

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>INCORPORATED 1881 <b>SUGAR GROVE</b> 10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Robert Bohler Kevin Geary Mari Johnson Rick Montalto David Paluch Thomas Renk</p>
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July 5, 2011  
Regular Board Meeting  
6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearings
  - a. None
5. Appointments and Presentations
  - a. Appointment: TIF Joint Review Board Representative
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
  - a. Approval: Vouchers
  - b. Approval: Treasurer's Report
  - c. Ordinance: Amending the Hours of Open Burning
  - d. Resolution: Special Event – Legion Poker Run
  - e. Resolution: Authorizing Entering into a Storm Sewer Maintenance Agreement – SG Animal Hospital
  - f. Resolution: Final Acceptance and Release of LOC – Sugar Grove Animal Hospital
  - g. Resolution: 2011 MFT Bond Payment for the 2008 G/O Alternate Revenue Source Road Bonds
8. General Business
  - a. Ordinance: Amending Accessory and Temporary Use Sections of the Village Code
9. New Business
10. Reports
  - a. Staff Reports
  - b. Trustee Reports
  - c. Presidents Report
11. Public Comments
12. Airport Report
13. Closed Session: Land Acquisition, Personnel, Litigation
14. Adjournment

\*Subject to Attorney Review

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Committee of the Whole  
July 05, 2011  
6:30 p.m.

1. Call to Order
2. Roll Call
3. Public Comment
4. Discussion:           Utility Rates
5. Discussion:           Financial Policies
6. Discussion:           VH Carpet Replacement
7. Discussion:           Accomplishments & Action Plans
8. Closed Session:      Land Acquisition, Personnel, Litigation
9. Adjournment



**VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**ORDINANCE NO. 20110705B**

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**An Ordinance Amending Title 11, of the Village Code  
Concerning the Zoning Laws of the  
Village of Sugar Grove, Kane County, Illinois  
(Accessory Uses and Temporary Uses)**

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Adopted by the  
Board of Trustees and President  
of the Village of Sugar Grove  
this 5th day of July, 2011.

Published in Pamphlet Form  
by authority of the Board of Trustees  
of the Village of Sugar Grove, Kane County,  
Illinois, this 5th day of July, 2011.

**ORDINANCE NO. 20110705B**  
**An Ordinance Amending Title 11, of the Village Code**  
**Concerning the Zoning Laws of the**  
**Village of Sugar Grove, Kane County, Illinois**  
**(Accessory Uses and Temporary Uses)**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows;

**WHEREAS**, the Village of Sugar Grove 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 *et seq.*; and,

**WHEREAS**, the Village of Sugar Grove currently maintains zoning restrictions on the use of land within the Village; and,

**WHEREAS**, the Village finds that such restrictions provide for the safety and well-being of Village inhabitants and benefit the public welfare, safety and morals; and,

**WHEREAS**, the Village seeks to improve standards and procedures to direct the installation and approval of accessory uses and temporary uses in the Village; and,

**WHEREAS**, the Village seeks to amend the Village Code to more fully protect and preserve the safety, quality of life and economic stability of adjoining property and overall community;

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

**SECTION ONE: Ordinance Sections Created/Amended**

That the following Sub-section(s) of Title 11 of the Village Code of Ordinances are hereby created and/or amended as follows:

**Section 11-3-2 Definitions, specifically the definition for Accessory Use, Accessory Structure, or Accessory Building is hereby amended as follows:**

