

**MONTGOMERY COUNTY CLERK / RECORDER****SANDY LEITHEISER**

#1 Courthouse Square, P.O. Box 595

Hillsboro, IL 62049-1196

Phone (217) 532-9530 Fax (217) 532-9581

April 26, 2011

Dear Montgomery County Public Entity Representative:

Due to your encouraging response, Montgomery County would again like to share the customized forms and publication required for 2011 Prevailing Wage compliance. As you know IN JUNE (not any other month!) of each year all public bodies in Illinois are required to fulfill certain obligations pursuant to the Prevailing Wage Act, and my office would like to assist you in completing your responsibilities under the Act as we complete our own County Ordinance passage and publication requirements. Most local government attorneys are familiar with this project. However, if you prefer to not use these forms and to do your own publication, PLEASE DISREGARD THIS MAILING.

The law requires each public body to adopt a Prevailing Wage Ordinance at their June meeting, publish and post a notice of such action, and send a certified copy of the Ordinance to both the Secretary of State and the Illinois Department of Labor. The entire ordinance does not have to be published—only a notice that the ordinance has been passed and more than one unit of government may share the same publication.

Why participate in this shared effort? There are many benefits, including:

- 1) The shared Ordinance and publication sends a strong message that all participating public bodies, both individually and as a group, support that the Prevailing Wage be paid for all qualifying labor.
- 2) This procedure eliminates the cost you now pay for individually publishing your own prevailing wage notice. We will publish the notice and will instruct the newspaper (Journal-News, because of its county-wide circulation) to send you proof of publication for your records.
- 3) Each year, we will provide you with a copy of a blank customized Ordinance and Certification (3 copies are enclosed of the Ordinance, 4 copies of the Certification), envelopes to the State agency addresses you mail them to (enclosed and addresses listed below) and a copy of the June, 2011 Prevailing Wage Rates from the State of Illinois (not available yet, we will mail these to you when the IL Department of Labor releases them through their website on June 1, 2011).
- 4) **IF YOU WISH TO PARTICIPATE, FOLLOW THE STEPS LISTED BELOW:**
  - 1) Adopt the enclosed Prevailing Wage Ordinance and Certification at your June, 2011 meeting (3 copies), filling in the blanks with the appropriate information and providing original signatures on all forms. Mail one copy to each of the following:

Secretary of State  
Index Division  
Attn.: Prevailing Wage Dept.  
107-111 E. Monroe  
Springfield, IL 62706

IL Department of Labor  
One West Old State Capital Plaza  
Room 300 Division Manager  
Springfield, IL 62701-1217

The third copy should be retained for your records.

- 2) Before mailing, attach a copy of the June, 2011 wage rates to the ordinance. Our office should receive these rates from the Department of Labor after June 1<sup>st</sup>, 2011. We will mail copies to you which you must attach to the ordinances (this can be done after its adoption).
- 3) The fourth and extra copy of the certification page is also enclosed. Complete this extra copy also and return to us in the enclosed self-addressed envelope. This will be our written confirmation to include your public entity in the publication. We plan to publish in early July, so please return it to us as soon as possible after your ordinance is passed.

I hope this material is helpful to you in fulfilling your obligations under the Prevailing Wage Act. Please contact me and/or your legal counsel with any questions or concerns you may have. Again, you are not required to use the forms we provide or to be included in the county publication, as this is intended to be a voluntary project.

Sincerely,



Sandy Leitheiser  
Montgomery County Clerk/Recorder