

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday, May 21, 2018
7:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Comments From Audience
- V. New Business
 - 1. Approval of Village of Kirkland Motor Fuel Tax Municipal Maintenance Expenditure Statement for May 1, 2016 to April 30, 2017
 - 2. Approval of Village of Kirkland Resolution 17-02 / Resolution for Maintenance Under the Illinois Highway Code for May 1, 2017 to April 30, 2018
 - 3. Approval of Village of Kirkland Motor Fuel Tax Municipal Maintenance Expenditure Statement for May 1, 2017 to April 30, 2018
 - 4. Approval of Village of Kirkland Resolution 18-02 / Resolution for Maintenance Under the Illinois Highway Code for May 1, 2018 to April 30, 2019
- VI. Adjournment

I hereby certify that the maintenance operations shown above were completed in accordance with the items of work listed on an approved Municipal Estimate of Maintenance Costs, from BLR 14231 and that the expenditure of Motor Fuel Tax funds, for work during the maintenance period stated above, and that receipted bills are on file and available for review.

Submitted:

Municipal Official

Date

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Title

Regional Engineer
Department of Transportation

Date

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Approved with understanding that approval could change based upon a compliance review by the Department.

Instructions for BLR 14310

This form is due to the department within 3 months after the end of the maintenance period. For example, if a maintenance period ends on 12/31/15 then this form would be due to the department by 04/01/16. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information, refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements, refer to Chapter 2, section 3.05(b) of the BLRS Manual.

- Local Public Agency Insert the name of the Local Public Agency
- County From the drop down, select the County in which the Local Public Agency is located.
- Maintenance Period Beginning Insert the beginning date of the maintenance period.
- Ending Insert the ending date of the maintenance period.
- Section Insert the section number assigned to the project. The section number will always end in "GM".
- Maintenance Operations List each maintenance operation as listed on the approved Municipal Estimate of Maintenance Costs (BLR 14231).
- Maintenance Engineering Group

From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations:

1. Group I. Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program (www.purchase.state.il.us) or another joint purchasing program that has been approved by the District BLRS or Central BLRS.

2. Group II-A. Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution.

3. Group II-B. Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs.

4. Group III. Maintenance items that are not covered by Group I or IIB and require competitive bidding with a material proposal or a delivery and install proposal.

5. Group IV. Maintenance items that are not covered by Group I or IIB and require competitive bidding with a contract proposal.
- Labor Insert the amount expended for labor of the maintenance operation listed to the left, if applicable.
- Materials Insert the amount expended for materials for the maintenance operation listed to the left, if applicable. Do not list each material separately, but as a total for this operation.
- Equipment Rental Insert the amount expended for equipment rental for the maintenance operation listed to the left, if applicable.
- Contract Insert the amount expended for a contract for the maintenance operation listed to the left, if applicable. Do not list each pay item separately, but as a total for this operation.
- Total Maintenance Operation Cost This is a calculated field, no entry is necessary. This is the sum of all items expended on this operation.
- Operation Engineering Inspection Fee Insert the amount of funds expended for engineering inspection fees for this operation, if applicable.

Total Maintenance Cost This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.

Maintenance Engineering Cost Summary Preliminary Engineering Free Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.

Engineering Inspection Fee This is a calculated field, no entry is necessary. This is the sum of all amounts listed under the 'Operation Engineering Inspection Fee' field.

Material Testing Costs Insert the dollar amount of funds spent on material testing costs, if applicable.

Advertising Costs Insert the dollar amount of funds spent on advertising costs, if applicable.

Bridge Inspection Costs Insert the dollar amount of funds spent on bridge inspection costs, if applicable.

Total Maintenance Engineering This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Total Maintenance Program Costs These are calculated fields, no entry is necessary. The maintenance column is the amount listed in the Total Maintenance Cost field above. The maintenance engineering column is the amount listed in the Total Maintenance Engineering field left under the Maintenance Engineering Cost Summary section to the left.

Contributions, Refunds, Paid with Other Funds Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.

Total Motor Fuel Tax Portion These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with funds other than MFT funds.

Total Motor Fuel Tax Funds Authorized Insert the total amount of MFT funds authorized for maintenance under the maintenance column, and the total amount of MFT funds authorized for maintenance engineering under the Maint. Engineering column.

Surplus/Deficit These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax Funds Authorized minus the Total Motor Fuel Tax Portion. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met, you must contact your District office for guidance.

Remarks Insert any remarks that are needed to explain any items on this document.