**ACCESSORY USE, ACCESSORY STRUCTURE, OR ACCESSORY BUILDING:** A use or structure or building which:

A. Is subordinate to and serves a principal building or principal use.

B. Is subordinate in area, extent of use or purpose to the principal building or principal use



Carports	A	A	A	A	S	N	N	N	N	N
Cart Corrals	N	N	N	N	N	N	A	A	N	N
Children's Playhouses & Playground Equipment	A	A	A	A	S	S	S	S	N	N
Children's Treehouses	A	A	A	A	S	N	N	N	N	N
Chimneys	A	A	A	A	A	A	A	A	A	A
Clotheslines for laundry	A	A	A	A	A	N	N	N	N	N
Commercial Mechanical Equipment (including generators, air conditioners, etc.)	A	N	N	N	N	A	A	A	A	A
Commercial Communications Antennas and Satellite Dishes, including all transmitting, except for amateur radio	S	S	S	S	S	S	S	S	S	S
Decks	A	A	A	A	A	S	S	S	S	S
Dispensing Cabinets (including ice, propane tank, etc.)	N	N	N	N	N	N	A	A	P	P
Donation Boxes	N	N	N	N	N	N	N	N	N	N
Eaves and Gutters	A	A	A	A	A	A	A	A	A	A
Fences, Walls	As per Section 11-4-13									
Fuel or Gas Tanks (including above and below ground)	S	N	N	N	N	N	S	S	N	S
Gardens (vegetable, crop)	A	A	A	A	S	S	S	S	S	S
Hot tubs, Jacuzzis, and Outdoor Spas	A	A	A	A	A	N	N	N	N	N
Kennels, Dog Runs	A	A	A	A	S	S	S	S	S	S
Loading Docks	S	S	S	S	S	A	A	A	A	A
Mailboxes	A	A	A	A	A	A	A	A	A	A
Monuments	N	N	N	N	N	S	S	S	S	S
Non-Residential Off-Street Parking Lots and Drive Aisles and Driveways	A	S	S	S	S	A	A	A	A	A
Ornamental Towers, Scenery Lofts, Monuments, Domes, Spires, Steeples, and Water Towers	A	A	A	A	A	A	A	A	A	A
Outdoor Fireplaces and Ovens	A	A	A	A	A	N	N	N	N	N
Parking Lot Light Poles	A	S	S	S	S	A	A	A	A	A
Patios, Sidewalks	A	A	A	A	A	A	A	A	A	A
Pergolas, Arbors, Trellises, and Gazebos	A	A	A	A	A	A	A	A	A	A
Phone Booths	N	N	N	N	N	N	A	A	N	N
Picnic Benches	A	A	A	A	A	A	A	A	A	A
Ponds	A	A	A	A	S	S	S	S	S	S
Recreational Equipment (including basketball hoops, trampolines, etc.)	A	A	A	A	A	A	S	S	S	A
Residential Mechanical Equipment (including generators, air conditioners, etc.)	A	A	A	A	A	A	A	A	A	A
Residential Communications Antennas (TV, Radio, etc.) and Satellite Dishes, including amateur radio	A	A	A	A	A	A	A	A	A	A
Residential Off-Street Parking Areas and Driveways	A	A	A	A	A	N	N	N	N	N

Single-Bay Car Wash	N	N	N	N	N	N	S	S	S	S
Signs, Flags, and Flag Poles	As per Section 11-14									
Solar Panels	As per Section 11-4-20									
Stairs, Steps	A	A	A	A	A	A	A	A	A	A
Swimming Pools	A	A	A	A	S	N	S	S	N	N
Trash Dumpster Enclosures	A	N	N	N	N	A	A	A	A	A
Vending Machines (including pop, DVD, newspaper, etc.)	N	N	N	N	N	A	A	A	A	A
Wind Turbines	As per Section 11-4-20									
<b>Accessory Buildings</b>	<b>A-1</b>	<b>E-1</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>B-1</b>	<b>B-2</b>	<b>B-3</b>	<b>BP</b>	<b>M-1</b>
Animal House	A	A	A	A	A	S	S	S	S	S
Fuel Canopies	N	N	N	N	N	N	S	S	N	S
Garages	A	A	A	A	A	S	S	S	S	S
Guard Shacks	S	S	N	N	N	N	S	S	S	S
Guest Homes	S	S	N	N	N	N	N	N	N	N
Greenhouses	A	A	A	A	S	S	S	S	S	S
Private Stables	A	A	N	N	N	N	N	N	N	N
Sheds	A	A	A	A	S	S	S	S	S	S
Storage Buildings	A	A	A	A	S	S	S	S	S	S
Uses and Buildings Accessory to Farm Operations	A	N	N	N	N	N	N	N	N	N
Uses and Buildings Accessory to College, University, and School Operations	N	N	N	N	N	S	S	S	S	S
A = Allowed, S = Special, N = Not Allowed										

All accessory uses, accessory structures, and accessory buildings may require a building permit depending on the work involved. The above list is not to be used to determine whether or not a building permit is required.

