Illinois, on behalf of the Village, expresses its pride in these student-athletes, their families, coaches, and volunteers, who support an environment where educational success is valued alongside athletic development; and

**In Witness Whereof**, I have hereunto set my hand and caused the Seal of the Village of Pingree Grove, Kane County, Illinois to be affixed on this 2nd day of February in the year of Two Thousand and Twenty-Six.

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Amber Kubiak, President of the Board of Trustees  
Village of Pingree Grove

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Laura Ortega, Clerk  
Village of Pingree Grove



## MEETING MINUTES

Regular Meeting of the Village Board of Trustees

**Tuesday, January 20, 2026 - 7:00 p.m.**

Board Room, 2<sup>nd</sup> Floor

Village Municipal Center, 555 Reinking Road

**Meeting Recorded:** [https://www.youtube.com/watch?v=Q\\_smpN0LJZQ](https://www.youtube.com/watch?v=Q_smpN0LJZQ)

### **1. CALL TO ORDER**

President Kubiak, presiding, called the meeting to order at 7:00 p.m.

### **2. PLEDGE OF ALLEGIANCE**

Those in attendance recited the Pledge of Allegiance.

### **3. ROLL CALL**

Clerk Ortega, called the roll; answering present were President Amber Kubiak and Trustees: Adam Hagg, Luke Hall, Andrew McCurdy, Kevin Pini, Edward Tarnow, and Robert Wangles. Also present were Andy Ferrini, Village Manager, Laura Ortega, Village Clerk, Matthew Walters, Village Attorney, Albert Walczak, Finance Director, Pat Doherty, Public Works Director, Nick Partipilo, Asst to Village Manager and Development Services Director, Hannah Temes, Administrative Intern, Chris Harris, Chief of Police, and Brock Sutton, Village Engineer.

### **4. PUBLIC COMMENTS - none**

### **5. CONSENT AGENDA**

Trustee Hall made a motion, seconded by Trustee Pini, to approve the Consent Agenda consisting of Meeting Minutes from the December 1, 2025 Board Meeting; the Warrant Lists for December 15, 2025, in the amount of \$794,547.47, January 5, 2026, for \$2,953,358.46, and January 20, 2026 for \$462,381.02; pay applications for the WWTP project, no. 26 in the amount of \$1,234,148.89 and no. 27 in the amount of \$957,043.88.

A roll call vote determined Trustees McCurdy, Hall, Tarnow, Pini, Wangles, and Hagg, answered aye. The roll call vote passed 6-0-0.

### **6. ITEMS FOR SEPARATE ACTION**

- a. Consideration and Approval – An Ordinance Amending Village Code Section 1-5B-4, Meetings

Administrative Intern, Hannah Temes, introduced the ordinance and provided a summary of OMA changes under Public Act 104-0438, prohibiting Board meetings on election day and how that may affect the Village Board meeting schedule.

Trustee Hall made a motion, seconded by Trustee McCurdy, to approve an ordinance amending section 1-5B-4, meetings. A roll call vote determined Trustees: McCurdy, Hall, Hagg, Wangles, Tarnow, and Pini, answered aye. The roll call vote passed 6-0-0.

- b. Consideration and Approval – A Resolution Authorizing the Purchase of the BS&A Financial Software Cloud Version

Finance Director Walczak provided summary of BSA cloud-based financial software as an upgrade to the existing software utilized by the Village since 2020, indicating that it is an essential expansion due to community growth and versatility of a cloud-based system. Representative from BSA was available online. Board and staff discussed initial expansion cost and the annual escalation cost to maintain. Board consented to table for additional research on cost and other platform considerations.

Trustee Pini made a motion, seconded by Trustee Wangles, to table agenda item 6.b. for further review. A roll call vote determined Trustees: Hagg, Pini, Wangles, Tarnow, McCurdy, and Hall, answered aye. The roll call vote passed 6-0-0.

- c. Consideration and Approval – Resolution in Support of Illinois America 250 Commemoration

Clerk Ortega introduced the resolution and indicated that the approved Illinois America250 Commemoration logo will be used on Village materials for duration of year and that it will also be incorporated in this year's event themes.

Trustee Hall made a motion, seconded by Trustee Pini, to approve a resolution in support of the Illinois America250 Commemoration. A roll call vote determined Trustees: Tarnow, Wangles, McCurdy, Hagg, Hall, and Pini, answered aye. The roll call vote passed 6-0-0.

- d. Consideration and Approval – An Ordinance Amending Section 12-4C-3, Sewer Design, of Chapter 4, Design Standards, Title 12, Subdivision Regulations and Section 12-4E-6, General Design Details for Mains (6 to 24 Inch Diameter), of Chapter 4, Design Standards, Title 12, Subdivision Regulations

Development Services Director Partipilo introduced ordinance indicating that the amendment would require developers to expand sanitary sewers and water mains to undeveloped parcels adjacent to their project which is currently not required. Board and staff discussed how this would affect future development and ability to apply for variations.

Trustee McCurdy made a motion, seconded by Trustee Pini, approve an ordinance amending section 12-4c-3, Sewer Design, Chapter 4, Design Standards, Title 12, Subdivision Regulations, and Section 12-4e-6, General Design Details for Mains (6 To 24 Inch Diameter), of Chapter 4, Design Standards, Title 12, Subdivision Regulations. A roll call vote determined Trustees: Wangles, Tarnow, Hall, Hagg, Pini, and McCurdy, answered aye. The roll call vote passed 6-0-0.

## 7. PRESIDENT'S REPORT

President Kubiak shared in conversations with Joyce Narduli as a liaison on behalf of the village for the Rt 47 expansion project and provided updates on several village projects: Illinois Department of Natural Resources awarded a grant for skate park improvements project scheduled for this year, commercial development at Rt 72 and Reinking Rd is under review by IDOT, a new bakery – Cottage Sweets scheduled for grand opening this Saturday in the Heritage District, and that she and Village Manager Ferrini are scheduled to meet with City of Elgin regarding US 20 Roundabout and the Shodeen housing development at Highland.

## 8. STAFF REPORTS AND DISCUSSION

### a. Composting Services Discussion

Administrative Intern, Hannah Temes, provided Board with a summary presentation for consideration in offering residents the option of using a composting service. She highlighted the cost and service processes for two vendor options – Flood Brothers, the Village's current refuse, and recycling vendor, and WasteNot. Board and staff discussed vendor differences and the usefulness of the program.

Police Chief Harris shared that the department raised \$15K for Special Olympics which allows the Pingree Grove Police Department logo to be added to the back of the official Special Olympics t-shirt and that he is ordering extra for the coming year.

Finance Director Walczak shared that staff working on preliminary budget and currently setting up review meetings with Trustees February 9 – 20.

Development Services Director Partipilo informed that following up with developers on their plan submittal for self- storage development project at Rt 27 and Thurnau Rd.

## 9. OLD/NEW BUSINESS – Board expressed desire to receive more than one pricing option when seeking Board approval on purchase of items and/or services.

## 10. EXECUTIVE SESSION – at 7:53 pm, Trustee Hall made a motion, seconded by Trustee Tarnow, to enter closed session under 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Roll call was unanimous in favor.

No actions were taken during closed session. Open meeting resumed at 8:30 pm.

## 11. ADJOURNMENT

President Kubiak called for a motion to adjourn. Trustee Hall made a motion, seconded by Trustee Hagg, to adjourn the meeting. A roll call vote determined Trustees: Hagg, Pini, Wangles, Tarnow, McCurdy, and Hall, answered aye. The roll call vote passed 6-0-0. Meeting adjourned at 8:31 pm.

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Village Board Agenda Supplement  
Agenda Item No: 6. b.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	Approval of Minutes from the Executive Sessions Held on December 2, 2024, March 17, 2025, April 7, 2025, and August 4, 2025, as Reviewed During January 20, 2026, Closed Session
<b>MOTION:</b>	<b>None – Consent Agenda Item</b>
<b>STAFF CONTACT:</b>	Laura Ortega, Village Clerk

The Board adjourned to closed Executive Session on various dates to discuss subject matter respective to ILCS 120/2 c. exceptions as indicated below. Consent Agenda item 6.b. seeks Board consideration in approving the minutes below as presented for review during the January 20, 2026, closed session.

<b>Executive Session Date</b>	<b>ILCS 120/2. c. Exception</b>
2024-12-02	(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
2025-03-17	5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village and 5- ILCS 120/2(c)(2) deliberations concerning salary schedules for one or more classes of employees.
2025-04-07	5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village and 5- ILCS 120/2(c)(2) deliberations concerning salary schedules for one or more classes of employees.
2025-08-04	5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village

Meeting minutes of closed Executive Sessions are confidential and sealed pursuant to **Illinois Compiled Statute 120/2 Sec. 2. Open Meetings, c. Exceptions**, until such time as deemed appropriate to release by the Village Board of Trustees. All Executive Session Minutes are on file with the Clerk's office and available for Board review at any time.

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**TO:** Village President and Trustees  
**FROM:** Albert Walczak, Finance Director  
**DATE:** 01/28/2026  
**RE:** Warrant Memo for 02/02/2026 Board Meeting

**Description**

**Payroll:**

01/23/2026 Payroll-General Fund	\$135,202.58
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Total Payroll	\$135,202.58
Includes Employer Payroll Taxes	

**Accounts Payable:**

Regular Board Meeting	
02/02/2026 Checks 25605-25639 and EFT Transfers	\$139,562.09
Total Warrant	\$139,562.09

Total Payroll, Early Releases and Warrant	\$274,764.67
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**Breakdown by Fund:**

FUND #	FUND NAME	
10	General	\$88,868.08
20	Water & Sanitation	\$49,215.34
22	Water Sewer Capital	\$0.00
30	Motor Fuel Tax	\$1,058.67
50	Police Pension Fund	\$0.00
61	Tax Increment Financing	\$0.00
70	Capital Improvements	\$420.00
73	Capital Equip Replacement Fund	\$0.00
75	Debt Service	\$0.00
90	SSA #4	\$0.00
99	SSA #9	\$0.00
	Total of all Funds	\$139,562.09

TOTAL WARRANT	\$274,764.67
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NUMBER OF INVOICES PROCESSED:

68

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/02/2026	PREM	25605	PSI842990	1ST AYD CORPORATION	BLUE SOFT MULTI-SURFACE TRUCK BRUSH 20-21-53-0300		39.03
02/02/2026	PREM	25606	10636	ACTION AUTO WERKS, INC.	SQUAD #117 - MOUNT AND BALANCE TIRE 10-14-55-0200		1,404.53
		25606	10691		SQUAD #118 - OIL CHANGE/FILTER/LUB 10-14-55-0200		66.31
		25606	10696		SQUAD #116 - - OIL CHANGE/FILTER/L 10-14-55-0200		70.81
							1,541.65
02/02/2026	PREM	25607	6438601331620	ADVANCE AUTO PARTS	CIRCUIT MINI/MALE DISCONNECT/TERM AD 20-21-55-0200		16.69
02/02/2026	PREM	25608	26-5222	ADVANCED AUTOMATION & CONTROWWTP: TROUBLESHOOTING SAE103	SOFTWA 20-22-55-6500		810.52
02/02/2026	PREM	25609	112522	AED PROFESSIONALS	AED SEMI-AUTOMATIC DEFIBRILLATOR 10-14-55-0100		1,589.00
02/02/2026	PREM	25610	12278632	AHW LLC	BALL BEARING/LUBE/INBOUND FREIGHT 10-17-55-0100		57.88
02/02/2026	PREM	25611	020226	BARRY GRABERT II	POLICE COMMISSIONER MEETING (01/14/10-14-56-6600		75.00
02/02/2026	PREM	25612	56523	BEST QUALITY FACILITY SERVICES	C/MC/PD - JANUARY CLEANING SERVICES 10-11-54-0600		2,050.00
02/02/2026	PREM	25613	5314607904	CINTAS	WTP-ANTISEPTIC WIPES/DISINFECTANT/G 20-21-53-0300		139.07
		25613	5314607905		ANTISEPTIC WIPES/DISTINFECTANT/TYLEN 20-22-53-0300		70.41
							209.48
02/02/2026	PREM	25614	260585793	COMCAST CABLE	PD - ETHERNET DEDICATED INTERNET (N 10-14-55-0100		4,350.00
02/02/2026	PREM	25615	0160913 01/26	COMCAST CABLE	HIGH SPEED INTERNET		335.03
02/02/2026	PREM	25616	8185342000 12/25	COMED	1811 WESTER BATH HOUSE #2	10-17-54-0120	304.54
		25616	6149437000 12/25		1075 WESTER CONSESSION STAND	10-17-54-0120	162.25
		25616	6838312222 12/2025		RESTROOM 2000 DANIEL BLVD	10-17-54-0120	280.04
		25616	2175663000 12/25		STREET LIGHTS (14N230 REINKING RD)	30-23-57-2024	259.68
		25616	7886906000 12/25		1091 SPINNAKER CT - LITE R25 (STREE 30-23-57-2024		742.91
							1,749.42
02/02/2026	PREM	25617	114024620	CONSERV FS, INC.	DIESELEX GOLD ULTRA LS CLEAR	20-00-12-1215	1,512.66
		25617	114024647		DIESELEX GOLD ULTRA LS CLEAR	20-00-12-1215	686.50
							2,199.16
02/02/2026	PREM	25618	72226116701	CONSTELLATION ENERGY	795 WESTER IRRIGATION	10-17-54-0120	41.53
		25618	722226153601		1245 WESTER BRIDGE LIGHTS	10-17-54-0120	70.33
		25618	72226147001		WATER TOWER	20-21-54-0120	208.46
		25618	722226152501		WTP II/DANIEL BLVD LIFT STATION	20-21-54-0120	9,357.84
		25618	72226121001		HIGHLAND LIFT STATION	20-22-54-0120	333.93
		25618	72226145901		WESTER LIFT STATION	20-22-54-0120	421.06
		25618	72226152501		WTP II/DANIEL BLVD LIFT STATION	20-22-54-0120	737.70
		25618	72251095001		246 BROOKHAVEN TRL WELL 2 IRRIGATION 20-22-54-0120		41.58
		25618	72251104501		HERITAGE DIST LIFT STATION	20-22-54-0120	180.74