Submitted The proper municipal official shall sign, insert their title and date here.

Approved Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a compliance review by the Department.

A minimum of four (4) certified signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Consultant Engineer
- District Compliance Review
- District File



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number <u>17-02</u>	Resolution Type Supplemental	Section Number 17-00000-00-GM
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BE IT RESOLVED, by the President and Board of Trustees of the Village of Kirkland Illinois that there is hereby appropriated the sum of Four thousand, nine hundred seventeen dollars and ninety-nine cents Dollars (\$4,917.99) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/17 to 04/30/18.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Kirkland shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Carol Stiegman Village Clerk in and for said Village of Kirkland in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the President and Board of Trustees of Kirkland at a meeting held on _____ Date.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ Month, Year.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
 Department of Transportation

Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

A minimum of four(4) certified signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)
- District Compliance Review
- District File



Municipal Estimate of Maintenance Costs



Submission Type

Local Public Agency County Section Number Beginning Ending

Estimated Cost of Maintenance Operations

Maintenance Operation (No. and Description)	Maint. Eng. Group	Insp. Req.	For Group I, IIA, IIB or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
Road Salt	I	N	Road Salt	TON	203.35	\$51.85	\$10,543.70	\$10,543.70
	I	N						
Add Row			Total Estimated Maintenance Operation Cost					\$10,543.70

Estimated Cost of Maintenance Engineering

Preliminary Engineering	
Engineering Inspection	
Material Testing	
Advertising	
Bridge Inspections	
Total Estimated Maintenance Engineering Cost	

Maintenance Program Estimated Costs

	Estimated Cost	MFT Portion	Other Funds
Maint Oper	\$10,543.70		
Maint Eng			
Totals	\$10,543.70		
Total Estimated Maintenance Cost			\$10,543.70

Submitted
Municipal Official Date

Title

Approved
Regional Engineer
Department of Transportation Date

Instructions for BLR 14231

This form shall be used when a Municipality wants to expend funds for a maintenance period. The maintenance estimate must include all operations to be funded with Motor Fuel Tax (MFT) funds. If operations are added during the maintenance period, a revised or supplemental estimate is required. All estimates of maintenance costs must be submitted to the district for approval prior to incurring any expenses. The amount of MFT funds expended on items covered in the estimate is limited to the amount of MFT funds appropriated in the maintenance resolution. IF rental equipment is included in the estimate, BLR 12110 must also be completed and submitted.

For additional information refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

- Submittal Type** From the drop down, choose Original (being submitted for the first time), Revised (revising a previously approved submittal), or Supplemental (addition to estimate(s) already approved).
- Local Public Agency** Insert the name of the municipality.
- County** Insert the name of the County in which the municipality is located.
- Maintenance Period**
- Beginning** Insert the beginning date of the maintenance period. This must be 12 or 24 consecutive months. The dates must match those on the resolution.
- Ending** Insert the ending date of the maintenance period, following the above guidelines.

Estimated Cost of Maintenance Operations

To aid in determining quantities for maintenance operations, the LPA may develop their own spreadsheet containing the following information. IDOT does not provide a form for this purpose.

Location			Surface			Maintenance Operation			
Street/Road	From	To	Existing Type	Length	Width	No.	Description	Unit	Quantity

- Maintenance Operations** List each maintenance operations with a consecutive operation number. If an operation is not listed MFT funds cannot be expended for that operation.
- Maint. Engineering Group** From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations.
1. Group I. Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program (www.purchase.state.il.us) or another joint purchasing program that has been approved by the District BLRS or Central BLRS.
2. Group II-A. Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution.
3. Group II-B. Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs.
4. Group III. Maintenance items that are not covered by Group I or IIB and require competitive bidding with a material proposal or a delivery and install proposal.
5. Group IV. Maintenance items that are not covered by Group I or IIB and require competitive bidding with a contract proposal.
- Insp Req.** From the drop down, select 'Y' if the operation being performed requires an engineering inspection or 'N' if the operation does not need an engineering inspection.
- Item** For Groups I, IIA, IIB (not performed by a formal contract), and III type operations list each item to be used in this maintenance operation. For Group IIB items being done by a formal contract and Group IV items list "by contract".
- Unit** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the unit of measure for each listed item.
- Quantity** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated quantity for each listed item.
- Unit Price** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated unit price for each listed item.
- Item Cost** This is a calculated field, no entry is necessary. It calculates the quantity times the unit price.
- Est. Total Operation Cost** For each operation listed, insert the total estimated cost of that operation.
- Total Estimated Maintenance Operation Cost** This is a calculated field, no entry is necessary. It sums all the maintenance operations listed.
- Printed 05/15/18