Other accessory uses, accessory structures, or accessory buildings which, in the opinion of the Community Development Director or his / her designee, are similar to the uses listed in this section, and are otherwise consistent with the comprehensive plan and zoning for the district in which said use is sought may be allowed or allowed with a Special Accessory Use.

Items which are listed in 11-4-8-C are not eligible to be treated as an accessory use, accessory structure, or accessory building.

Use of an accessory building shall not constitute a second principal building on a lot.

E. Yards. No accessory use, accessory structure, or accessory building shall encroach upon a required: front yard of any lot, corner side yard of a lot abutting a street; or the rear yard of a through lot (double-frontage lot), with the following exceptions:

All yards: awnings and canopies, steps (4 feet or less above grade which are necessary for access to a permitted building or for access to a zoning lot from a street or alley), chimneys (which project 3 feet or less into the required minimum yard), bay windows (one story, which project 3 feet or less into the minimum required yard), arbors and trellises, overhanging eaves and gutters (which project 3 feet or less into the minimum required yard), non-residential off-street parking lots and drive aisles and driveways, residential off-street parking areas and driveways, parking lot light poles, commercial outdoor dining, commercial outdoor display, commercial outdoor sales, patios and sidewalks, cart corrals, mailboxes, dispensing cabinets, phone booths, gardens, and ponds.

Front and corner side yards: open patios and decks (not over 3 feet above the average level of the adjoining ground, provided they do not extend more than 5 feet into the minimum required yard).

Rear yards of through lots: balconies, open patios or decks (provided they are not over 3 feet above the average level of the adjoining ground and located at least 5 feet from any property line), recreational equipment, clotheslines for laundry, mechanical equipment (including ground-supported air conditioning units which extend not more than 4 feet into the minimum required yard).

Yard requirements for fences and walls, signs, flags, and flagpoles, and solar panels and wind turbines are per their respective chapters of this Zoning Ordinance.

In cases where the principal building is setback farther from the front / corner side property line than the required setback, the actual setback shall serve as boundary between the front / corner side yard for accessory use, accessory structure, and accessory building purposes.

In the residential districts, accessory uses and accessory buildings may only be located in the rear yard, except for garages and sheds which may be located in both side and rear yards.

Residential mechanical equipment (including ground-supported air conditioning units) shall not extend more than 4 feet into any required yard.

F. Height. No accessory use, accessory structure, or accessory building shall exceed the height of one story or fifteen feet (15'), with the following exceptions:

1. Private stables shall not exceed the height of twenty-five feet (25').
2. Uses and buildings accessory to farm operations shall not exceed the height of twenty-five feet (25').
3. Sign and flag pole height shall be regulated by Section 11-14.
4. Fence, wall, and trash enclosure height shall be regulated by Section 11-4-13. Trash enclosures must be a minimum of six feet (6') in height.

5. Wind turbine and solar panel height shall be regulated by Section 11-4-20.
6. Parking lot light pole height shall be regulated by Section 11-12-3-H-3.
7. Chimneys, ornamental towers, scenery lofts, monuments, domes, spires, steeples, water towers, mechanical equipment, and residential communications antennas may be erected to their customary height, regardless of the height limitations of the zoning district in which they are located.
8. Commercial communications antennas height shall be regulated by the special accessory structure review.

G. Setbacks. Accessory buildings and the following accessory structures: commercial mechanical equipment, carports, tree houses, pergolas, arbors, trellises, gazebos, and decks shall be located at least five feet (5') from any property line and if not structurally attached to the principal building shall be located at least ten feet (10') from the principal building and any other such accessory building or structure.

Accessory buildings in the E-1 District shall be located at least 10 feet (10') from a side or rear property line.

Accessory uses, accessory structures, and accessory buildings shall be allowed in easements as follows:

1. The easement is a minor drainage way (only draining the immediate adjacent lots).
2. The easement contains no public utilities such as storm sewer, sanitary sewer, or water main; and
3. There shall be no construction within five feet (5') of the property line to accommodate drainage along the common lot line and allow for any future construction of minor utilities such as cable and street lighting.

H. Lot Coverage / Area / Total Number. All accessory uses, accessory structures, and accessory buildings, together with any principal buildings or principal uses and paved areas shall not exceed the maximum lot coverage requirement for the district within which they are located.