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/02/2026	PREM	25619	72251126401		275 MARYLAND METERED LIGHTS	30-23-57-2024	56.08
02/02/2026	PREM	25619	Y350097	CORE & MAIN	3" METERS - CABLE WITH PRESSURE SEN20-21-53-0800		3,430.00
02/02/2026	PREM	25619	Y397397		3" METERS - CABLE WITH PRESSURE SEN20-21-53-0800		4,736.00
02/02/2026	PREM	25619	Y397548	METER ADAPTORS	20-21-53-0800		140.20
02/02/2026	PREM	25619	Y356151	3" FLANGED 90	20-21-53-0800		575.00
02/02/2026	PREM	25619	Y418354	METERS 2025 OMNI+ 3 C2 MEAS CHMB 1G20-21-53-0800			(1,568.00)
							11,455.25
							7,313.20
02/02/2026	PREM	25620	020226	DENNIS WALKER	POLICE COMMISSIONER MEETING (01/14/10-14-56-6600		75.00
02/02/2026	PREM	25621	14477	EBY GRAPHICS	TOP LAMINATED ORACAL GUARD (MOUNTED 10-14-55-0200		99.68
02/02/2026	PREM	25622	485098515	FIRST-CITIZENS BANK & TRUST	KONICA COPTER	10-11-55-0100	602.21
02/02/2026	PREM	25623	INV-80444	FLOCK GROUP INC	FLOCK SAFETY SIGN	70-45-53-1500	420.00
02/02/2026	PREM	25624	020226	JOE STEVENS	POLICE COMMISSIONER MEETING (01/14/10-14-56-6600		75.00
02/02/2026	PREM	25625	2026-1443	JULIE, INC.	ANNUAL TRANSMISSIONS	10-17-54-0180	738.00
02/02/2026	PREM	25625	2026-1443		ANNUAL TRANSMISSIONS	20-21-54-0180	738.00
02/02/2026	PREM	25625	2026-1443		ANNUAL TRANSMISSIONS	20-22-54-0180	738.00
							2,214.00
02/02/2026	PREM	25626	659297	MCC TECHNOLOGY	SMARTCARE COMP VSA SPT PLAN	10-11-55-5000	2,202.20
02/02/2026	PREM	25626	659298		MICROSOFT C365 AGREEMENT	10-11-55-5000	1,081.25
02/02/2026	PREM	25626	659297		SMARTCARE COMP VSA SPT PLAN	20-21-55-5000	328.90
02/02/2026	PREM	25626	659297		SMARTCARE COMP VSA SPT PLAN	20-22-55-5000	328.90
							3,941.25
02/02/2026	PREM	25627	16508-2025	MENARDS INC	UNIT #291 - ELECTAPE/VINYL TAPE/BAT	10-17-55-0200	54.32
02/02/2026	PREM	25627	19609		UNIT #291 - HEX BOLT/FLAT WASHER	10-17-55-0200	15.01
02/02/2026	PREM	25627	19107		HOLDER/HOSE CUTTER/SHARPIE/PUFFS/FE	20-21-53-0300	116.04
							185.37
02/02/2026	PREM	25628	221180	MIDWEST POWER VAC, INC.	CLEANED & RINSE TANK OF MATERIAL AN20-22-55-0400		1,443.50
02/02/2026	PREM	25629	451581	MIDWEST SALT, LLC	MVP INDUSTRIAL COARSE SOLAR - 991	20-21-53-0325	3,302.91
02/02/2026	PREM	25630	53749710918	12/25 NICOR GAS	202 WATER ST - WTP	20-21-54-0110	456.70
02/02/2026	PREM	25630	40609697053	01/26	200 WATER ST WWTP	20-22-54-0110	888.88
							1,345.58
02/02/2026	PREM	25631	89624	PEERLESS NETWORK INC	TELEPHONES	10-15-54-0130	84.69
02/02/2026	PREM	25631	89624		TELEPHONES	20-21-54-0130	460.20

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/02/2026	PREM	25632	2455325	RAY O' HERRON CO	Q.KOSMALA - NEW HIRE UNIFORM	10-14-53-0350	1,431.11
02/02/2026	PREM	25633	3044736499	RUSH TRUCK CENTERS OF IL	FLEETRITE EXHAUST CLAMP	10-17-55-0200	143.40
02/02/2026	PREM	25634	WG08071	SARGENTS EQUIPMENT & REPAIR	UNIT #302 - RESEAL CYLINDER	20-22-55-0100	3,765.81
02/02/2026	PREM	25635	9738	SPW SNOWPLOW PARTS	UNIT #235 - PUMP KIT/VALVE/PRESSURE	10-17-55-0200	600.69
		25635	9746		UNIT #233 - CABLE ASSEMBLY PLow	10-17-55-0200	303.68
		25635	9747		UNIT #236 - RELIEF VALVE KIT/VALVE	10-17-55-0200	311.65
							1,225.02
02/02/2026	PREM	25636	INV00930895	USA BLUE BOOK	HACH FREE CHLORINE SWIFTEST/TNT+ AM20-21-53-0250	891.73	
		25636	INV00939634		HACH FLUORIDE REAGENT	20-21-53-0250	340.26
		25636	INV00934027		47 MM PRE-WEIGHED VOLATILES	20-22-53-0250	572.52
		25636	INV00941175		DEIONIZED WATER/HACH PHOSVER 3	20-22-53-0250	371.04
							2,175.55
02/02/2026	PREM	25637	2292181	VALLEY HYDRAULIC SERVICE INCAEROQUIP 45" ANGLE MALE CONNECTOR	20-22-55-0100	76.78	
02/02/2026	PREM	25638	020226	VILLAGE OF GILBERTS	SALES TAX REV. AGREEMENT NOV. 2025 10-00-42-0000	8,996.84	
02/02/2026	PREM	25639	180880	ZUKOWSKI, ROGERS, FLOOD & MCMASTER 00002 - DR. HORTON	10-00-20-2326	700.00	
		25639	180861	MATTER 00019 - DAMS/TROUTMAN (JEWEL10-00-20-2337		6,475.00	
		25639	180862	MATTER 00020 - NORTH MARK PROPERTY 10-00-20-2339		262.50	
		25639	180859	MONTHLY RETAINER	10-13-56-0100	5,850.00	
							13,287.50
02/02/2026	PREM	530 (E)	FEB-26	IPBC	MONTHLY INSURANCE FEBRUARY '26	10-00-20-2028	2,733.62
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-11-58-6500	48.15
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-12-52-2002	5.68
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-12-52-2004	1,528.13
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-14-52-2002	294.40
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-14-52-2004	37,392.93
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-15-52-2002	1.75
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-15-52-2004	484.84
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-17-52-2002	16.44
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-17-52-2004	2,666.64
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-19-52-2002	75.46
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	10-19-52-2004	2,986.59
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	20-21-52-2002	82.13
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	20-21-52-2004	5,967.42
		530 (E)	FEB-26		MONTHLY INSURANCE FEBRUARY '26	20-22-52-2002	82.13

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
530 (E)		FEB-26			MONTHLY INSURANCE FEBRUARY '26	20-22-52-2004	5,967.33
					TOTAL OF 36 CHECKS		60,333.64
					TOTAL - ALL FUNDS		139,562.09
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-- GL TOTALS --							
10-00-20-2028				ACCRUED HEALTH INSURANCE		2,733.62	
10-00-20-2326				ESCROW-DR HORTON		700.00	
10-00-20-2337				ESCROW-TROUTMAN & DAMS		6,475.00	
10-00-20-2339				ESCROW-NORTHMARK PROPERTIES LLC		262.50	
10-00-42-0000				STATE SALES TAX		8,996.84	
10-11-54-0600				JANITORIAL SERVICES		2,050.00	
10-11-55-0100				OFFICE EQUIPMENT - R&M		602.21	
10-11-55-5000				COMPUTER MAINTENANCE		3,283.45	
10-11-58-6500				PROFESSIONAL SERVICES		48.15	
10-12-52-2002				LIFE INSURANCE PREMIUMS		5.68	
10-12-52-2004				HEALTH INSURANCE PREMIUMS		1,528.13	
10-13-56-0100				LEGAL FEES - GENERAL		5,850.00	
10-14-52-2002				LIFE INSURANCE PREMIUMS		294.40	
10-14-52-2004				HEALTH INSURANCE PREMIUMS		37,392.93	
10-14-53-0350				UNIFORMS/SAFETY EQUIPMENT		1,431.11	
10-14-55-0100				EQUIPMENT-R&M		5,939.00	
10-14-55-0200				VEHICLES-R&M		1,641.33	
10-14-56-6600				POLICE COMMISSION		225.00	
10-15-52-2002				LIFE INSURANCE PREMIUMS		1.75	
10-15-52-2004				HEALTH INSURANCE PREMIUMS		484.84	
10-15-54-0130				TELEPHONES		84.69	
10-17-52-2002				LIFE INSURANCE PREMIUMS		16.44	
10-17-52-2004				HEALTH INSURANCE PREMIUMS		2,666.64	
10-17-54-0120				ELECTRIC BILLS		858.69	
10-17-54-0180				JULIE EXPENSE		738.00	
10-17-55-0100				EQUIPMENT-REPAIRS & MAINT.		57.88	
10-17-55-0200				VEHICLE-R&M		1,437.75	
10-19-52-2002				LIFE INSURANCE PREMIUMS		75.46	
20-00-12-1215				HEALTH INSURANCE PREMIUMS		2,986.59	
20-21-52-2002				FUEL INVENTORY		2,199.16	
20-21-52-2004				LIFE INSURANCE PREMIUMS		82.13	
20-21-53-0250				HEALTH INSURANCE PREMIUMS		5,967.42	
20-21-53-0300				LABORATORY SUPPLIES		1,231.99	
20-21-53-0325				OPERATING SUPPLIES		294.14	
20-21-53-0800				CHEMICALS		3,302.91	
20-21-54-0110				WATER METERS		7,313.20	
20-21-54-0120				NICOR GAS		456.70	
20-21-54-0130				ELECTRIC BILLS		9,566.30	
				TELEPHONES		460.20	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
20-21-54-0180				JULIE EXPENSE			738.00
20-21-55-0200				VEHICLES - REPAIRS & MAINT.			16.69
20-21-55-5000				COMPUTER MAINTENANCE			328.90
20-22-52-2002				LIFE INSURANCE PREMIUMS			82.13
20-22-52-2004				HEALTH INSURANCE PREMIUMS			5,967.33
20-22-53-0250				LABORATORY SUPPLIES			943.56
20-22-53-0300				OPERATING SUPPLIES			70.41
20-22-54-0110				NICOR GAS			888.88
20-22-54-0120				ELECTRIC BILLS			1,721.01
20-22-54-0130				TELEPHONES			85.74
20-22-54-0180				JULIE EXPENSE			738.00
20-22-55-0100				EQUIPMENT - REPAIRS & MAINT.			3,842.59
20-22-55-0400				SEWER SYSTEM - R&M			1,443.50
20-22-55-5000				COMPUTER MAINTENANCE			328.90
20-22-55-6500				CONTROL REPAIRS & MAINTENANCE			810.52
20-22-56-6500				SUPPORT SERVICES			335.03
30-23-57-2024				STREET MAINTENANCE			1,058.67
70-45-53-1500				CAMERA EQUIPMENT			420.00
				TOTAL			139,562.09



Village Board Agenda Supplement  
Agenda Item No: 6.d.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	Approval of Application for Payment No. 3 for the 2025 MFT Road Resurfacing Program in the amount of \$74,198.83
<b>MOTION:</b>	<b>I move to approve the Application for Payment No. 3 for the 2025 MFT Road Resurfacing Program in the amount of \$74,198.83</b>
<b>STAFF CONTACT:</b>	Andy Ferrini, Village Manager Seth Gronewold, Village Engineer Pat Doherty, Public Works Director

**Purpose:**

Authorize the application for payment No. 3 to Schroeder Asphalt Services, Inc., for work completed as outlined in the pay application, reviewed and signed off on by the Village's engineer.

**Background:**

This is the third pay application for the 2025 Road Resurfacing Program, and it is for work that Schroeder Asphalt Services, Inc. performed from 8/22/2025 through 10/21/2025.

**Financial Impact:**

Approval of the proposed pay application is within budgeted amounts and consistent with the previously bid and awarded contracts for the work.

Application for Pay Order No. 3 is \$74,198.83; the full amount of the awarded contract was \$1,396,711.90.

The Village is holding 5% of the cost of the total base contract in retainage (\$63,869.01) to account for any potential issues that arise from the winter months. For example, cracking was identified at the edges of part of the bike path near the fire station; The Village will hold onto the retainage until this item has been addressed.

Due to Schroder being delinquent in the completion of the work, and per language within the contract outlining a deduction of \$1,275 each calendar day beyond the expected completion date for the original contract, the Village is deducting a total of \$5,100 in the form of liquidated damages from the contract amount.

**Recommendation:**

Approval is recommended.

**Enclosures:**

1. Application for Payment No. 3 and Engineer's Transmittal Letter

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January 27, 2026

Mrs. Amber Kubiak  
Village of Pingree Grove  
555 Reinking Road  
Pingree Grove, Illinois 60140

**RE: Pingree Grove 2025 MFT Streets Section No. 25-00000-02-GM  
Application for Payment No. 3 and Request for Change in Plans**

Dear Mrs. Kubiak,

This is to certify that, for the project known as Pingree Grove 2025 MFT Streets, being constructed by Schroeder Asphalt Services, Inc., work in the period of August 22, 2025, through October 21, 2025, in the amount of \$74,198.83 has been completed.

This is supported by the above-referenced and enclosed Application for Payment No. 3; also included is Schroeder Asphalt Services, Inc.'s partial waiver of lien to date.

Payment is recommended in the amount of **\$74,198.83** to Schroeder Asphalt Services, Inc., which represents the difference between the work to date, less 5% retainage, for Application for Payment No. 3.

Hard copies of this Application for Payment No. 3 can be provided upon request. If you should have any questions or concerns, please do not hesitate to contact me in the office at 815.394.4700.

Respectfully submitted,



Luke Ziegler  
Project Engineer

LZ:ss

Enclosures

CC: Schroeder Asphalt Services, Inc.

O:\Pingree Grove, Village of\24-1730 - 2025 MFT Streets Design\PA Final\PH02 Construction Engineering\24-1730-PH02 - Pingree Grove 2026-01-26 Pay App 3 Recommendation.docx



## Engineer's Payment Estimate

Local Public Agency

Village of Pingree Grove

Payable to Name

County

Kane

Route(s) (Street/Road)

Various

Section Number

25-000000-02-GM

Address

P.O. Box 831, Huntley, IL 60142

Estimate 3

Final

Payable to Name

Schroeder Asphalt Services, Inc.