Estimated Cost of Maintenance Engineering

Preliminary Engineering	Insert the estimated cost for preliminary engineering. This will be calculated based on the maintenance engineering agreement.
Engineering Inspection	Insert the estimated cost of engineering inspection. This will be calculated based on the maintenance engineering agreement.
Material Testing	Insert the estimated cost of material testing, if applicable.
Advertising	Insert the estimated cost of advertising, if applicable.
Bridge Inspections	Insert the estimated cost of bridge inspections, if applicable. This will be calculated based on the engineering agreement.
Total Estimated Maintenance Engineering Costs	This is a calculated field, no entry is necessary. It sums all the maintenance engineering costs listed.

Maintenance Program Estimated Costs

Estimated Costs	For maintenance, insert the total estimated maintenance operation costs. For Maintenance Engineering, this will be automatically inserted based on the estimated engineering costs from the maintenance engineering table. The totals will automatically calculate.
MFT Portion	For each type insert the MFT funds estimated to be used for that type. The totals will automatically calculate.
Other Funds	For each type insert the amount of other funds estimated to be used for that type. The totals will automatically calculate.
Totals	This is a calculate field, no entry is necessary. It sums the total for estimated cost, MFT portion and other funds.
Submitted	The proper municipal official shall insert their title and date here.
Approved	Upon approval the Regional Engineer shall sign and date here.

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Engineer (Municipal or Consultant)
- District Compliance Review
- District File



Municipal Maintenance Expenditure Statement



Local Public Agency: Village of Kirkland County: DeKalb Maintenance Period: Beginning 05/01/17 to Ending 04/30/18 Section Number: 17-00000-00-GM

Maintenance Operation Costs

Maintenance Operations (As listed on approved BLR 14231)	Maintenance Eng. Group	Labor	Materials	Equipment Rental	Contract	Total Maintenance Operation Cost	Operation Engineering Inspection Fee
Road Salt	I		\$10,542.99			\$10,542.99	
Add Row						Total Maintenance Cost	\$10,542.99

Maintenance Engineering Cost Summary

Preliminary Engineering Fee	
Engineering Inspection Fee	
Material Testing Costs	
Advertising Costs	
Bridge Inspection Costs	
Total Maintenance Engineering	

Total Maintenance Program Costs	Maintenance
Contributions, Refunds, Paid with Other Funds	\$10,542.99
Total Motor Fuel Tax Portion	\$10,542.99
Total Motor Fuel Tax Funds Authorized	(\$10,542.99)
Surplus/Deficit	

Remarks: _____

I hereby certify that the maintenance operations shown above were completed in accordance with the items of work listed on an approved Municipal Estimate of Maintenance Costs, from BLR 14231 and that the expenditure of Motor Fuel Tax funds, for work during the maintenance period stated above, and that receipted bills are on file and available for review.

Submitted:

Municipal Official

Date

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Title

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Approved with understanding that approval could change based upon a compliance review by the Department.

Regional Engineer
Department of Transportation

Date

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Instructions for BLR 14310

This form is due to the department within 3 months after the end of the maintenance period. For example, if a maintenance period ends on 12/31/15 then this form would be due to the department by 04/01/16. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information, refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements, refer to Chapter 2, section 3.05(b) of the BLRS Manual.

Local Public Agency	Insert the name of the Local Public Agency
County	From the drop down, select the County in which the Local Public Agency is located.
Maintenance Period Beginning	Insert the beginning date of the maintenance period.
Ending	Insert the ending date of the maintenance period.
Section	Insert the section number assigned to the project. The section number will always end in "GM".
Maintenance Operations	List each maintenance operation as listed on the approved Municipal Estimate of Maintenance Costs (BLR 14231).
Maintenance Engineering Group	From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations: 1. Group I. Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program (www.purchase.state.il.us) or another joint purchasing program that has been approved by the District BLRS or Central BLRS. 2. Group II-A. Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution. 3. Group II-B. Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs. 4. Group III. Maintenance items that are not covered by Group I or II-B and require competitive bidding with a material proposal or a delivery and install proposal. 5. Group IV. Maintenance items that are not covered by Group I or II-B and require competitive bidding with a contract proposal.
Labor	Insert the amount expended for labor of the maintenance operation listed to the left, if applicable.
Materials	Insert the amount expended for materials for the maintenance operation listed to the left, if applicable. Do not list each material separately, but as a total for this operation.
Equipment Rental	Insert the amount expended for equipment rental for the maintenance operation listed to the left, if applicable.
Contract	Insert the amount expended for a contract for the maintenance operation listed to the left, if applicable. Do not list each pay item separately, but as a total for this operation.
Total Maintenance Operation Cost	This is a calculated field, no entry is necessary. This is the sum of all items expended on this operation.
Operation Engineering Inspection Fee	Insert the amount of funds expended for engineering inspection fees for this operation, if applicable.