Each accessory building located on a residential zoned lot may not exceed 1,000 square feet or 70% of the footprint of the principal building, whichever is less, unless otherwise approved pursuant to the issuance of a Special Accessory Use.

There shall be no more than three (3) accessory buildings on any lot in the Village, unless otherwise approved pursuant to the issuance of a Special Accessory Use.

I. Surfaces. The following accessory uses and accessory structures require paved surfaces: loading areas, drive-thrus, commercial outdoor sales, commercial outdoor dining, commercial

outdoor display, residential off-street parking areas and driveways, trash dumpster enclosures, mechanical equipment, non-residential off-street parking areas, drive aisles, and driveways, loading docks, fuel or gas tanks, dispensing cabinets, vending machines, and phone booths. Trash dumpster enclosures shall utilize a concrete surface.

The following accessory buildings may not be located on paved non-residential off-street parking areas, drive aisles, and driveways: garages, sheds, storage buildings, and greenhouses.

Cart corrals may be located in paved areas, but may not be placed over required parking spaces.

J. Accessory Building Materials. Building materials of accessory buildings shall generally match the materials of the principal building.

K. Screening / Fencing. The following accessory uses and accessory structures require landscape screening in addition to the standard landscaping on any lot: loading areas, drive-thrus, outdoor storage, outdoor dining, trash dumpster enclosures, mechanical equipment, loading docks, single-bay car washes, aboveground fuel or gas tanks, and on non-residential lots: garages, sheds, and storage buildings. Landscape screening shall consist of one (1) evergreen shrub (minimum six feet (6') in height) for every five feet (5') in horizontal distance around the perimeter of the accessory use or accessory structure. Additional landscaping for these accessory uses and accessory structures may be required to address performance standards of the BP and M-1 Districts.

Loading areas and loading docks shall be designed to be screened from view from public rights-of-way and other private properties by the building or wing walls.

Trash dumpsters shall be fully enclosed by masonry walls (i.e. a trash dumpster enclosure).

Cart corrals located within 25 feet of the principal building require minimum four foot (4') screening walls that match the principal building.

The following accessory uses and accessory structures require fencing: outdoor storage and aboveground fuel or gas tanks.

L. Parking. The following accessory uses and accessory buildings require parking in addition to the principal building: commercial outdoor dining, commercial outdoor sales, drive-thrus, garages, guard shacks, guest homes, and greenhouses. Please refer to Section 11-12-5 for the specific requirements.

M. Minimum Size. Unless listed as an accessory use, accessory structure, or accessory building, any item under one (1) cubic yard in size shall not be considered an accessory use, accessory structure, or accessory building.

N. Other Requirements. Any permitted or Special Accessory Use that involves outdoor sales shall only be conducted during the hours provided in Section 4-5-2(J) of the Village code or the regular business hours of the principal use of the zoning lot in question (whichever is greater).

Dispensing cabinets, vending machines, phone booths, and the like are limited to designated paved areas that do not obstruct sidewalks, parking spaces, or other areas designed for other requirements as identified on an approved site plan. There may be no more than three (3) of these in total per lot and they must include owner and owner contact information. If the vending machine is owned by a party other than the property owner, a signed letter from either the property owner or their authorized representative, for the property on which the activity is to take place shall be presented at the time the temporary use permit is requested.

Commercial outdoor sales, commercial outdoor display, and commercial outdoor dining shall be limited to designated paved location/s as identified on an approved site plan.

Private stables for use by residents and their guests are limited to one horse for the first forty thousand (40,000) square feet of land area, and one additional horse for each additional twenty thousand (20,000) square feet of land area.

Loading areas and loading docks shall be designed and located to eliminate maneuvering in public rights-of-way.

O. Special Accessory Use Submittal and Fee. Special Accessory Uses shall meet the standards of regular Special Uses as described in Section 11-13-12. However, a public hearing is not required. The requests may be approved, approved with conditions, or denied by the Plan Commission.

A submittal for one or more Special Accessory Uses may be made to the Community Development Department on forms provided and amended from time to time by the Community Development Department.

A fee shall be charged for Special Accessory Uses. The fee shall be set by separate resolution of the Village as may be amended from time to time.