Date From

08/22/25

Date To

10/21/25

Pay Items		Unit of Meas.	Awarded	Approved Change in Plans	Completed to Date			
		Quantity	Values	Added	Deducted	Quantity	Unit Price	Value
ALT. BID NO. 2								
MOBILIZATION	L SUM	1	\$62,000.00			1	\$62,000.0000	\$62,000.0000
PAVEMENT REM	SQ YD	470	\$9,400.00	204.60	265.40		\$20.0000	\$5,308.0000
HMA SURF REM 2	SQ YD	59100	\$109,335.00	1250.81	57849.19		\$1.8500	\$107,021.0015
COMB CURB GUTTER REM	FOOT	1800	\$10,800.00	72.80		1872.80	\$6.0000	\$11,236.8000
PCC SIDEWALK REM	SQ FT	11600	\$18,560.00		457.10	11142.90	\$1.6000	\$17,828.6400
INLET AND PIPE PROTECT EACH	EACH	24	\$4,200.00	24	0		\$175.0000	
AGG BASE REPAIR	TON	3700	\$55,500.00	3700	0		\$15.0000	
HMA SC IL-9.5 C N50	TON	6330	\$595,020.00	72.43		6402.43	\$94.0000	\$601,828.4200
BIT MATL PRIME CT	POUND	900	\$9.00	900	0		\$0.0100	
BIT MATL TACK CT	POUND	12330	\$123.30	12550.00		24880.00	\$0.0100	\$248.8000
PC CONC SIDEWALK 4	SQ FT	12700	\$101,600.00	838.50		13538.50	\$8.0000	\$108,308.0000
DETECTABLE WARNINGS	SQ FT	1110	\$35,520.00			1110	\$32.0000	\$35,520.0000
COMB C&G TB6.12	FOOT	1800	\$67,500.00	26		1826	\$37.5000	\$68,475.0000
TRAF CONT & PROT,SPECIAL_701501	L SUM	1	\$13,000.00			1	\$13,000.0000	\$13,000.0000
TRAF CONT & PROT,SPECIAL_701801	L SUM	1	\$500.00			1	\$500.0000	\$500.0000
CL D PATCH T1 2	SQ YD	90	\$2,160.00		10.63	79.37	\$24.0000	\$1,904.8800
CL D PATCH T2 2	SQ YD	175	\$4,025.00	18.85	156.15		\$23.0000	\$3,591.4500

020

Local Public Agency	County	Route(s) (Street/Road)	Section Number	Village of Pingree Grove				
				Kane		Various		25-000000-02-GM
Pay Items	Meas.	Quantity	Values	Added	Deducted	Quantity	Unit Price	Value
CLD PATCH T3 2	SQ YD	90	\$1,980.00	5.80		95.80	\$22.0000	\$2,107.6000
CLD PATCH T4 2	SQ YD	110	\$2,310.00		6.84	103.16	\$21.0000	\$2,166.3600
FIBER ASPHALT	POUND	6650	\$66.50		247.57	6402.43	\$0.0100	\$64.0243
PVMT REJUVENATOR	SQ YD	107100	\$144,585.00		33395.87	73704.13	\$1.3500	\$99,500.5755
CONCRETE WASHOUT BASIN	L SUM	1	\$1,000.00			1	\$1,000.0000	\$1,000.0000
PAINT PVT MK LINE 6	FOOT	3900	\$7,800.00		2177.33	1722.67	\$2.0000	\$3,445.3400
PAINT PVT MK LINE 24	FOOT	340	\$1,870.00		194.83	145.67	\$5.5000	\$801.1850
NITROGEN FERT NUTR	POUND	31	\$62.00		20.53	10.47	\$2.0000	\$20.9400
PHOSPHORUS FERT NUTR	POUND	31	\$62.00		20.53	10.47	\$2.0000	\$20.9400
POTASSIUM FERT NUTR	POUND	31	\$62.00		20.53	10.47	\$2.0000	\$20.9400
TOPSOIL F & P 4	SQ YD	1600	\$12,000.00		1036.69	563.31	\$7.5000	\$4,224.8250
SEEDING CL 1A	ACRE	0.90	\$5,310.00		0.78	0.12	\$5,900.0000	\$708.0000
MULCH, METHOD 2	ACRE	0.90	\$3,285.00		0.78	0.12	\$3,650.0000	\$438.0000
INLETS ADJUST	EACH	14	\$8,400.00		12	2	\$600.0000	\$1,200.0000
POLLINATOR GARDEN								
PAVEMENT REM	SQ YD	300	\$3,300.00		32.12	267.88	\$11.0000	\$2,946.6800
GR & SHAP SUB MATL	SQ YD	300	\$900.00		32.12	267.88	\$3.0000	\$803.6400
AGG BASE REPAIR, VAR DEP	SQ YD	300	\$9,000.00		32.12	267.88	\$30.0000	\$8,036.4000
SUB GRAN MATB	SQ YD	300	\$9,000.00		32.12	267.88	\$30.0000	\$8,036.4000
HMA SC, IL-9.5, "C" N50 3"	TON	70	\$7,350.00		29.4	40.60	\$105.0000	\$4,263.0000
BIT MATL PRIME CT	POUND	610	\$6.10		610	0	\$0.0100	
BIKE PATH								
PAVEMENT REMOVAL	SQ YD	2000	\$22,000.00		688.32	1311.68	\$11.0000	\$14,428.4800
SIDEWALK REMOVAL	SQ FT	240	\$384.00		240	0	\$1.6000	

Local Public Agency	County	Route(s) (Street/Road)		Section Number
Village of Pingree Grove	Kane	Various	25-00000-02-GM	
COMBINATION CURB AND GUTTER REMOVAL	FOOT	40	\$240.00	40 0 \$6.0000
AGGREGATE BASE REPAIR	SQ YD	200	\$6,000.00	200 0 \$30.0000
AGGREGATE BASE COURSE, TYPE B	TON	336	\$10,080.00	336 0 \$30.0000
HOT MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "C", N50	TON	350	\$40,950.00	148 202 \$117.0000 \$23,634.0000
BITUMINOUS MATERIAL (PRIME COAT)	LB	3200	\$32.00	3200 0 \$0.0100
COMBINATION CURB AND GUTTER, TYPE B-6.12	FOOT	40	\$1,500.00	40 0 \$37.5000
PORTLAND CEMENT CONCRETE SIDEWALK 4 INCH	SQ FT	240	\$1,920.00	240 0 \$8.0000
DETECTABLE WARNINGS	SQ FT	30	\$960.00	30 0 \$32.0000
ALT. BID NO. 3				
BASEBALL FIELDS				
MOBILIZATION	L SUM	1	\$1,000.00	1 \$1,000.0000 \$1,000.0000
HMA SURF REM 2"	SQ YD	4670	\$11,675.00	131.13 4538.87 \$2.5000 \$11,347.1750
HMA SC IL-9.5 C N50 3"	TON	820	\$72,160.00	296.40 523.60 \$88.0000 \$46,076.8000
BIT MATL TACK CT	POUND	1100	\$11.00	78.76 1021.24 \$0.0100 \$10.2124
TRAF CONT PLAN (D1)	L SUM	1	\$500.00	1 \$500.0000 \$500.0000
PAINT PVT MK LINE 6	FOOT	1800	\$3,600.00	12 1812 \$2.0000 \$3,624.0000
PAINT PVT MK LINE 24	FOOT	30	\$165.00	3.38 33.38 \$5.5000 \$183.5900
		Total	\$1,480,777.90	Total \$1,277,380.10
				Values (\$5,100.00)
				Miscellaneous Extras and Credits
				LIQUIDATED DAMAGES

## Local Public Agency

Village of Pingree Grove		Route(s) (Street/Road)	Section Number
County	Kane	Various	25-00000-02-GM

		Total Miscellaneous Extras and Credits	(\$5,100.00)
		Total Value of Completed Work	\$1,272,280.10
		Deduct Retainage	\$63,869.01
		Balance Due of Completed Work	\$1,208,411.09
	Miscellaneous Debits	Values	
		Total Miscellaneous Debits	
		Net Cost of Section	\$1,208,411.09
		Previous Payments	\$1,134,212.26
		Net Amount Due	\$74,198.83

The Local Public Agency (LPA) certifies that the above pay estimate quantities do not require submission to the Department of Transportation of a Change in Plans (BLR 13210).

The LPA certifies that a Change in Plans (BLR 13210) has been submitted to, and approved by the Department of Transportation as required for the above quantities.

The LPA is under agreements of understanding and has completed the required paperwork and documentation, with submissions made per the agreement.

Local Public Agency	Route(s) (Street/Road)		Section Number
Village of Pingree Grove	Kane	Various	25-00000-02-GM
Resident Engineer Signature & Date	 Luke Ziegler 1-27-2026		
Local Agency Signature & Date			

County	Route(s) (Street/Road)	Section Number
Kane	Various	25-00000-02-GM
Prepared by		
Luke Ziegler		
Title	Project Engineer	



## Request for Approval of Change of Plans

Local Public Agency Village of Pingree Grove	County Kane	Route VARIOUS	Section Number 25-00000-02-GM
Request Number 1	Contractor <input checked="" type="checkbox"/> Final Schroeder Asphalt Services, Inc.		
Address P.O. Box 831	City Huntley	State IL	Zip Code 60142
Date 10/28/25			

I recommend that this Deduction be made from the above contract.

The estimated quantities are shown below and the contractor agrees to furnish the materials and do the work at the unit prices.

	Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
-	ALT. BID NO. 2					\$0.0000	\$0.0000
-	PAVEMENT REMOVAL	SQ YD	204.60	\$20.0000	D	\$0.0000	\$4,092.0000
-	HMA SURFACE REMOVAL, 2"	SQ YD	1250.81	\$1.8500	D	\$0.0000	\$2,313.9985
-	COMBINATION CURB & GUTTER REMOVAL	FOOT	72.80	\$6.0000	A	\$436.8000	\$0.0000
-	PCC SIDEWALK REMOVAL	SQ FT	457.10	\$1.6000	D	\$0.0000	\$731.3600
-	INLET AND PIPE PROTECTION	EACH	24	\$175.0000	D	\$0.0000	\$4,200.0000
-	AGGREGATE BASE REPAIR	TON	3700	\$15.0000	D	\$0.0000	\$55,500.0000
-	HMA SURFACE COURSE, IL-9.5, MIX"C" , N50	TON	72.43	\$94.0000	A	\$6,808.4200	\$0.0000
-	BITUMINOUS MATERIALS, PRIME COAT	LB	900	\$0.0100	D	\$0.0000	\$9.0000
-	BITUMINOUS MATERIALS, TACK COAT	LB	12550	\$0.0100	A	\$125.5000	\$0.0000
-	PCC SIDEWALK, 4"	SQ FT	838.50	\$8.0000	A	\$6,708.0000	\$0.0000
-	COMBINATION CURB & GUTTER, TYPE B6.12	FOOT	26	\$37.5000	A	\$975.0000	\$0.0000
-	CL D PATCH T1 2	SQ YD	10.63	\$24.0000	D	\$0.0000	\$255.1200
-	CL D PATCH T2 2	SQ YD	18.85	\$23.0000	D	\$0.0000	\$433.5500
-	CL D PATCH T3 2	SQ YD	5.80	\$22.0000	A	\$127.6000	\$0.0000
-	CL D PATCH T4 2	SQ YD	6.84	\$21.0000	D	\$0.0000	\$143.6400
-	FIBER ASPHALT	LB	247.57	\$0.0100	D	\$0.0000	\$2.4757
-	PAVEMENT REJUVENATOR	SQ YD	33395.87	\$1.3500	D	\$0.0000	\$45,084.4245
-	PAINT PAVEMENT MARKING, LINE, 6"	FOOT	2177.33	\$2.0000	D	\$0.0000	\$4,354.6600
-	PAINT PAVEMENT MARKING, LINE, 24"	FOOT	194.33	\$5.5000	D	\$0.0000	\$1,068.8150
-	NITROGEN FERTILIZER NUTRIENT	LB	20.53	\$2.0000	D	\$0.0000	\$41.0600
-	PHOSPHORUS FERTILIZER NUTRIENT	LB	20.53	\$2.0000	D	\$0.0000	\$41.0600
-	POTASSIUM FERTILIZER NUTRIENT	LB	20.53	\$2.0000	D	\$0.0000	\$41.0600

	Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
-	TOPSOIL FURNISH AND PLACE 4"	SQ YD	1036.69	\$7.5000	D	\$0.0000	\$7,775.1750
-	SEEDING, CLASS 1A	ACRE	0.78	\$5,900.0000	D	\$0.0000	\$4,602.0000
-	MULCH, METHOD 2	ACRE	0.78	\$3,650.0000	D	\$0.0000	\$2,847.0000
-	INLETS TO BE ADJUSTED	EACH	12	\$600.0000	D	\$0.0000	\$7,200.0000
-						\$0.0000	\$0.0000
-	POLLINATOR GARDEN					\$0.0000	\$0.0000
-	PAVEMENT REMOVAL	SQ YD	32.12	\$11.0000	D	\$0.0000	\$353.3200
-	GRADE AND SHAPE SUBBASE MATERIAL	SQ YD	32.12	\$3.0000	D	\$0.0000	\$96.3600
-	AGGREGATE BASE REPAIR, VARIABLE DEPTH	SQ YD	32.12	\$30.0000	D	\$0.0000	\$963.6000
-	SUBBASE GRANULAR MATERIAL, TYPE B, VARIABLE DEPTH	SQ YD	32.12	\$30.0000	D	\$0.0000	\$963.6000
-	HMA SURFACE COURSE, IL-9.5, MIX "C", N50	TON	29.40	\$105.0000	D	\$0.0000	\$3,087.0000
-	BITUMINOUS MATERIALS, PRIME COAT	LB	610.0	\$0.0100	D	\$0.0000	\$6.1000
-						\$0.0000	\$0.0000
-	BIKE PATH					\$0.0000	\$0.0000
-	PAVEMENT REMOVAL	SQ YD	688.32	\$11.0000	D	\$0.0000	\$7,571.5200
-	SIDEWALK REMOVAL	SQ FT	240	\$1.6000	D	\$0.0000	\$384.0000
-	COMBINATION CURB AND GUTTER REMOVAL	FOOT	40	\$6.0000	D	\$0.0000	\$240.0000
-	AGGREGATE BASE REPAIR	SQ YD	200	\$30.0000	D	\$0.0000	\$6,000.0000
-	AGGREGATE BASE COURSE, TYPE B	TON	336	\$30.0000	D	\$0.0000	\$10,080.0000
-	HOT MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "C", N50	TON	148	\$117.0000	D	\$0.0000	\$17,316.0000
-	BITUMINOUS MATERIAL (PRIME COAT)	LB	3200	\$0.0100	D	\$0.0000	\$32.0000
-	COMBINATION CURB AND GUTTER, TYPE B-6.12	FOOT	40	\$37.5000	D	\$0.0000	\$1,500.0000
-	PORLAND CEMENT CONCRETE SIDEWALK 4 INCH	SQ FT	240	\$8.0000	D	\$0.0000	\$1,920.0000
-	DETECTABLE WARNINGS	SQ FT	30	\$32.0000	D	\$0.0000	\$960.0000
-						\$0.0000	\$0.0000
-	ALT. BID NO. 3					\$0.0000	\$0.0000
-	BASEBALL FIELDS					\$0.0000	\$0.0000
-	HMA SURF REM 2"	SQ YD	131.13	\$2.5000	D	\$0.0000	\$327.8250
-	HMA SC IL-9.5 C N50 2"	TON	296.40	\$88.0000	D	\$0.0000	\$26,083.2000
-	BIT MATL TACK CT	LB	78.76	\$0.0100	D	\$0.0000	\$0.7876
-	PAINT PVT MK LINE 6"	FOOT	12	\$2.0000	A	\$24.0000	\$0.0000
-	PAINT PVT MK LINE 24"	FOOT	3.38	\$5.5000	A	\$18.5900	\$0.0000
-						\$0.0000	\$0.0000
-	LIQUIDATED DAMAGES	LSUM	1	\$5,100.0000	D	\$0.0000	\$5,100.0000
Total Changes						\$15,223.91	\$223,721.71

Add Row

Total Net Change	(\$208,497.80)
Amount of Original Contract	\$1,480,777.90
Amount of Previous Change Orders	
Amount of adjusted/final contract	\$1,272,280.10

Total net deduction to date (\$208,497.80) which is -14.08% of the contract price.

State fully the nature and reason for the change

Change Order No. 1 is to finalize all quantities used for 2025 Village of Pingree Grove MFT project.

When the net increase or decrease in the cost of the contract is \$10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

- The Local Public Agency has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
- The Local Public Agency has determined that the change is germane to the original contract as signed.
- The Local Public Agency has determined that this change is in the best interest of the Local Public Agency and is authorized by law.

Prepared By Title of Preparer  
 Luke Ziegler Project Engineer

Submitted/Approved

Local Public Agency Signature & Date

BY:

Title:

For a Road District project County Engineer signature required.