Total Maintenance Cost
This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.

Maintenance Engineering Cost Summary
Preliminary Engineering Free
Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.

Engineering Inspection Fee
This is a calculated field, no entry is necessary. This is the sum of all amounts listed under the 'Operation Engineering Inspection Fee' field.

Material Testing Costs
Insert the dollar amount of funds spent on material testing costs, if applicable.

Advertising Costs
Insert the dollar amount of funds spent on advertising costs, if applicable.

Bridge Inspection Costs
Insert the dollar amount of funds spent on bridge inspection costs, if applicable.

Total Maintenance Engineering
This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Total Maintenance Program Costs
These are calculated fields, no entry is necessary. The maintenance column is the amount listed in the Total Maintenance Cost field above. The maintenance engineering column is the amount listed in the Total Maintenance Engineering field left under the Maintenance Engineering Cost Summary section to the left.

Contributions, Refunds, Paid with Other Funds
Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.

Total Motor Fuel Tax Portion
These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with funds other than MFT funds.

Total Motor Fuel Tax Funds Authorized
Insert the total amount of MFT funds authorized for maintenance under the maintenance column, and the total amount of MFT funds authorized for maintenance engineering under the Maint. Engineering column.

Surplus/Deficit
These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax Funds Authorized minus the Total Motor Fuel Tax Portion. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met, you must contact your District office for guidance.

Remarks
Insert any remarks that are needed to explain any items on this document.

Submitted
The proper municipal official shall sign, insert their title and date here.

Approved
Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a compliance review by the Department.

A minimum of four (4) certified signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Consultant Engineer
- District Compliance Review
- District File



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number <u>18-02</u>	Resolution Type Original	Section Number 18-00000-00-GM
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BE IT RESOLVED, by the President and Board of Trustees of the Village of Kirkland Illinois that there is hereby appropriated the sum of Thirty-nine thousand, three hundred twenty dollars and forty-seven cents Dollars (\$39,320.47) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/18 to 04/30/19.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Kirkland shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Carol Stiegman Village Clerk in and for said Village of Kirkland in the State of Illinois, and keeper of the records and files thereof, as

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Kirkland at a meeting held on _____ Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date

Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

A minimum of four(4) certified signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)
- District Compliance Review
- District File



Municipal Estimate of Maintenance Costs



Submittal Type **Original**

Local Public Agency	County	Section Number	Beginning	Maintenance Period Ending
Village of Kirkland	DeKalb	18-00000-00-GM	05/01/18	04/30/19

Estimated Cost of Maintenance Operations

Maintenance Operation (No. and Description)	Maint. Eng. Group	Insp. Req.	For Group I, IIA, IIB or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
Road Salt	I	N	Road Salt	TON	66.67	\$75.00	\$5,000.25	\$5,000.25
Roadway Improvements	IIA	N	Crack Filling & Routing	LF	39,365	\$0.41	\$16,100.29	\$16,100.29
			Rejuvenator-Reclamite	SY	3,961	\$0.84	\$3,327.24	\$3,327.24
			Preparation of Base	SY	467	\$0.47	\$219.49	\$219.49
			Bituminous Mat.(prime)	TON	1.8	\$735.00	\$1,323.00	\$1,323.00
			Bituminous Mat.(seal)	TON	21.9	\$458.00	\$10,030.20	\$10,030.20
			Aggregate	TON	166	\$20.00	\$3,320.00	\$3,320.00
Add Row	Total Estimated Maintenance Operation Cost							\$39,320.47

Estimated Cost of Maintenance Engineering

Preliminary Engineering	
Engineering Inspection	
Material Testing	
Advertising	
Bridge Inspections	
Total Estimated Maintenance Engineering Cost	

