



VILLAGE POLICY - PROCEDURE STATEMENT
Village of Long Grove, Illinois

SUBJECT: Village Public Road Paving Prioritization Policy

ISSUED BY: David A. Lothspeich, Village Manager

EFFECTIVE DATE: June 11, 2013

CHECK ONE: Official Village Policy Approved by Board
 Administrative Regulation Issued by Village Manager
 Departmental Procedure Applying to All Departments and Sworn Personnel

THIS IS A: New Policy or Procedure

Amends or Supersedes Previous Policy Dated: _____

Purpose/Goal:

The Village of Long Grove was established in 1953 as a non-home rule local government that does not levy a municipal property tax. Prior to the late 1970's, all new roads located within the Village were accepted as public roads. In the late 1970's, the Village recognized that due to limited funding the Village could no longer accept all new roads as public and limited the acceptance of new public roads to those that were identified as thoroughfares. In 1979 and 1999, the Village amended the Long Grove Comprehensive Plan to identify the following "*Village Policy to encourage private roads and to only accept dedicated roads under special circumstances. A reduction in length of dedicated roads will assist the Village in maintaining its no tax levy policy (1979, 1991).*"

As part of the annual budgetary process, the Village of Long Grove Board Of Trustees set aside all of the Motor Fuel Tax (MFT) and Infrastructure Sales Tax and a significant portion of General Fund revenues for the sole purpose of paving the Village-owned public roads. Despite diversifying new revenue resources, the inflation rate for road paving costs has greatly exceeded revenues even with the Village significantly increasing the amounts budgeted and spent for road maintenance. As a result, the Village is increasingly unable to pave all the public streets at the generally accepted rate of every ten years. This policy is established in order to insure that the road paving funds are awarded by the Village Board based upon established priorities to maximize the greatest overall benefit throughout the Village with the limited funds available. All elected officials and employees are expected to follow this procedure.

Village Public Road Paving Prioritization:

With the limited funding available for funding road paving and maintenance, the Village Board establishes a formal Village policy prioritizing the paving/maintenance of public roads as follows:

1. Traffic. Roads with highest traffic counts (ADT)/use.
2. Condition. Poorest condition first.
3. Complete Paving. Paving entire length of road vs. segments. Maximize paving vs. patching.
4. Regional Equity. Distribute paving program throughout the Village.

VILLAGE OF LONG GROVE

ORDINANCE NO. 2013-O-17

**AN ORDINANCE ESTABLISHING A POLICY FOR
DEFINING VILLAGE-FUNDED ROADS**

WHEREAS, President and Board of Trustees of the Village of Long Grove (the "***Village Board***") have undertaken a thoroughgoing examination of the Village's roadways and capital infrastructure over the past two years; and

WHEREAS, the Village Board's examination has revealed that, while most residents live on private roads within subdivisions, some of the subdivisions in the Village are currently served with public roads; and

WHEREAS, the distinction between subdivisions served by private roads and subdivisions served by public roads has resulted primarily from changing times and not from any sound public policy necessity; and

WHEREAS, in addition to public subdivision roads, the Village also is responsible for the remainder of the Village street system (which contains over 80,000 lineal feet of roadways) and other infrastructure that requires regular maintenance, repair, and improvement (the "***Village Infrastructure***"); and

WHEREAS, the Village Board has determined that the Village cannot meet its obligations relating to the Village Infrastructure without reducing its overall responsibilities for such infrastructure and increasing its revenues to care for the remainder of the Village Infrastructure; and

WHEREAS, consistent with the Village Code and the functionality of various roadways that are part of the Village Infrastructure, the Village Board has identified those public roadways that are appropriate for maintenance by the Village with public funds; and

WHEREAS, in recognition of the financial responsibilities relating to the Village Infrastructure, as well as the lack of any clear public policy necessity to preserve some

subdivision roads as public while many subdivision roads are and have been private, the Village Board has determined that it is in the best interests of the Village and its residents to (i) identify those portions of the Village Infrastructure that should remain as Village-funded roadways, and (ii) establish the following policies with respect to those roads that are currently part of the Village Infrastructure that should be privatized;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE. RECITALS. The foregoing recitals are incorporated as if fully set forth in this Ordinance.

SECTION TWO. IDENTIFICATION OF VILLAGE ROADS. The Village Board hereby adopts and approved the map attached hereto as Exhibit A (the "***Road Classification Map***"), which map identifies current public roads in the Village street system as "Village-Funded Roads" or "To Be Privatized." The Village Board further adopts and approves Exhibit B attached hereto (the "***Roadway List***"), which identifies current public roads in the Village street system as "Thoroughfares" (which correspond to the "Village-Funded Roads" in Exhibit A) or "Non-Thoroughfare" (which correspond to the "To Be Privatized" roads in Exhibit A).

SECTION THREE. POLICY WITH RESPECT TO "TO BE PRIVATIZED" ROADS. The Village Board hereby ordains that those roadway segments that are part of the current Village street system and identified on Exhibit A as "To Be Privatized" shall, by 14 November 2014, either:

- A. Be vacated by action of the Village Board; or
- B. In the event that the owners and electors within certain subdivisions or other areas of the Village served by "To Be Privatized" roads desire to be included within a special service area, be included within a Village special service area that will be established for purposes of fully funding the maintenance, repair, and improvement of the To Be Privatized roads within the territory of the special service area.