County Engineer/Superintendent of HighwaysSignature & Date

Approved:  
**Illinois Department of Transportation**  
 Regional Engineer Signature & Date

**IDOT Department Use Only**

Received Location Received Date Additional Location?

WMFT Entry By  Entry Date

# SCHROEDER

## ASPHALT SERVICES, INC.

PO BOX 831  
HUNTLEY, IL 60142

PHONE: 815-923-4380  
FAX: 815-923-4389

Bill To
<b>VILLAGE OF PINGREE GROVE 14N042 REINKING ROAD PINGREE GROVE, IL 60140</b>

Invoice	
Date	Invoice #
1/19/2026	2026-110
Project	
2025 STREET IMPROVEMENT PROJECT - 25062	

Description	Unit	Quantity	Unit Price	Amount
<i>Pay Est #3</i>		1	17,144.25	17,144.25
<i>Less 5% Retention</i>		1	-857.22	-857.22
<i>Plus 5% Retention Release from #1 &amp; #2</i>		1	57,911.80	57,911.80
			<b>Total</b>	<b>\$74,198.83</b>
			<b>Payments/Credits</b>	<b>\$0.00</b>
			<b>Balance Due</b>	<b>\$74,198.83</b>

Invoice #2026-110

Invoice Date: 1/16/2026

Dates Billed: to 1/16/2026

PO #

Job Name: 2025 MFT Street Program  
Job #: 25062

Owner

Village of Pingree Grove

Contractor

Schroeder Asphalt Services, Inc.  
P.O. Box 831  
Huntley, IL 60142

## Pay Request #3

Description		Contract Quantities	Unit	Unit Price	Pay Request #3	Previous Quantities Billed	Current Quantities to Date	Billed to Date	Quantities to Date	Current Amount	Amount to Date
<b>ALTERNATE BID NO. 2</b>											
1	MOBILIZATION	1	L SUM	\$ 62,000.00	\$ 62,000.00	1	0	0	1	\$ -	\$ 62,000.00
2	PAVEMENT REMOVAL	470	SQ YD	\$ 20.00	\$ 9,400.00	265.4	0	265.4	\$ -	\$ -	\$ 5,308.00
3	HMA SURF REM 2	59100	SQ YD	\$ 1.85	\$ 109,335.00	57849.19	0	57849.19	\$ -	\$ -	\$ 107,021.00
4	COMB CURB GUTTER REM	1800	FOOT	\$ 6.00	\$ 10,800.00	1800	72.8	1872.8	\$ 436.80	\$ -	\$ 11,236.80
5	SIDEWALK REM	11600	SQ FT	\$ 1.60	\$ 18,560.00	11142.9	0	11142.9	\$ -	\$ -	\$ 17,828.64
6	INLET AND PIPE PROTECT	24	EACH	\$ 175.00	\$ 4,200.00	0	0	0	0	\$ -	\$ -
7	AGG BASE REPAIR	3700	TON	\$ 15.00	\$ 55,500.00	0	0	0	0	\$ -	\$ -
8	HMA SC IL-9.5 C N50	6330	TON	\$ 94.00	\$ 595,020.00	6330	72.43	6402.43	\$ 6,808.42	\$ -	\$ 601,828.42
9	BIT MATL PRME CT	900	POUND	\$ 0.01	\$ 9.00	0	0	0	0	\$ -	\$ -
10	BIT MATL TACK CT	12330	POUND	\$ 0.01	\$ 123.30	12330	12550	24880	\$ 125.50	\$ -	\$ 248.80
11	PC CONC SIDEWALK 4	12700	SQ FT	\$ 8.00	\$ 101,600.00	11790.56	1747.94	13538.5	\$ 13,983.52	\$ -	\$ 108,308.00
12	DETECTABLE WARNINGS	11110	SQ FT	\$ 32.00	\$ 35,520.00	1110	0	1110	\$ -	\$ -	\$ 35,520.00
13	COMB C&G TB6.12	1800	FOOT	\$ 37.50	\$ 67,500.00	1800	26	1826	\$ 975.00	\$ -	\$ 68,475.00
14	TR CONT & PROT 701501	1	L SUM	\$ 13,000.00	\$ 13,000.00	1	0	1	\$ -	\$ -	\$ 13,000.00
15	TR CONT & PROT 701801	1	L SUM	\$ 500.00	\$ 500.00	1	0	1	\$ -	\$ -	\$ 500.00
16	CL D PATCH T1 2	90	SQ YD	\$ 24.00	\$ 2,160.00	79.37	0	79.37	\$ -	\$ -	\$ 1,904.88
17	CL D PATCH T2 2	175	SQ YD	\$ 23.00	\$ 4,025.00	156.15	0	156.15	\$ -	\$ -	\$ 3,591.45
18	CL D PATCH T3 2	90	SQ YD	\$ 22.00	\$ 1,980.00	90	5.8	95.8	\$ 127.60	\$ -	\$ 2,107.60
19	CL D PATCH T4 2	110	SQ YD	\$ 21.00	\$ 2,310.00	103.16	0	103.16	\$ -	\$ -	\$ 2,166.36
20	FIBER ASPHALT	6650	POUND	\$ 0.01	\$ 66.50	6402.43	0	6402.43	\$ -	\$ -	\$ 64.02
21	PAVEMENT REJUVENATOR	107100	SQ YD	\$ 1.35	\$ 144,585.00	73704.13	0	73704.13	\$ -	\$ -	\$ 99,500.58
22	WASHOUT BASIN	1	L SUM	\$ 1,000.00	\$ 1,000.00	1	0	1	\$ -	\$ -	\$ 1,000.00
23	PAINT PVT MK LINE 6	3900	FOOT	\$ 2.00	\$ 7,800.00	1722.67	0	1722.67	\$ -	\$ -	\$ 3,445.34
24	PAINT PVT MK LINE 24	340	FOOT	\$ 5.50	\$ 1,870.00	145.67	0	145.67	\$ -	\$ -	\$ 801.19
25	NITROGEN FERT NUTR	31	POUND	\$ 2.00	\$ 62.00	10.47	0	10.47	\$ -	\$ -	\$ 20.94
26	PHOSPHORUS FERT NUTR	31	POUND	\$ 2.00	\$ 62.00	10.47	0	10.47	\$ -	\$ -	\$ 20.94
27	POTASSIUM FERT NUTR	31	POUND	\$ 2.00	\$ 62.00	10.47	0	10.47	\$ -	\$ -	\$ 20.94
28	TOPSOIL F & P 4	1600	SQ YD	\$ 7.50	\$ 12,000.00	563.31	0	563.31	\$ -	\$ -	\$ 4,224.83
29	SEEDING CL 1A	0.90	ACRE	\$ 5,900.00	\$ 5,310.00	0.12	0	0.12	\$ -	\$ -	\$ 708.00
30	MULCH, METHOD 2	0.90	ACRE	\$ 3,650.00	\$ 3,285.00	0.12	0	0.12	\$ -	\$ -	\$ 438.00
31	INLETS TO BE ADJUSTED	14	EACH	\$ 600.00	\$ 8,400.00	2	0	2	\$ -	\$ -	\$ 1,200.00



# WAIVER OF LIEN TO DATE

STATE OF ILLINOIS }  
COUNTY OF McHENRY } SS

Gty # \_\_\_\_\_  
Loan # \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by \_\_\_\_\_ Village of Pingree Grove  
to furnish \_\_\_\_\_ Asphalt Paving  
for the premises known as \_\_\_\_\_ 2025 MFT Street Program  
of which \_\_\_\_\_ Village of Pingree Grove is the owner.

The undersigned, for and in consideration of Seventy Four Thousand One Hundred Ninety Eight Dollars 83/100  
\$74,198.83 Dollars, and other good and valuable considerations, the receipt where of is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, materials, fixtures, apparatus or machinery, furnished, to this date, by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 01/16/26 COMPANY NAME Schroeder Asphalt Services, Inc.  
ADDRESS PO Box 831, Huntley, IL 60142

SIGNATURE AND TITLE Rachael McDow, Corporate Secretary

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

STATE OF ILLINOIS }  
COUNTY OF McHENRY } SS

## CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Rachael McDow BEING DULLY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) Corporate Secretary OF  
(COMPANY NAME) Schroeder Asphalt Services, Inc. WHO IS THE  
CONTRACTOR FURNISHING Asphalt Paving WORK ON THE BUILDING  
LOCATED AT Various Locations  
OWNED BY Village of Pingree Grove

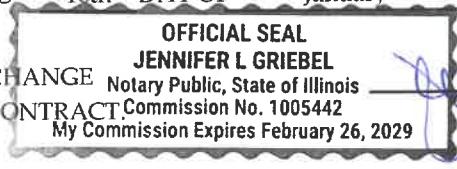
That the total amount of the contract including extras is \$1,272,280.15 on which he or she has received payment of  
\$1,134,212.26 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Schroeder Asphalt Services, Inc.	Labor & Equipment	\$484,365.53	\$390,887.05	\$45,611.77	\$47,866.71
DiNatale	Concrete	\$222,878.88	\$188,006.32	\$23,728.62	\$11,143.94
Oro Stone	Landscape	\$5,038.38	\$4,534.54	\$251.93	\$251.91
CAM	Rejuvinator	\$92,130.16	\$82,917.15	\$4,606.51	\$4,606.50
Allied Asphalt	Asphalt	\$467,867.20	\$467,867.20	\$0.00	\$0.00
					\$0.00
					\$0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$1,272,280.15	\$1,134,212.26	\$74,198.83	\$63,869.06

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than stated above.

DATE: 01/16/26 SIGNATURE: Rachael McDow, Corporate Secretary

SUBSCRIBED AND SWORN TO ME BEFORE THIS 16th DAY OF January, 2026



NOTARY PUBLIC

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

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Village Board Agenda Supplement  
Agenda Item No: 7.a.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	A Resolution Authorizing the Release or Retention of Certain Minutes of the Executive Sessions of the Village Board and the Destruction of Verbatim Recordings as Permitted Under OMA
<b>MOTION:</b>	<b>I move to approve a resolution authorizing the release or retention of certain minutes of the Executive Sessions of the Village Board and destroying verbatim recordings as permitted under OMA</b>
<b>STAFF CONTACT:</b>	Laura Ortega, Village Clerk Michael Smoron, Village Attorney

**Purpose and Summary:**

On Monday, January 20, 2026 an Executive Session was held in coordination with 5 ILCS 120/2(c) (21) and as mandated by Section 2.06, to conduct a semi-annual review of confidential Executive Session minutes for the purposes of determining if: (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

The resolution and attached schedule provide for the results of the Board's determination on the status of confidentiality for certain Executive Session Minutes, as well as approving the destruction of the verbatim recordings as allowed under the Illinois Open Meetings Act.

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**VILLAGE OF PINGREE GROVE  
RESOLUTION No. 2026-R-xx**

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**RESOLUTION AUTHORIZING THE RELEASE OR RETENTION OF CERTAIN MINUTES OF THE  
EXECUTIVE SESSIONS OF THE VILLAGE BOARD AND DESTRUCTION OF  
VERBATIM RECORDINGS AS PERMITTED UNDER OMA,  
FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

---

PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2ND DAY OF FEBRUARY 2026

PUBLISHED IN PAMPHLET FORM BY AUTHORITY  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2ND DAY OF FEBRUARY 2026

**RESOLUTION No. 2026-R-xx**

**RESOLUTION AUTHORIZING THE RELEASE OR RETENTION OF CERTAIN MINUTES OF THE  
EXECUTIVE SESSIONS OF THE VILLAGE BOARD AND DESTRUCTION OF  
VERBATIM RECORDINGS AS PERMITTED UNDER OMA,  
FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

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

**WHEREAS**, the Village convenes regular and special meetings of the Board of Trustees with notice to the public as required under Illinois law and from time to time the Village conducts a portion of these meetings in closed or executive session, pursuant to a statutory exemption permitting the same under the Illinois Open Meetings Act, as amended from time to time; and,

**WHEREAS**, during an executive session on January 20, 2026 the Village reviewed the minutes of certain executive session meetings set forth in “Schedule A” to determine those minutes to release or retain based on confidentiality; and

**WHEREAS**, the Open Meetings Act permits governmental bodies to destroy the verbatim recordings of closed session meeting(s) not less than eighteen (18) months after the completion of the meeting recorded as set forth in Section Two of this Resolution.

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

**SECTION ONE: DETERMINATION OF THE NEED FOR CONFIDENTIALITY**

The Village of Pingree Grove Board of Trustees hereby determines that confidentiality still exists for certain minutes as listed on “Schedule A” attached hereto and incorporated herein.

**SECTION TWO: VILLAGE CLERK AUTHORIZED TO DESTROY VERBATIM RECORDS**

The Village Clerk is hereby authorized and directed to destroy verbatim recordings of closed session meetings not less than eighteen (18) months after the completion of the meeting recorded which are hereby approved.

**SECTION THREE: GENERAL PROVISIONS**

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

**EFFECTIVE DATE:** This Resolution shall be in full force and effect on and after its passage, as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois this 2<sup>nd</sup> day of February 2026 by roll call vote.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
President Amber Kubiak	_____	_____	_____	_____
Trustee Luke Hall	_____	_____	_____	_____
Trustee Adam Hagg	_____	_____	_____	_____
Trustee Ed Tarnow	_____	_____	_____	_____
Trustee Kevin Pini	_____	_____	_____	_____
Trustee Robert Wangles	_____	_____	_____	_____
Trustee Andrew McCurdy	_____	_____	_____	_____

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Amber Kubiak, President of the Board of Trustees  
Village of Pingree Grove

ATTEST:

(SEAL)

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Laura L. Ortega, Clerk  
Village of Pingree Grove

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## SCHEDULE A

### CONFIDENTIALITY DETERMINATION TO RETAIN CERTAIN MINUTES OF EXECUTIVE SESSIONS OF THE VILLAGE BOARD

CLOSED MEETING DATE	OMA EXEMPTION	EXEMPTION	MINUTE REVIEW DATE	RELEASE DECISION
2006-03-06	c(11)	Litigation	01/20/2026	None
2006-05-01	c(11)	Litigation	01/20/2026	None
2006-06-12	c(11)	Litigation	01/20/2026	None
2006-06-19	c(11)	Litigation	01/20/2026	None
2006-08-07	c(11)	Litigation	01/20/2026	None
2006-08-21	c(11)	Litigation	01/20/2026	None
2006-09-18	c(11)	Litigation	01/20/2026	None
2006-10-02	c(11)	Litigation	01/20/2026	None
2010-06-14	c(1)	Personnel	01/20/2026	None
2010-07-06	c(1)	Personnel	01/20/2026	None
2010-07-06	c(1)	Personnel	01/20/2026	None
2011-08-01	c(1)(11)	Personnel/Litigation	01/20/2026	None
2011-09-19	c(1)	Personnel	01/20/2026	None
2011-10-06	c(1)	Personnel	01/20/2026	None
2011-10-06	c(1)	Personnel	01/20/2026	None
2012-11-05	c(11)	Litigation	01/20/2026	None
2013-02-04	c(11)	Litigation	01/20/2026	None
2013-04-01	c(11)	Litigation	01/20/2026	None
2013-08-05	c (1)(5)	Personnel/Property	01/20/2026	None
2015-11-02	(c5)	Property	01/20/2026	None
2016-02-01	c(1)	Personnel	01/20/2026	None
2016-02-01	c(6)(1)	Property	01/20/2026	None
2016-03-07	c(1)	Personnel	01/20/2026	None
2016-04-04	c(1)	Personnel	01/20/2026	None
2016-04-04	c(1)	Personnel	01/20/2026	None
2016-07-18	c(1)	Personnel	01/20/2026	None
2016-08-01	c(1)	Personnel	01/20/2026	None
2016-09-06	c(1)	Personnel	01/20/2026	None
2016-09-19	c(1)	Personnel	01/20/2026	None
2016-10-03	c(1)	Personnel	01/20/2026	None
2016-10-17	c(1)	Personnel	01/20/2026	None
2017-02-06	c(1)	Personnel	01/20/2026	None
2017-02-23	c(1)	Personnel	01/20/2026	None
2017-04-17	c(1)	Personnel	01/20/2026	None
2017-10-02	(c6)	Property	01/20/2026	None