Maintenance Program Estimated Costs

	Estimated Cost	MFT Portion	Other Funds
Maint Oper	\$39,320.47	\$39,320.47	
Maint Eng			
Totals	\$39,320.47	\$39,320.47	
Total Estimated Maintenance Cost		\$39,320.47	

Submitted

Municipal Official Date

Title

Village President

Approved

Regional Engineer
Department of Transportation

Date

Instructions for BLR 14231

This form shall be used when a Municipality wants to expend funds for a maintenance period. The maintenance estimate must include all operations to be funded with Motor Fuel Tax (MFT) funds. If operations are added during the maintenance period, a revised or supplemental estimate is required. All estimates of maintenance costs must be submitted to the district for approval prior to incurring any expenses. The amount of MFT funds expended on items covered in the estimate is limited to the amount of MFT funds appropriated in the maintenance resolution. IF rental equipment is included in the estimate, BLR 12110 must also be completed and submitted.

For additional information refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

- Submittal Type From the drop down, choose Original (being submitted for the first time), Revised (revising a previously approved submittal), or Supplemental (addition to estimate(s) already approved).
- Local Public Agency Insert the name of the municipality.
- County Insert the name of the County in which the municipality is located.
- Maintenance Period
 - Beginning Insert the beginning date of the maintenance period. This must be 12 or 24 consecutive months. The dates must match those on the resolution.
 - Ending Insert the ending date of the maintenance period, following the above guidelines.

Estimated Cost of Maintenance Operations

To aid in determining quantities for maintenance operations, the LPA may develop their own spreadsheet containing the following information. IDOT does not provide a form for this purpose.

Location			Surface			Maintenance Operation			
Street/Road	From	To	Existing Type	Length	Width	No.	Description	Unit	Quantity

- Maintenance Operations List each maintenance operations with a consecutive operation number. If an operation is not listed MFT funds cannot be expended for that operation.
- Maint. Engineering Group From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations.
 - 1. Group I.** Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program (www.purchase.state.il.us) or another joint purchasing program that has been approved by the District BLRS or Central BLRS.
 - 2. Group II-A.** Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution.
 - 3. Group II-B.** Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs.
 - 4. Group III.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a material proposal or a delivery and install proposal.
 - 5. Group IV.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a contract proposal.
- Insp Req. From the drop down, select 'Y' if the operation being performed requires an engineering inspection or 'N' if the operation does not need an engineering inspection.
- Item For Groups I, IIA, IIB (not performed by a formal contract), and III type operations list each item to be used in this maintenance operation. For Group IIB items being done by a formal contract and Group IV items list "by contract".
- Unit For Groups I, IIA, IIB (not performed by a formal contract), and III insert the unit of measure for each listed item.
- Quantity For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated quantity for each listed item.
- Unit Price For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated unit price for each listed item.
- Item Cost This is a calculated field, no entry is necessary. It calculates the quantity times the unit price.
- Est. Total Operation Cost For each operation listed, insert the total estimated cost of that operation.
- Total Estimated Maintenance Operation Cost This is a calculated field, no entry is necessary. It sums all the maintenance operations listed.

Estimated Cost of Maintenance Engineering

Preliminary Engineering	Insert the estimated cost for preliminary engineering. This will be calculated based on the maintenance engineering agreement.
Engineering Inspection	Insert the estimated cost of engineering inspection. This will be calculated based on the maintenance engineering agreement.
Material Testing	Insert the estimated cost of material testing, if applicable.
Advertising	Insert the estimated cost of advertising, if applicable.
Bridge Inspections	Insert the estimated cost of bridge inspections, if applicable. This will be calculated based on the engineering agreement.
Total Estimated Maintenance Engineering Costs	This is a calculated field, no entry is necessary. It sums all the maintenance engineering costs listed.

Maintenance Program Estimated Costs

Estimated Costs	For maintenance, insert the total estimated maintenance operation costs. For Maintenance Engineering, this will be automatically inserted based on the estimated engineering costs from the maintenance engineering table. The totals will automatically calculate.
MFT Portion	For each type insert the MFT funds estimated to be used for that type. The totals will automatically calculate.
Other Funds	For each type insert the amount of other funds estimated to be used for that type. The totals will automatically calculate.
Totals	This is a calculate field, no entry is necessary. It sums the total for estimated cost, MFT portion and other funds.
Submitted	The proper municipal official shall insert their title and date here.
Approved	Upon approval the Regional Engineer shall sign and date here.

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Engineer (Municipal or Consultant)
- District Compliance Review
- District File