SECTION FOUR. IMPLEMENTATION OF ROADWAY POLICY. The Village Board

hereby directs the Village Manager to undertake the following with the assistance of the Village Engineer, Village Attorney, and staff, in furtherance of the implementation of the policy set forth in this Ordinance:

- A. Promptly commence communications and education efforts with those subdivisions and residents residing upon or served by a To Be Privatized road of this Ordinance and the options available to them;
- B. Provide information and prepare documentation for the possible establishment of special service areas with respect to any To Be Privatized roads where desired by the residents residing upon or served by such To Be Privatized road(s);
- C. Assist residents in the formation of homeowners' associations or other legal mechanisms to finance the maintenance, repair, and improvement of To Be Privatized roads;
- D. Prepare all appropriate documentations for the final vacation of the To Be Privatized roads that will not be served by a special service area;
- E. Take such other actions that are necessary or convenient to facilitate the implementation of this Ordinance, including presentation to the Village Board of such ordinances or other actions to promote the policies herein expressed.

SECTION FIVE. EFFECTIVE DATE. This Ordinance shall become effective

following its passage and approval in the manner provided by law.

PASSED THIS 12th DAY OF NOVEMBER, 2013.

AYES: Trustees Barry, Lyman, Wachs, and President Underwood

NAYS: Trustees Borys, Marshall, and Yaeger

ABSENT: None

APPROVED THIS 12th DAY OF NOVEMBER, 2013.

ATTEST:

Village President

Village Clerk

VILLAGE OF LONG GROVE

ORDINANCE NO. 2014-O-04

**AN ORDINANCE REPEALING ORDINANCE NO. 2013-O-17,
ESTABLISHING A POLICY FOR
DEFINING VILLAGE-FUNDED ROADS**

WHEREAS, on 12 November 2013, the President and Board of Trustees of the Village of Long Grove (the "***Village Board***") adopted Ordinance No. 2013-O-17, being:

**AN ORDINANCE ESTABLISHING A POLICY FOR
DEFINING VILLAGE-FUNDED ROADS**

(hereinafter, the "***Non-Thoroughfare Policy Ordinance***"); and

WHEREAS, the members of the Village Board have given further consideration to the provisions of the Non-Thoroughfare Policy Ordinance; and

WHEREAS, the Village Board has determined that the best interest of the Village and its residents will be served by repealing the Non-Thoroughfare Policy Ordinance as hereinafter set forth;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE. **RECITALS.** The foregoing recitals are incorporated as if fully set forth in this Ordinance.

SECTION TWO. **REPEALER.** Ordinance No. 2013-O-17 is hereby repealed in its entirety.

SECTION THREE. The Village of Long Grove will work openly and collaboratively with residents of the Village of Long Grove to develop equitable policies to address Village financial issues.

SECTION FOUR. **EFFECTIVE DATE.** This Ordinance shall become effective immediately following its passage and approval in the manner provided by law.

PASSED THIS 8th DAY OF APRIL, 2014.

AYES: (5) Trustees Barry, Borys, Lyman, Marshall, and Yaeger

NAYS: (0) None

ABSENT: (0) None

ABSTAIN: (1) Trustee Wachs

APPROVED THIS 8th DAY OF APRIL, 2014.

Angela Underwood, Village President

ATTEST:

Heidi Locker-Scheer, Village Clerk

VILLAGE POLICY - PROCEDURE STATEMENT
Village of Long Grove, Illinois

SUBJECT: **General Fund Minimum Reserve Policy**

ISSUED BY: David A. Lothspeich, Village Manager **EFFECTIVE DATE:** April 26, 2011

CHECK ONE: Official Village Policy Approved by Board

Administrative Regulation Issued by Village Manager

Departmental Procedure Applying to All Departments and Sworn Personnel

THIS IS A: New Policy or Procedure

Amends or Supersedes Previous Policy Dated: _____

PURPOSE:

The Village of Long Grove has established a General Fund Minimum Reserve Policy in order to insure that the Village maintains adequate cash reserve levels necessary to fund the Village's normal reoccurring obligations while providing sufficient reserve funds for any unexpected expense(s) or loss in revenue(s) (emergency). This policy sets minimum reserve levels which should be maintained and available for any such emergency. All elected officials and employees are expected to follow this procedure.

POLICY:

Minimum reserve levels shall be established annually by the Board of Trustees in conjunction with the budget process and confirmed during review of the Village's audited financial statements. The recommended minimum reserve balance shall be equal to 100% of the projected and actual total annual revenues (excluding Enterprise Fund revenues). Reserves are to be held in cash or short-term investments allowed by the Illinois Compiled Statutes, Chapter 30, Section 235/2 and Chapter 5, Section 220/15 with a maximum duration of 6 months. Until such reserve levels are established, the Village annual budget should be balanced or revenue positive.

Non-budgeted expenditures reducing the reserve below the minimum established level shall be limited to emergency or crises situations and shall only be approved after a two-reading process, unless such process is waived pursuant to a 2/3 vote by the Board of Trustees.