CLOSED MEETING DATE	OMA EXEMPTION	EXEMPTION	MINUTE REVIEW DATE	RELEASE DECISION
2018-09-17	c(1)	Personnel	01/20/2026	None
2018-10-01	c(1)	Personnel	01/20/2026	None
2018-11-05	c(11)	Litigation	01/20/2026	None
2019-03-04	c(1)	Personnel	01/20/2026	None
2019-05-20	c(1)	Personnel	01/20/2026	None
2019-06-17	c(1), c(2), c(6)	Bargaining	01/20/2026	None
2019-07-01	c(1), c(2), c(6)	Bargaining	01/20/2026	None
2019-08-19	c(1), c(2)	Bargaining	01/20/2026	None
2019-09-03	c(1)	Personnel	01/20/2026	None
2019-09-16	c(1)	Personnel	01/20/2026	None
2019-10-07	c(1), c(2)	Personnel	01/20/2026	None
2019-11-18	c(2), c(1)	Bargaining	01/20/2026	None
2020-01-20	c(2), c(1)	Bargaining	01/20/2026	None
2020-02-03	c(6)	Property	01/20/2026	None
2020-02-03	c(5)	Property	01/20/2026	None
2020-02-18	c(6)	Property	01/20/2026	None
2020-03-16	c(1), c(8)	Personnel	01/20/2026	None
2021-02-01	c(11)(1)	Litigation	01/20/2026	None
2021-06-07	c(11)	Litigation	01/20/2026	None
2022-12-05	c(5)	Minutes	01/20/2026	Full
2024-03-18	c(11)	Litigation	01/20/2026	None
2024-04-01	c(1)	Personnel	01/20/2026	None
2024-04-15	c(11)	Litigation	01/20/2026	None
2024-11-18	c(11)	Litigation	01/20/2026	None
2024-12-02	c(21)	Minutes	01/20/2026	None
2025-03-17	c(1)	Personnel	01/20/2026	None
2025-04-07	c(1)	Personnel	01/20/2026	None
2025-08-04	c(1)	Personnel	01/20/2026	None



## Village Board Agenda Supplement

Agenda Item No: 7.b.

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<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	Approval of an Independent Contractor Agreement with Joyce Nardulli for Lobbying Services
<b>MOTION:</b>	<b>I move to approve an Independent Contractor Agreement with Joyce Nardulli for Lobbying Services</b>
<b>STAFF CONTACT:</b>	Andy Ferrini, Village Manager Amber Kubiak, Village President Michael Smoron, Village Attorney

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### **Purpose:**

Consider approval of a contract for a lobbyist to promote Pingree Grove's infrastructure interests regarding the Route 47 expansion.

### **Background:**

Phase 1 Engineering for the Route 47 expansion from I-90 to Plank Road is currently funded by the Illinois Department of Transportation (IDOT) and is in its early stages. The state and the selected engineering firm are currently negotiating fees and project scope. At this time, the state has not committed funding for subsequent engineering phases or for the project's construction.

Securing state funding for additional engineering phases and construction may require targeted advocacy at the state level. To assist with this effort, the use of professional lobbying services may be necessary. Joyce Nardulli has been recommended for this role based on her prior work with the Village, recommendation from contacts with the Governor's office, and her involvement in the Route 47 expansion in the City of Woodstock.

### **Options:**

1. Approve the proposal from Joyce Nardulli
2. Do not approve the proposal from Joyce Nardulli

### **Financial Impact:**

1. \$36,000 from March 1<sup>st</sup>, 2026 – February 28<sup>th</sup>, 2027

### **Recommendation:**

Staff recommend approval of the proposal from Joyce Nardulli. While IDOT has acknowledged that capacity and expansion improvements along Route 47 will be necessary at some point, the

project is not currently a high priority for the State. This position has been communicated to the Village in prior correspondence from IDOT (see enclosed IDOT letter).

Given the anticipated length, complexity, and cost of the engineering and construction process, a more active and coordinated effort to advance the project at the state level may be necessary to help accelerate the overall timeline. As the project progresses, it is also possible that the Village could incur costs associated with the relocation of water and sewer utilities required for the expansion.

Ms. Nardulli was retained by the City of Woodstock specifically to assist in securing state funding related to similar Route 47 improvements, including funding support for utility relocation, and brings relevant experience to this effort.

**Enclosures:**

1. Independent Contractor Agreement with Joyce Nardulli
2. Letter from IDOT Region 1 Engineer Jose Rios, P.E.

**Independent Contractor Agreement**  
**Joyce A. Nardulli, Government Relations**

Agreement is hereby made between Joyce A. Nardulli, Government Relations and the Village of Pingree Grove, 555 Reinking Road, Pingree Grove, IL 60140 set forth below according to the following terms, conditions and provisions.

Independent and Minority Contractor is identified below as follows:

Joyce A. Nardulli, Government Relations, President  
501 Mill Bank Ln  
Springfield, IL 62704-1000  
217.652.7688  
[Joyce.nardulli@gmail.com](mailto:Joyce.nardulli@gmail.com)

**Work to be Performed:**

Serve as a contract lobbyist for the Village of Pingree Grove for Illinois state government affairs. This work will include but is not limited to: helping Pingree Grove with their financial needs for their infrastructure improvements; working with them to develop a strategic legislative plan including documentation and cost estimates for each project; developing supporting coalitions; meeting with appropriate Illinois agencies, legislative staff, legislators and governor's office to achieve Pingree Grove's infrastructure goals; alerting the Village's staff of needed actions i.e. legislative calls, agency meetings, etc.; guiding them through the legislative process, meeting with legislative and government officials as needed; lobbying the House and Senate to support release of the funds for the Village's infrastructure appropriations and working with the Governor's office to achieve their support.

**Terms of Payment:**

The Village of Pingree Grove shall pay Joyce A. Nardulli, Government Relations for a period March 1, 2026 through February 28, 2027 a total of \$36,000.00 through monthly payments of \$3,000.00.

**Reimbursement of Expenses:**

The Village of Pingree Grove shall only be liable for travel expenses incurred by Joyce A. Nardulli when travel is requested by the Village in writing (email is acceptable).

**Fringe Benefits:**

Because Joyce A. Nardulli, Government Relations, is engaged in an independent business, the Village of Pingree Grove is not responsible for paying any employer pension, health or other fringe benefits. Meals that are during the Village of Pingree Grove business may be reimbursed if agreed beforehand in writing (email is acceptable) and if documentation is included in an invoice.

**Notice of Liabilities:**

Joyce A. Nardulli, Government Relations is responsible to pay income taxes, according to state and federal law as well as any other self-employment (social security tax) as may apply according to law.

Worker's compensation insurance shall not be required for the Village of Pingree Grove to fulfill this contract.

**Termination:**

Either party has a right to terminate the Agreement, at any time, for any reason or for no reason at all.

**Non-Waiver:**

The failure of either party to exercise any of its rights under this agreement for a breach thereof, shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

**Declaration of Independent Contractor:**

Joyce A. Nardulli, Government Relations, declares that all federal, state and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this agreement have been complied with according to law.

**How Notices shall be given:**

Any notice given in connection with this agreement shall be given in writing and shall be delivered either by e-mail or by hand to that party or be certified mail, return receipt requested, to the party at the party's address herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

**Assignability:** This agreement may be assigned, in part, with a written agreement by both parties,

**Choice of Law:**

Any dispute under this agreement or related to this agreement shall be decided in accordance with the laws of the State of Illinois.

**Entire Agreement:**

This is the entire agreement of the parties and cannot be changed or modified orally.

**Amendments:**

This agreement may be supplemented, amended or revised only in writing by agreement of the parties.

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

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



# Illinois Department of Transportation

Office of Highways Project Implementation / Region 1 / District 1  
201 West Center Court / Schaumburg, Illinois 60196-1096

March 3, 2025

The Honorable Amber Kubiak  
Village President  
Village of Pingree Grove  
555 Reinking Road  
Pingree Grove, IL 60140

Dear Village President Kubiak:

The Illinois Department of Transportation (Department) has received your letter dated January 14, 2025, requesting the Department to advertise the Phase I study of IL 47 from I-90 to south of Plank Road in the early years of the program. The Department has reviewed your request and offers the following information.

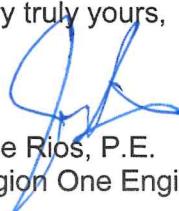
The Department has identified a capacity improvement project along IL 47 from I-90 to south of Plank Road. The Phase I study for this project is currently included in the FY 2025-2030 Proposed Highway Improvement Program. However, it was not incorporated into the FY 2025 Annual Program. Once advertised, the study is expected to take 24 to 36 months to complete.

Due to limited financial resources, the Department must prioritize projects that enhance safety by reducing fatalities and severe injuries, as well as those focused on pavement preservation and bridge rehabilitation. Consequently, there is limited flexibility to add new projects that primarily address accessibility, operations, or mobility improvements.

The Department remains committed to the project and will make every effort to include it in the 2026 Annual Program during the next program cycle. To note, currently no additional project phases beyond Phase I are funded under the FY 2025-2030 Proposed Highway Improvement Program.

If you have any questions or need additional information, please contact me or Katie Herdus, Area Programmer, at (847) 705-4090 or at [Katherine.Herdus@illinois.gov](mailto:Katherine.Herdus@illinois.gov).

Very truly yours,

  
Jose Rios, P.E.  
Region One Engineer

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Village Board Agenda Supplement  
Agenda Item No: 7.c.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	An Ordinance Amending Village Code Title 2 Boards, Commissions and Committees, Chapter 3 Community Events Committee, Sections 2-3-1 through 2-3-8
<b>MOTION:</b>	<b>I move to approve an ordinance amending Village Code Title 2 Boards, Commissions and Committees, Chapter 3 Community Events Committee, Sections 2-3-1 through 2-3-8</b>
<b>STAFF CONTACT:</b>	Laura Ortega, Village Clerk Amber Kubiak, Village President

**Purpose:**

Consideration of dissolving the Community Events Committee in a formal capacity.

**Background.**

The Community Events Committee was formed on April 19, 2010, to schedule, plan, organize, fundraise, and oversee activities and events on behalf of the community. This is a volunteer-led committee consisting of three members.

Complying with the Open Meetings Act is challenging, and maintaining a quorum is becoming more difficult for the volunteer-led committee to uphold. Staff recommend dissolving the formal Community Events Committee and transitioning to a staff-led management model.

Moving to Pingree Grove Special Events in a staff-led model will allow for greater flexibility, less risk of accidental OMA violations, and the ability to dedicate time during work hours to planning and making decisions without requiring formal committee meeting notices, agendas, quorum decision votes, and minutes retention.

The current Community Event Committee members, Melissa Hirschbein, Judy Triano, and Brianne Hagg, would continue to be part of Pingree Grove Special Events in a volunteer capacity, but would have greater flexibility, not having to abide by formal meeting schedules and the associated requirements.

**Options:**

1. Approve Ordinance dissolving the volunteer-led Community Events Committee and moving to staff-led management
2. Do not approve the Ordinance and Community Events Committee remains status quo

**Recommendation:**

Staff recommend approving the formal committee dissolution.

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**VILLAGE OF PINGREE GROVE  
ORDINANCE No. 2026-O-XX**

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**AN ORDINANCE AMENDING VILLAGE CODE TITLE 2 BOARDS, COMMISSIONS AND COMMITTEES  
CHAPTER 3 COMMUNITY EVENTS COMMITTEE, SECTIONS 2-3-1 THROUGH 2-3-8  
FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

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PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2<sup>ND</sup> DAY OF FEBRUARY 2026

PUBLISHED IN PAMPHLET FORM BY AUTHORITY  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2<sup>ND</sup> DAY OF FEBRUARY 2026

**ORDINANCE No: 2026-O-XX**

**AN ORDINANCE AMENDING VILLAGE CODE TITLE 2 BOARDS, COMMISSIONS AND COMMITTEES  
CHAPTER 3 COMMUNITY EVENTS COMMITTEE, SECTIONS 2-3-1 THROUGH 2-3-8  
FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

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

**WHEREAS**, the Village of Pingree Grove established the Community Events Committee on April 19, 2010, by way of Ordinance 2010-08 for the purpose of scheduling, planning, organizing, fundraising for, and overseeing community events; and

**WHEREAS**, the Village has determined that it is in the best interests of the Village to transition the Community Events Committee from a volunteer-led model to a staff-managed structure; and

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

**SECTION ONE: COMMITTEE DISSOLUTION**

1. The Community Events Committee is hereby formally dissolved, effective with the passing of this Ordinance.
2. All records, documents, and materials, if any, in possession of Community Events Committee members shall be transferred to the Office of the Village Clerk.
3. The Village President and Board of Trustees would like to thank Melissa Hirschbein, Judy Triano, and Brianne Hagg, for their selfless dedication, personal time, and talents, in serving as members of the Community Events Committee over the years and developing annual activities and events that the community is accustomed to.
4. All members of the Community Events Committee are hereby discharged from their formal member responsibilities and duties, and are invited to continue on in an informal volunteer capacity.

**SECTION TWO: VILLAGE CODE AMENDED**

The Village code is hereby amended by removing Title 2, Board Commissions, and Committees, Chapter 3 Community Events Committee, Sections 2-3-1 through 2-3-8.

**SECTION THREE: GENERAL PROVISIONS.**

**REPEALER:** All Ordinances or portions thereof in conflict with this Ordinance are hereby repealed, amended to be consistent with this requirement, or superseded by this requirement.

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

**EFFECTIVE DATE:** This Ordinance shall take effect as provided for under Illinois law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois this 2<sup>nd</sup> day of February 2026 by roll call vote.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
President Amber Kubiak	_____	_____	_____	_____
Trustee Luke Hall	_____	_____	_____	_____
Trustee Adam Hagg	_____	_____	_____	_____
Trustee Ed Tarnow	_____	_____	_____	_____
Trustee Kevin Pini	_____	_____	_____	_____
Trustee Robert Wangles	_____	_____	_____	_____
Trustee Andrew McCurdy	_____	_____	_____	_____

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Amber Kubiak, President of the Board of Trustees  
Village of Pingree Grove

ATTEST:

(SEAL)

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Laura L. Ortega, Clerk  
Village of Pingree Grove

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Village Board Agenda Supplement  
Agenda Item No: 9. a.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	Comprehensive Plan Update Discussion
<b>MOTION:</b>	<b>None. Direction and feedback are requested.</b>
<b>STAFF CONTACT:</b>	Andy Ferrini, Village Manager Nick Partipilo, Assistant to the Village Manager Hannah Temes, Administrative Intern

**Purpose:**

To discuss whether to engage a consultant to assist with a Comprehensive Plan update, a project identified in the Village's 2024 Strategic Plan. While staff recommends deferring this project until next year, staff is seeking direction from the Board.

**Background:**

A Comprehensive Plan is a long-range planning tool used by municipalities to guide growth, development, and policy decisions. It typically includes an overview of the community and addresses key areas such as land use and development, transportation, community facilities, parks and recreation, utilities, and community identity. Comprehensive Plans are tailored to a community's specific needs and are typically updated every 15 to 20 years. Pingree Grove's Comprehensive Plan was last updated in 2015, and an update is now being considered due to the significant growth and change the Village has experienced over the past decade. While an update to the Comprehensive Plan is warranted, staff does not believe it is urgent and believes it would be beneficial to allow currently planned development and infrastructure projects to progress further before undertaking the update.

In preparation for this meeting, staff met with Northern Illinois University's Center for Governmental Studies (CGS), a consulting service operated through NIU. Based on this discussion and additional research, staff has concluded that CGS represents one of the most cost-effective options for a Comprehensive Plan update, given its non-profit and educational structure. The CGS proposal includes a base fee of \$47,500, or \$61,700 with optional add-on services. By comparison, the Village of Huntley updated its Comprehensive Plan in 2025 with Houseal Lavigne at a cost of \$160,000. The Village of Oswego awarded a contract in 2025 to Gingko Planning & Design for a Comprehensive Plan update at a cost of \$185,000, and in 2023, the Village of Gilberts completed a Comprehensive Plan update using Teska Services for \$65,000. Several nearby municipalities, including Genoa and East Dundee, have also utilized CGS for Comprehensive Planning services.

The Comprehensive Plan process through CGS consists of six primary steps, which are generally consistent with those that other planning consultants would utilize as well: project kick-off, development of a community profile, community engagement, plan development, implementation, and final report and approval.

The project kick-off includes a meeting between Village staff and CGS to establish expectations and timelines, exchange relevant information (such as GIS data and prior studies), and discuss the composition of the project task force, whether drawn from community members or the Village Board. Development of the community profile involves a comprehensive inventory of existing conditions in Pingree Grove, including land use field reconnaissance and an evaluation of public assets such as environmental features, parks, and utilities.

Development of the Comprehensive Plan would occur over approximately three to four task force meetings and would focus on refining the Village's vision statement, goals and objectives, major plan elements, future land use plan, and the long-term viability of the plan. The process also includes an optional subarea plan for the Heritage District at an additional cost. Sub-area plans are an optional component of the Comprehensive Plan that can be included if desired.

Plan implementation consists of four key components: prioritization of objectives, development of actionable implementation strategies, identification of short- and long-term timelines, and alignment of necessary resources. The draft final report would first be provided to Village staff for review and comment, followed by a public hearing and consideration by the Village Board. Upon Board approval, the final report would be finalized and published.

**Options:**

1. Defer creating a Comprehensive Plan to next year
2. Move forward as directed by the Village Board

**Financial Impact:**

Through CGS, a Comprehensive Plan will cost around \$61,700.

Base Cost: \$47,500

Online Survey (Optional): \$5,000

Community Workshop (Optional): \$1,500

Heritage District Subarea Plan (Optional): \$4,000

Total Cost with Optional Components: **\$61,700**

**Recommendation:**

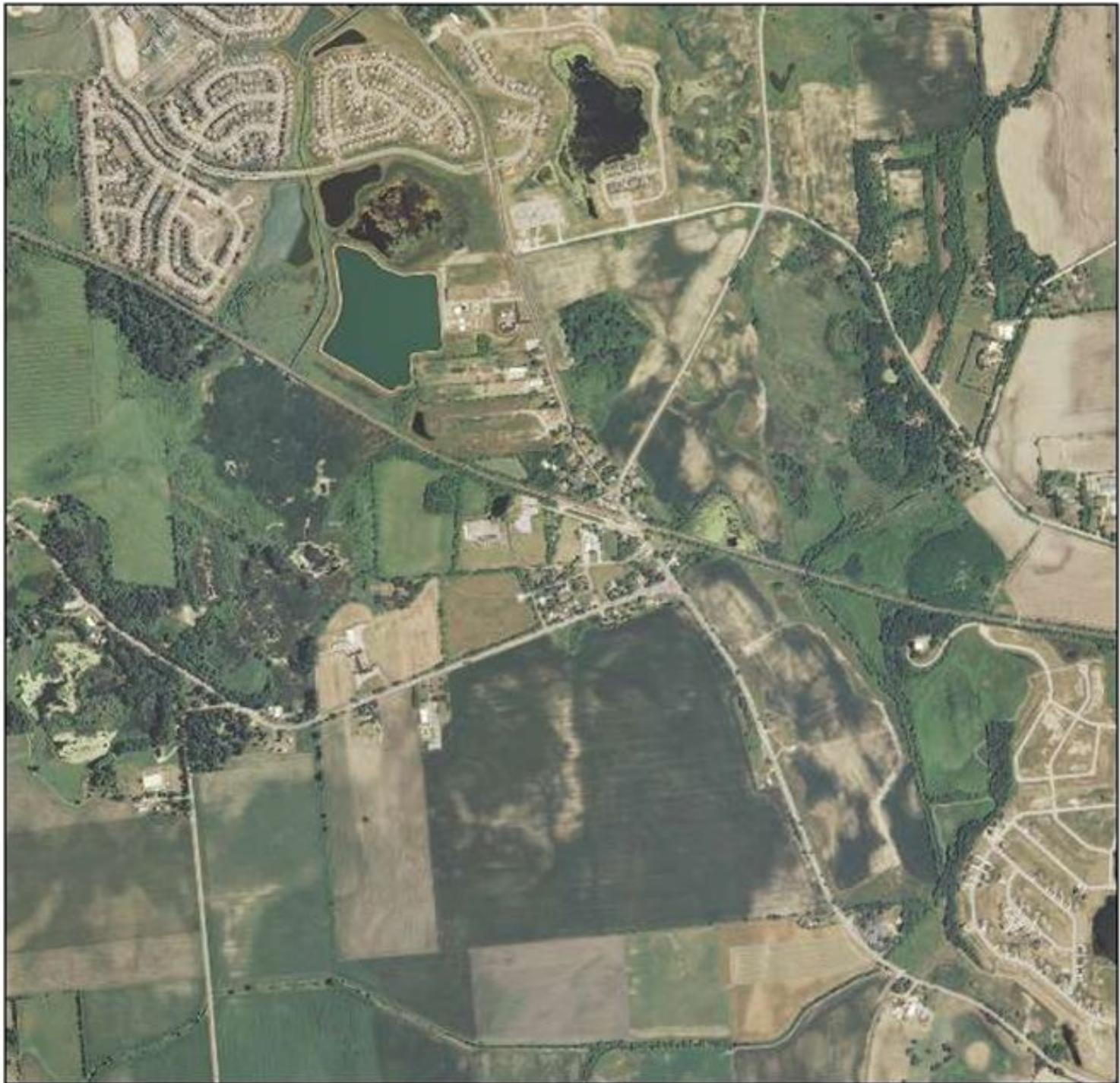
Staff recommends deferring the preparation of a Comprehensive Plan update until at least next year. While the Village's continued growth and change indicate that an updated plan is warranted, staff does not believe the update is urgent at this time.

Staff believes it would be beneficial to prioritize other ongoing and upcoming initiatives, including bidding a new water tower, advancing the roundabout project and multi-use path, moving forward with multiple commercial developments, and constructing planned park improvements this year.

While the Comprehensive Plan remains a valuable long-term planning document, it is not a tool used routinely in day-to-day operations. Staff will follow the Board's guidance on whether to pursue a Comprehensive Plan update now or in the future, including preferences on consultant selection.

**Enclosures:**

1. NIU Center for Governmental Studies Comprehensive Plan Proposal



## **Proposal to Prepare a Comprehensive Plan for Pingree Grove, IL**

Submitted to the Village of Pingree Grove  
By Northern Illinois University Center for Governmental Studies  
January 9, 2026



**Greg Kuhn, PhD**  
Director

**Melissa Henriksen,  
MPP**

Assistant Director,  
Strategic Management,  
Policy, and Community  
Development  
[mhenriksen@niu.edu](mailto:mhenriksen@niu.edu)

**Wm. Monat Building**  
**148 North 3rd Street**  
**DeKalb, IL 60115**

PHONE  
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#### **NIU-CGS MISSION**

*To provide expertise  
that helps public sector  
decision-makers  
understand, evaluate,  
enhance and implement,  
effective, sustainable  
and equitable  
approaches to the social,  
governmental,  
economic, informatic  
and civic challenges of  
our time.*

January 9, 2026

Andy Ferrini, Village Manager  
Village of Pingree Grove  
555 Reinking Rd  
Pingree Grove, IL 60140

RE: Proposal to Prepare a Comprehensive Plan

Dear Mr. Ferrini:

Thank you for the opportunity to present this proposal to assist the Village of Pingree Grove in preparing a comprehensive plan. The proposal outlines how the Northern Illinois University's Center for Governmental Studies (NIU-CGS) can help Pingree Grove address the following needs:

- Enable the village to determine its desired future land use allocations and characteristics of different areas of the community
- Develop goals, objectives and strategies for realizing that future
- Prepare a future land use plan including a future land use map
- Provide an implementation plan for the village to use in making the plan a reality

This proposal also includes a list of comprehensive plans CGS has prepared for other communities along with staff backgrounds.

Thank you for considering this proposal to assist Pingree Grove with this important project. If there are questions or we can revise this proposal to better meet the village's needs, please contact me. As discussed, I would be happy to meet with Pingree Grove's leadership team to discuss the proposal in more detail.

Sincerely,

A handwritten signature in black ink that reads 'Miriam L. Evans'.

Miriam "Mim" Evans  
Senior Research Associate  
Strategic Management, Policy, and  
Community Development  
NIU Center for Governmental  
Studies

# COMPREHENSIVE PLAN PROPOSAL

## BACKGROUND

The Village of Pingree Grove recently completed a strategic plan to guide municipal management for the next several years. Land use and growth initiatives are important themes in that plan and a comprehensive plan and unified development ordinance (UDO) are key tools to address these themes. Since the three documents have been discussed by Pingree Grove leadership, the following chart summarizes how they differ and the function of each, as shown below.

Strategic Plan	Comprehensive Plan	UDO
Planning process focuses on input from elected officials and staff and may include input from external stakeholders such as residents, businesses, and partners to guide community priorities.	Internally guides policies and projects and externally informs development applications and resident expectations. In addition to those providing input in the strategic plan, input from residents, businesses and stakeholders is often a prominent and significant factor.	Internal implementation and enforcement tool whose preparation is largely guided by the comprehensive plan. External guide to land use regulation for use by the public, property owners, investors, and developers.
Addresses key issues and policies across many aspects of municipal management.	Broadly addresses land use elements including the built environment, open space, and related public services.	Provides specific rules for development within the planning area.
Some of the plan's themes are activated and expanded upon in the comprehensive plan.	A guide for expanding upon and implementing sections of the strategic plan; an expression of the community's desired future; basis for UDO.	The legal tool used to implement the comprehensive plan.
No state requirements regarding content.	State statute lists categories of land use to be included.	Legal expectations for topics to be covered.
Does not have legal standing	Does not have legal standing	Has legal standing
No prescribed review process. Adopted and changeable at will by municipal officials.	Prescribed formal review process including public hearing and board adoption. Changeable through formal amendment process.	Prescribed formal review process including public hearing and board adoption. Changeable through formal amendment process.

In addition to the function of a comprehensive plan described above, there are several other reasons to prepare an updated comprehensive plan:

- **A comprehensive plan is an essential feature of long term planning, creating a broad, long-term vision** for future land uses and the built environment and a framework of goals and objectives to guide policy decisions.
- **Undertaking comprehensive planning results in more than a document.** The process of creating the plan is a community building experience, generating support, enthusiasm and volunteerism among residents. It also is an effective way to establish positive relationships with stakeholders such as property owners, businesses, special interests, and area organizations.

- **A comprehensive plan contains a map of future land uses for an entire planning jurisdiction (1 ½ miles beyond municipal limits), addressing all physical elements in the area, for a long time (usually around 20 years).** Because it extends beyond current municipal limits, it also guides potential annexation.
- **A comprehensive plan is a public document** that informs potential investors, builders, entrepreneurs, and residents of the intentions of the community, its assets, and level of professionalism.
- **A comprehensive plan is required to qualify for some grant funds** and can be a plus in applying for others.

The recently completed strategic plan will be an excellent resource in preparing the comprehensive plan. The priorities and initiatives presented in the strategic plan will provide a starting point for comprehensive plan discussions and the completed comprehensive plan and the strategic plan can be cross referenced for ease of use and clear direction.

Pingree Grove is also possibly interested in preparing an updated UDO. A UDO is the legal tool for implementing the comprehensive plan. Therefore, it is based on the plan and best prepared after key components of the plan are completed, including the future land use map and goals and objectives.

This proposal includes the scope of work, estimated fees and timing to prepare the comprehensive plan. As requested, costs are provided for the main tasks and several options. The project team's qualifications to complete the comprehensive plan are also included in this package.

## COMPREHENSIVE PLAN APPROACH

It is the project team's goal that the comprehensive plan be firmly grounded in the needs and desires of the community, the unique characteristics of Pingree Grove, and the economic opportunities of the broader region. Much has transpired in recent years, including new economic opportunities, significant population growth, new policies at the state and federal level, growing attention to environmental and economic sustainability, and changes in local officials and staff, among others. These changes warrant the fresh look preparing a comprehensive plan provides.

The scope of work outlined is presented in six sections:

1. Project Kick-Off
2. Community Profile
3. Community Engagement
4. The Village Plan
5. Implementation
6. Final Report and Approval Process

While we believe the scope of work that follows addresses the village's needs, it is flexible and can be adjusted through discussions between the village and the project team.

## 1. Project Kick-Off

### Task 1.1: Virtual Kick-off Meeting

Prior to beginning work, the project team will hold a virtual kick-off meeting with village staff who will provide administrative and logistics assistance. This kick-off meeting is an opportunity to discuss the expectations, project timeline, address questions and components, and make needed adjustments. At this meeting, the project team will collect or learn of existing information that may be helpful in developing the plan. This may include:

- GIS,CAD, or other mapping files
- Specialized data sets relevant to Pingree Grove
- Past studies and plans
- Ongoing plans for key development areas
- Other relevant graphics and documents that may be helpful to carry out this project

The kick-off meeting will include discussing whether to form a project task force or work more directly with elected officials. Whichever path is selected, the designated group will have the following roles:

- Represent different voices in the community
- Develop vision, goals, objectives
- Assist with project outreach
- Review and comment on draft documents
- Bridge from planning to implementation

A task force composed of residents, business owners, stakeholders, and community leaders is an effective way to bring the community into the process, hear from voices that might not otherwise be heard, and promote community buy-in to the planning process and completed plan. Local elected officials can also perform this role.

- If a task force is desired, the project team can help identify potential members. Any local stakeholders whose input would be particularly valuable or with whom the village would like to establish a strong working relationship can be considered. The task force will meet 3-4 times over the course of the project, with a mix of virtual and in person options.
- If the village prefers to prepare the plan without creating a task force, the project team can work with the board or other designated group. Comprehensive plan related discussions can be part of regular board meetings or special meetings can be scheduled. If the board is to the designated group, compliance with the Open Meetings Act should be considered when scheduling for comprehensive plan discussions.



## 2. Community Profile

### **Task 2.1: Inventory of Existing Land Uses and Public Assets**

This task includes a comprehensive inventory of Pingree Grove's existing land uses. The project team will assess the community through field reconnaissance, examining Pingree Grove's neighborhoods, commercial areas, employment centers, parks and open spaces, community facilities, transportation networks, visitor attractions, and environmental features. While most of the existing conditions will be physical in nature, field reconnaissance will provide an opportunity to understand the character, history, and development trends that shape the community. Attention will be paid to emerging patterns of development, economic conditions affecting demand for different land use types, and sustainability of the natural and built environment. Characteristics and growth of nearby and/or comparable communities will be considered. A village staff member or other local expert will be asked to arrange a detailed site visit and accompany the project team.

This task also will include an inventory of existing public assets and any plans for expansion or contraction. Assets to be inventoried include:

- Public and institutional uses, parks, open space, etc.
- Transportation network
- Utilities and infrastructure
- Environmental conditions
- Natural areas and conservation interests

### **Task 2.2: Demographic Analysis**

This task will provide data and analysis of the present and potential future population of the community and relevant surrounding areas including the number of and growth in households, household size, age, income, commuting patterns, migration, employment, and other factors. This population profile will help the village understand the opportunities and challenges that directly impact the amount and types of development and related services that may be needed.

### **Task 2.3: Evaluation of the Economy**

Understanding the area economy is necessary to assess Pingree Grove's development opportunities and position in the areawide economy. Thus, this task will address trends in employment and growth in demand for residential, commercial, industrial and other types of facilities.

### **Task 2.4: Housing**

Information will be gathered on the general status of housing supply and demand and foreseeable changes during the planning period. A complete housing study can be prepared as an additional option, if desired.

### **Task 2.5: Project Status Report and Client Feedback**

The project team will present findings and discuss possible implications for comprehensive planning. At this time, any adjustments to the remaining scope of work that seem desirable based on the findings to date can be discussed.

### **Task 2 Deliverables:**

The following items will be provided in summary form:

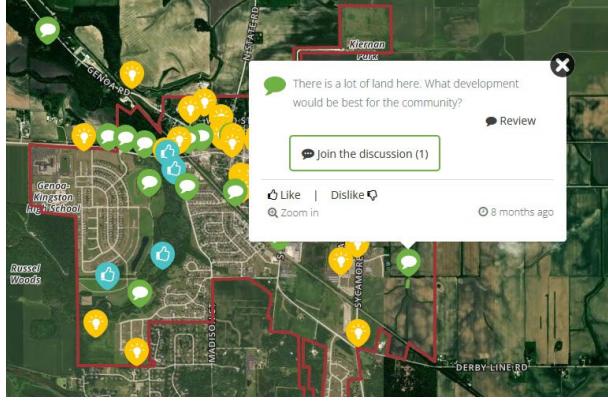
- Inventory of existing land uses and public assets
- Demographic profile
- Economic profile
- Housing profile
- Pingree Grove's relationship with the surrounding area

### 3: Community Engagement

While engaging the community in the planning process is critical to developing a plan that reflects residents' needs and desires, the way that it is pursued can vary from one community to the next. The input from officials, staff, and additional stakeholder focus groups during the recently completed strategic planning process will be considered in preparing the comprehensive plan. The project task force or village board discussed earlier is an excellent forum for community engagement. Additional options are discussed below.

#### *Community Engagement Options*

- **Project Website:** A project website available to the public creates a space to inform residents of progress in the planning process, share key documents, and publicize public input opportunities. A popular feature of the website is an interactive map where the public can identify specific locations and share thoughts on issues, desired improvements and ideas for future use.



- **Direct Email Resident Opinion Survey:** A direct email resident survey reaches most households in the community and generates broad based input. A link to an online survey would be sent to one email per household for all households with obtainable email addresses.
- **Survey Distributed Publicly:** An alternative to a direct email survey is to provide the survey link in various public places such as the village website, project website, school and organization newsletters, public posters, and municipal utility bills. This means of distributing the survey generally generates fewer responses than a direct email survey but is less expensive and can be a good alternative. If a direct email survey is conducted, a publicly distributed survey link will also be available to broaden access for residents without an available email address. If desired, paper copies can be available at select locations.
- **Business Community Input:** The thoughts of the business community are important to key areas of the plan such as economic development. Input from this group can be obtained through a separate survey based on a list of businesses provided by the village or by interviewing key business leaders. Businesses can also be represented on the project task force.
- **Focus Groups:** Focus groups are another option for gathering qualitative information from the community. Focus groups are also a way to gather input from segments of the population that do not respond to surveys or from stakeholders in specific geographic areas or with special interests. Focus groups can be held in person or virtually. Virtual focus groups may increase attendance and reduce costs over in person meetings. Up to two focus groups are typically included in the scope of work. Additional focus groups may incur an additional cost.
- **Meeting the Public:** Meeting directly with the public generates valuable insights, increases visibility for the planning project, and encourages public support for the final plan. Meeting with the public can include the following:

- **Idea Boards and Maps at Public Events:** These tools allow the public to informally share ideas either by writing them on idea boards or identifying specific locations on maps. These activities are a fun and quick way to engage residents of all ages and varying interests. They also can be used to gather input from visitors. Potential locations for these informal input opportunities are community events, meetings of local organizations such as the school board or chamber of commerce, and heavily trafficked locations such as the public library, sports games, and shopping areas. Up to two informal events are typically included in the scope of work. Additional events that require attendance by NIU CGS staff may incur an additional cost.
- **Community Workshops:** Residents can be invited to participate in one or more workshops to identify issues, express interests, review draft vision statements and goals, and comment on draft future land use maps. The workshops require more time commitment from residents but are a more in depth way for people to participate in the process. Key individuals or groups can be specifically encouraged to attend.
- **Open House:** An open house is an effective way to share the draft plan with the community before the public hearing. It can consist of display boards with an opportunity for residents to talk with staff or consultants. The display boards can be supplemented with a brief formal presentation of the plan's main concepts, if desired. An open house can identify issues that can then be addressed before the public hearing, often helping the review process move ahead more smoothly.



Community engagement through press releases, posting on the village website, and social media are encouraged and materials can be provided by the project team.

The project team can work with the village to select the community engagement tools to pursue.

#### **Task 3 Deliverable:**

A summary of community engagement findings will be prepared. The format and contents will depend on the options selected.

## **4. The Village Plan**

The village plan will consider all information obtained in earlier tasks and the input of the project task force or village board. Over the course of 3-4 meetings, the task force or board will, with assistance from the project team, complete or review the following tasks.

#### **Task 4.1: Vision Statement**

Expanding upon the vision discussion held during the strategic planning process, the designated group will develop a vision statement that will form the basis for the comprehensive plan. This statement will be what the village aspires to and reflect both the strengths of the community and the growth and improvements desired. Developing the vision statement is an important starting point for identifying the goals and objectives in Task 4.2.

### **Task 4.2: Goals and Objectives**

Based on the information collected in all previous tasks and the draft vision developed in Task 4.1, goals and objectives specific to the comprehensive plan will be suggested. These goals and objectives will be presented to the task force or board in draft form for discussion and refinement. This discussion is an opportunity for a deeper exchange of ideas regarding the community's future.

### **Task 4.3: Major Plan Elements**

This task will center on preparing broad strategies for the following plan elements:

- Residential
- Commercial
- Industrial
- Office, research, and light industrial
- Mixed use
- Community facilities
- Flood plain and natural areas

These elements are recommended in state statute but can be modified somewhat to fit Pingree Grove's unique needs.

Ideas and suggestions will be presented by the project team for review and input by members of the designated group.

### **Task 4.4: Future Land Use Plan**

The project team will work with the designated group to create the village's future land use plan and map to ensure it reflects the current type of development and land use distribution and desired future uses within municipal planning limits and in the 1 ½ mile planning area. The future land use map will be reviewed with village staff and board.

### **Task 4.5: Flexibility and Longevity of the Plan**

While the future land use plan presents the desired future and considers future needs, there are often unanticipated changes that lead to questions over land use plan elements. The future land use plan will include indicators that circumstances have changed in a way that may make it reasonable to change the comprehensive plan recommendations. These indicators will provide additional guidance for village officials as they consider proposed land use changes, thereby making the future land use plan more flexible and extending its useful life.

### **Task 4.6: Heritage District Subarea Plan**

The Heritage District is the heart of the original village and is envisioned as a mixed use area leveraging historic character. The village has signaled its desire to improve this area by creating a TIF District. If desired, a subarea plan can be prepared for this area. The plan would include a summary of existing conditions, identification of critical elements to consider when planning for redevelopment, goals, objectives and strategies for redevelopment, and a schematic drawing (map) of what the redeveloped area might look like.

### **Task 4 Deliverables:**

- Draft of vision, goals and objectives
- Draft future land use map
- Draft subarea plan, if selected

## 5. Implementation

The project team will prepare an implementation plan to enable the village to effectively transition from long-range planning to active implementation. The implementation plan will include:

### Task 5.1: Prioritized Objectives

Prioritizing objectives assists decision makers allocating limited resources. The objectives will be prioritized based on several factors such as feasibility, community interest, and potential impact on the community.

### Task 5.2: Strategies

Actionable strategies for each objective will be presented in the implementation plan. These strategies can be the basis for a work program for staff or a committee as it undertakes achieving a particular objective.

### Task 5.3: Timing:

Short and long term timing of efforts will be suggested. Where possible, these timeframes will be coordinated with those in the strategic plan.

### Task 5.4: Resources

The implementation plan will provide resources that can direct first steps in implementing strategies included in the plan. These resources may include where to find additional information, examples of similar projects, potential funding sources, and potential partners that may help implement the plan. Resources will be provided as active links to locations where the information can be found.

### Task 5 Deliverable:

The implementation plan will be presented in a matrix format with accompanying explanations where needed. The implementation plan will be cross referenced to the strategic plan for ease of coordination between the plans.

IMPLEMENTATION PLAN			
Community Facilities & Assets			GOAL: Ensure the effective provision of essential services and facilities for the health, safety and welfare of East Dundee residents and viability of commercial and industrial businesses.
OBJECTIVES & STRATEGIES:			
#	OBJECTIVE	STRATEGIES	RESOURCES
5.1	Increase arts and cultural opportunities for residents and visitors.  <b>PRIORITY: HIGH</b>  <small>ALIGNS WITH THE FOLLOWING OBJECTIVE(S) FROM THE 2025 STRATEGIC PLAN: ST8</small>	<ul style="list-style-type: none"><li>• Create an inventory of existing public art including performance locations.</li><li>• Organize community discussions on public art, including types of art to pursue, local artists to commission, participation of youth, and spots to locate art pieces.</li><li>• Coordinate potential art locations with property owners, if applicable.</li><li>• Coordinate with local artists to explore the potential to establish a local arts collective.</li><li>• Pursue grant funding and sponsorships.</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">CMAP Arts and Culture Toolkit</a></li><li>• <a href="#">ArtPlace</a></li><li>• <a href="#">APA PAS QuickNotes: Public Art and Planning</a></li><li>• <a href="#">Illinois Creative Recovery Grants</a></li><li>• <a href="#">Illinois Arts Council Agency Grants</a></li><li>• <a href="#">Illinois Arts and Culture Grants</a></li></ul>
5.2	Increase recreation opportunities on the Fox River.  <b>PRIORITY: HIGH</b>  <small>ALIGNS WITH THE FOLLOWING OBJECTIVE(S) FROM THE 2025 STRATEGIC PLAN: LT7</small>	<ul style="list-style-type: none"><li>• Coordinate with the Dundee Township Park District and Friends of the Fox River to identify potential river-based recreation opportunities to pursue.</li><li>• Build upon the potential river access opportunities identified in the East Dundee Riverfront Master Plan and Bartels Park and Water Street Master Plan (see page 35 and the Appendix for details).</li><li>• Improve access and pedestrian safety along the riverfront.</li><li>• Plan special events along the river (small and large scale).</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Dundee Township Park District</a></li><li>• <a href="#">Friends of the Fox River</a></li><li>• <a href="#">East Dundee Riverfront Master Plan</a></li><li>• <a href="#">Bartels Park and Water Street Master Plan</a></li><li>• <a href="#">APA Riverfront Planning Resources</a></li></ul>
5.3	Provide parks and recreation facilities suitable for all age groups and physical abilities.  <b>PRIORITY: MEDIUM</b>	<ul style="list-style-type: none"><li>• Coordinate with the Dundee Township Park District to provide for more inclusive and accessible playground equipment and recreational facilities for all ages and abilities.</li><li>• Ensure proposed residential developments provide for park or open space, including trail connections.</li><li>• Take a phased approach to conduct ADA accessibility audits of all public facilities, starting with municipal buildings.</li><li>• Coordinate with local contractors to evaluate the costs and tasks associated with making building ADA compliant.</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Dundee Township Park District</a></li><li>• <a href="#">Senior Playgrounds</a></li><li>• <a href="#">Batavia Inclusive Park</a></li><li>• <a href="#">CMAP Accessibility Planning</a></li><li>• <a href="#">Illinois ADA Project</a></li><li>• <a href="#">ADA Standards for Accessible Design</a></li><li>• <a href="#">ADA Checklist for Existing Facilities</a></li><li>• <a href="#">AARP Universal Design and Livability</a></li><li>• <a href="#">AARP Community Challenge Grants</a></li><li>• <a href="#">Illinois Department of Natural Resources Grant Programs</a></li></ul>

## 6. Final Report and Approval Process

### **Task 6.1: Draft Land Use Plan and Report**

The draft comprehensive plan will be provided to village staff for review and comments. If there is a task force, village officials may also informally review the draft at this stage, if desired. If the board is the designated group, it will be provided with the draft for detailed review. The report and map will be revised to address comments as needed.

### **Task 6.2: Public Hearing and Board Adoption**

The project team will present the plan and answer questions at a public hearing held by the planning commission and, if desired, at the adoption meeting of the board of trustees.

### **Task 6.3: Final Report**

Upon adoption, we will provide the village with an electronic copy of the plan in pdf format suitable for printing, posting online, and distributing electronically.

## COSTS AND TIMING

The total cost for the services described in tasks 1-6 of the scope of work is \$47,500, with the exceptions noted below. This fee includes staff time, task force or board meetings, report preparation, attendance at the public hearing and board adoption meeting, anticipated travel costs, and other incidental costs.

### **Items with additional costs are:**

1. Online survey with link available through websites, social media, newsletters, etc.: \$4,500
  - Additional cost to email the survey directly to residents: \$500
2. Business survey: \$3,700
3. Community workshop (2 hours): \$1,500
4. Heritage Corridor Subarea Plan: \$4,000

The estimated time to complete the scope of work excluding the formal review process (task 6.2) is nine to ten months. Options selected may shorten or lengthen the timeframe. This estimate is dependent on receiving timely responses to inquiries, the scheduling of meetings with staff, task force, or others whose input is needed, and turnaround for the review of interim documents and the draft plan.

Scheduling and holding the public hearing and board adoption meeting generally adds two months to the overall process depending on local commission and board meeting calendars. Modifications to the schedule or budget will be mutually agreed upon by the Village of Pingree Grove and the project team.

## MISSION AND QUALIFICATIONS OF NIU AND CGS

Since 1969, the Center for Governmental Studies has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to social, economic, land use, and information management issues.

This expertise is provided to governmental entities at all levels, private enterprises, public-private partnerships, and institutions of higher education. As part of Northern Illinois University's Division of Outreach, Engagement, and Regional Development, NIU-CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

NIU-CGS is part of an academic institution. Our approach asks, "what do you need and how can we help you come to a useful decision?" That means that what we do in each project depends on what the organization needs, rather than what we have done many times before. Our main interest is to bring the University's resources, skills, and commitment to public service to help Pingree Grove make smart choices and investments that yield desired outcomes. The types and depth of analyses will probably differ from what we did in the previous project or do in the next one and we often do not recover all expenses, calling it public service.

A key NIU-CGS asset is access to an extensive array of public and proprietary data resources. Federal data sources include the Bureau of the Census, Bureau of Economic Analysis, and the Bureau of Labor Statistics. State sources include the Illinois Department of Employment Security and the Illinois Department of Revenue. A variety of published and proprietary sources contain data for hundreds of demographic, economic, and socioeconomic variables for various geographies in a variety of formats including electronic, internet, print, and thematic maps that can be used in this project.

Located in DeKalb, NIU-CGS clients include urban and rural communities throughout northern Illinois. NIU-CGS staff have been involved in several projects that will inform the proposed work in Pingree Grove. Over the past few years, CGS has completed community development or comprehensive plans for over 20 communities. These plans generated an in-depth look at the status and potential of each community, providing ideas that may apply to Pingree Grove's future growth. These plans are often combined with other kinds of plans, including strategic plans, economic development strategies, and housing studies.

## Selected Project Examples

- **City of East Dundee Comprehensive Plan Update and Strategic Plan**  
**Reference:** Assistant to the City Administrator, Franco Bottalico, [fbottalico@eastdundee.net](mailto:fbottalico@eastdundee.net), (847) 426-2822.  
Right click to view plan: [East Dundee Comprehensive Plan](#)
- **Genoa Comprehensive Plan, Strategic Plan, and Housing Study 2024**  
**Reference:** City Administrator, Alyssa Seguss, [aseguss@genoa-il.com](mailto:aseguss@genoa-il.com), (815) 784-7106  
Right click to view plan: [Genoa Comprehensive Plan](#)  
Right click to view plan: [Genoa Housing Study](#)
- **City of Monticello Comprehensive Plan Update, Housing Study, and Strategic Plan 2023**  
**Reference:** Director of Community Development, Callie Jo McFarland, [cjm@cityofmonticello.net](mailto:cjm@cityofmonticello.net), (217) 762-2583  
Right click to view plan: [Monticello Comprehensive Plan](#)

- **Oakbrook Terrace Comprehensive and Strategic Plan 2024**  
**Reference:** City Administrator, Amy Raffel, [araffel@oakbrookterrace.net](mailto:araffel@oakbrookterrace.net), (630)941-8300  
Right click to view plan: [Oakbrook Terrace Comprehensive Plan](#)
- **Oregon Comprehensive Plan 2024**  
**Reference:** City Administrator, Darin DeHaan, [ddehaan@cityoforegon.org](mailto:ddehaan@cityoforegon.org), 815) 732-6321  
Right click to view plan: [Oregon Comprehensive Plan](#)
- **Dwight Comprehensive Plan and Economic Recovery Plan 2023**  
**Reference:** City Administrator, Crissy Livingston, [clivingston@dwightillinois.com](mailto:clivingston@dwightillinois.com), (815) 584-3077  
Right click to view plan: [Dwight Comprehensive Plan](#)  
Right click to view plan: [Dwight Economic Recovery Strategy](#)
- **Boone County Comprehensive Plan**  
**Reference:** Land Planner Jessica Roberts, [jroberts@boonecountyil.gov](mailto:jroberts@boonecountyil.gov), (815) 547-6698  
*Final adopted plan available mid-January*

## Meet Your Team

### *Mim Evans, Team Leader*

Ms. Evans is a Senior Research Associate in community and economic development and has been with CGS for twelve years. Mim focuses on small cities and suburban communities working to maximize growth in their economies and quality of life while protecting their unique identities and environments. Recent and ongoing work includes comprehensive plans for Sycamore, Cortland, Dwight, Genoa, Oregon, Oakbrook Terrace, East Dundee, Bannockburn, and North Riverside, IL; Woodstock, Illinois' award-winning Age Friendly Livable Community Action Plan; housing studies for Monmouth, Genoa and Monticello, IL, arts master plans for Woodstock and East Dundee, IL, and economic development strategies for Bannockburn and Dwight, IL. She is a regular speaker on trends in community development and leads professional development classes on planning and economic development.

Prior to joining CGS, Mim was executive director of Genoa Main Street and has eight years of hands-on downtown revitalization experience including building rehabilitation, supporting existing businesses, recruiting new businesses, event planning, incubator development, and public space improvements. She also has nine years' experience as a consultant with a national firm specializing in determining the feasibility of a variety of public and private real estate development projects. She has a BS in urban planning from Michigan State University and an MS from the University of Wisconsin-Madison in urban and regional planning. Mim is a member of the Geneva, IL Plan Commission, and served on the Geneva Downtown Zoning Task Force and several public advisory groups related to community development. She helped found and co-chaired DeKalb County Community Champions, a grass roots group of leaders from communities across DeKalb County focused on community development and collaboration.

### *Paula Freeze*

Paula Freeze, joined CGS in 2017. Prior to that, she was employed as an urban planner with the city of Chicago, Knight Engineers & Architects, Metra and as a self-employed consultant. At the Center for Governmental Studies, Paula works with the Association Management and the Community and Economic Development teams. Through CGS, she serves as the Executive Director of the American Planning Association - Illinois Chapter (APA-IL), a statewide professional association for urban planners with over 1,500 members. Paula holds a B.A. in urban and regional planning from the University of Illinois at Urbana-Champaign and a Master of Urban Planning and Public Policy from the University of Illinois at Chicago.

*Andy Blanke*

Mr. Blanke joined CGS in 2011 and holds an MPA from Northern Illinois University. Mr. Blanke specializes in data analysis and mapping and has been involved in several statewide data projects, including the DCEO 5-year strategic plan, 2014 and 2021 Illinois Community College Board Economic Impact Studies, the Enterprise Zone Data Assistance Program, and the Statistical Adjustment Model used for Workforce Innovation and Opportunity Act performance negotiations. He manages updates for the Municipal Price Index and has been published in Community Development and the Illinois Municipal Policy Journal.

*Dawn Wucki-Rossbach*

Ms. Wucki-Rossbach, Public Management and Local Government Specialist, is a graduate of NIU's MPA program and most recently served as Interim Village Manager of Kenilworth, Illinois. Dawn has held a variety of positions during her 25- year local government management career. From 1999 to 2010 she held multiple positions in the Village Manager's office of Carpentersville including Interim Village Manager, Assistant Village Manager, and Community Development Director. She also served as the Business Manager for the Lake County Sheriff's Office, Village Administrator of Maple Park, Illinois, and Interim Public Works Director positions in three suburban communities. Dawn has experience in personnel management, board relations, operations, risk management, strategic planning, and budgeting. Dawn's positions during her career have called on her well-rounded professional insight to direct budget and finance functions, oversee purchasing and capital budgeting, undertake grant writing, administer zoning and long-range plans, navigate union negotiations, and direct public works and utility operations. Dawn completed her undergraduate work at Augustana College, attended the Leadership Institute at Harvard Law and earned her ICMA Credentialed Manager designation in 2006.

*Rachel Gorsuch Sorensen*

Rachel Gorsuch Sorensen, J.D., Esq. is a Research Associate at NIU Center for Governmental Studies (NIU CGS). She has a Bachelor's Degree in Political Science and a Juris Doctor (J.D.). Rachel specializes in research, data analysis, strategic planning, and contributing to innovative plans – most notably the City of Woodstock Cultural Arts Master Plan. Rachel brings a legal perspective to projects and has worked on a variety of community development projects.

*Katie McLaughlin*

Katie is the founding principal of Locality Studio. Locality Studio is a design firm rooted in urban planning. They provide mapping services, website design, community outreach materials, and document preparation for clients throughout the Midwest. Katie has a bachelor's degree in urban affairs from Saint Louis University and a Master of Urban Planning with an urban design concentration from the University of Pennsylvania. Prior to founding Locality Studio, Katie was a planner with Teska, a Chicago based consulting firm.



Village Board Agenda Supplement  
Agenda Item No: 9.b.

<b>MEETING DATE:</b>	February 2, 2026
<b>ITEM:</b>	Discussion of an Ordinance Implementing Snow Removal Requirements for Homeowners Associations
<b>MOTION:</b>	<b>None. Direction and feedback are requested.</b>
<b>STAFF CONTACT:</b>	Andy Ferrini, Village Manager Michael Smoron, Village Attorney

**Purpose:**

Discussion of a proposed ordinance to amend the Village Code to establish a snow removal requirement for homeowner associations (HOAs) that own or maintain private streets or common areas used for vehicular ingress and egress within the Village of Pingree Grove. As written, the Ordinance would only apply to HOAs that do not have elected Boards.

**Background:**

This winter, the Village has received complaints regarding snow accumulation on private streets within HOA-maintained developments. In some cases, residents are uncertain whether snow removal in these areas is the responsibility of the Village or the homeowner association.

The Village performs snow removal on public streets only. Private streets and HOA-owned common areas, including parking lots, are not maintained by the Village and instead fall under the responsibility of the applicable homeowner association.

As drafted, the proposed ordinance would require homeowner associations that do not have elected boards to ensure snow removal on private streets and common areas, including parking lots, within a specified timeframe. Specifically, snow would be required to be plowed and cleared within **eight (8) hours** following a snow accumulation of **two (2) inches or more** on such private streets or common areas.

The Ordinance, as drafted, would not apply to sidewalks, and any entity found to have violated the Ordinance could be subject to a fine of not less than \$75.00 nor more than \$750.00.

**Options and Policy Considerations:**

**HOA Applicability**

As drafted, the ordinance applies only to homeowner associations that do not have an elected board. This approach is intended to address several considerations.

First, HOAs with elected leadership provide homeowners with a mechanism to raise concerns and influence decisions regarding snow removal service levels. In those cases, issues related to plowing practices have a greater chance of being addressed internally through HOA governance.

Second, snow removal service levels are established through contracts that can reflect an association's available financial resources. Imposing a uniform municipal standard may require some associations to modify existing contracts or budgets, which could have financial implications.

Finally, the majority of snow-related complaints received by the Village have originated from HOA developments that do not have elected leadership.

Should the Board wish to do so, the ordinance could be amended to apply to all homeowner associations regardless of governance structure.

#### Snowfall Considerations

As drafted, the Ordinance would require the removal of snow on private streets and common areas within eight (8) hours if snowfall is at least two inches or more. This is a starting point designed to put in place a requirement, but one that provides some flexibility in the case of heavy snow events. These numbers can be modified if desired by the Village Board.

#### **Fiscal Impact:**

Minimal Impact Anticipated.

#### **Recommendation:**

Staff requests policy direction from the Board regarding the proposed ordinance. Specifically, staff seeks guidance on whether adoption of a policy of this nature is desired and, if so, whether the Board wishes to consider modifications to the draft ordinance. Potential areas for modification include snow accumulation thresholds, required response times, applicability to homeowner associations, and penalty provisions.

If the Board requires additional information or analysis prior to making a decision, staff can prepare and return with that information for further discussion.



**VILLAGE OF PINGREE GROVE**

**ORDINANCE No. 2026-O-XX**

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**ORDINANCE AMENDING SECTION 8-1, ARTICLE D, SNOW REMOVAL, MAILBOXES AND  
RIGHT OF WAY OBSTRUCTIONS, CHAPTER 1, STREETS, SIDEWALKS AND PUBLIC WAYS,  
TITLE 8, PUBLIC WAYS AND PROPERTY  
FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

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PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2<sup>ND</sup> DAY OF FEBRUARY 2026

PUBLISHED IN PAMPHLET FORM BY AUTHORITY  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 2<sup>ND</sup> DAY OF FEBRUARY 2026

## **ORDINANCE No: 2026-O-XX**

### **ORDINANCE AMENDING SECTION 8-1, ARTICLE D, SNOW REMOVAL, MAILBOXES AND RIGHT OF WAY OBSTRUCTIONS, CHAPTER 1, STREETS, SIDEWALKS AND PUBLIC WAYS, TITLE 8, PUBLIC WAYS AND PROPERTY FOR THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS**

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

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

#### **SECTION ONE: VILLAGE CODE AMENDED**

Section 8-1, Article D, Snow Removal, Mailboxes and Right of Way Obstructions, of Chapter 1, Streets, Sidewalks and Public Ways, Title 8, Public Ways and Property, of the Village of Pingree Grove Municipal Code, shall be amended to add a new section 8-1D-6, Homeowner Association Snow Removal and 8-1D-7, Penalty, which shall read as follows:

#### **8-1D-6: HOMEOWNER ASSOCIATION SNOW REMOVAL:**

Each homeowner association responsible for maintenance of, or which owns, a private street or other surfaced common area that is utilized for ingress and egress by the vehicles of homeowners of such association, shall cause the same to be snowplowed and cleared of snow within eight hours of any snow accumulation of two inches or more on such private street or common area. For purposes of this subsection; a) a homeowner's association shall mean any corporation (other than a municipal corporation), partnership, trust, not for profit corporation, limited liability company or other entity, control of which does not consist of representatives elected by the associated homeowners, and which is vested with responsibility, ownership, control or manages private property for the benefit of its homeowners; and b) a common area shall mean any parcel of land owned by a homeowners association and utilized by such homeowners.

#### **8-1D-7: PENALTY:**

Any entity that violates a provision of this section shall be subject to a fine as provided for in Section 1-4-1 of this code. Each day that a violation continues shall be deemed a separate offense.

#### **SECTION TWO: GENERAL PROVISIONS**

**REPEALER:** All Ordinances or portions thereof in conflict with this Ordinance are hereby repealed, amended to be consistent with this requirement, or superseded by this requirement.

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

EFFECTIVE DATE: This Ordinance shall take effect as provided for under Illinois law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois this 2<sup>nd</sup> day of February 2026 by roll call vote.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
President Amber Kubiak	_____	_____	_____	_____
Trustee Luke Hall	_____	_____	_____	_____
Trustee Adam Hagg	_____	_____	_____	_____
Trustee Ed Tarnow	_____	_____	_____	_____
Trustee Kevin Pini	_____	_____	_____	_____
Trustee Robert Wangles	_____	_____	_____	_____
Trustee Andrew McCurdy	_____	_____	_____	_____

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Amber Kubiak, President of the Board of Trustees  
Village of Pingree Grove

ATTEST:

(SEAL)

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Laura L. Ortega, Clerk  
Village of Pingree Grove