**Section 11-4-8 Temporary Uses, Temporary Structures, and Temporary Buildings is hereby amended as follows:**

A. Purpose. These regulations are intended to prescribe the conditions under which limited duration activities may be conducted. The intent is to safeguard the public health, safety, and general welfare and prevent the creation of any nuisance or annoyance to the occupants of adjacent buildings, premises or property, and the general public.

B. Approval Needed. A temporary use approval shall be required for all temporary uses listed in this chapter. Any use not expressly listed herein, or otherwise allowed in the zoning district in which the use is sought, is prohibited. A temporary use approval must be issued prior to the commencement of any temporary use listed herein.

C. Type of Approval & Duration of Uses. The following uses are eligible for a temporary use approval, provided they meet the criteria established herein:

Village Board approval required (no Plan Commission review):

1. Outdoor food vendors on private property may be allowed up to daily for nine months per calendar year, per applicant.
2. Other outdoor vendors or exhibitors may be allowed up to daily for nine months per calendar year, per applicant.
3. Group of assembly activities (e.g., carnivals, fairs, rodeos, sport events, concerts, and shows) on private property may be allowed up to daily for two weeks, three times per calendar year, per applicant.
4. Film production, may be allowed up to daily for three months, one time per calendar year, per applicant.
5. Temporary uses of principal buildings, including, but not limited to model homes and sales centers, may be allowed up to daily for one year, one time per calendar year, per applicant.

Community Development Director or his / her designee approval required:

6. Home sales trailers, may be allowed up to daily for one year, one time per calendar year, per applicant.
7. Grand openings and special events may be allowed up to daily for one week, two times per calendar year, per applicant.
8. Portable moving and storage containers (that are not vehicles), may be allowed up to daily for 10 days, one time per calendar year, per applicant with the exception of such containers that are used for the purposes of a Village-issued building or site permit which may be allowed as long as there is a valid permit.
9. Trash dumpsters may be allowed up to daily for 10 days, one time per calendar year, per applicant with the exception of such dumpsters that are used for the purposes of a Village-issued building or site permit which may be allowed as long as there is a valid permit.
10. Temporary parking lots may be allowed up to daily for one year, one time per calendar year, per applicant.
11. Construction buildings (including offices), contractor trailers, and equipment, may be allowed up to daily for one year, one time per calendar year, per applicant.
12. Other temporary uses which, in the opinion of the Community Development Director or his / her designee, are similar to the uses listed in this section, and are otherwise

consistent with the comprehensive plan and zoning for the district in which said use is sought.

D. Exemptions. The following uses are exempt from temporary use approval:

1. Garage sales are exempt from these provisions, provided they do not occur any more frequently than four three-day events per 365-day period. Garage sales occurring more frequently shall be considered a commercial retail sales business in a residential zone, which is hereby prohibited.
2. Children's Lemonade and similar stands are exempt from these provisions.
3. Items which are listed in Section 11-4-7-C are not eligible to be treated as a temporary use.

E. Findings. The Village Board or Community Development Director or his / her designee shall only approve an application for a temporary use permit if all of the following findings can be made:

1. The proposed temporary use will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.
2. The additional parking required by the temporary use will be provided on site, if applicable, or adequate street parking is available in the immediate area.
3. Increased traffic caused by the temporary use will not adversely affect the surrounding neighborhood or Village at large.
4. The proposed temporary use is generally consistent with the comprehensive plan, municipal code, and other applicable codes.

F. Temporary Use Permit. Each temporary use approval shall be described in a permit thereby issued by the Community Development Director or his / her designee prior to commencement of the use. The permit shall include the following:

1. A defined area with an outer perimeter line for the temporary use shall be outlined on a site plan of the site. The site plan shall show all permanent and temporary structures. Permanent required parking spaces shall generally not be obstructed by the temporary use.
2. The number of parking spaces required for the temporary use shall be determined by the Community Development Director or his / her designee. Required parking spaces for permanent use may be used to fulfill the parking requirements for the temporary use to the extent it will not practically interfere with the permanent use.
3. The traffic associated with the temporary use and whether the traffic routes will be able to handle the additional burden.

4. That all unimproved parking areas and main walk areas shall be kept damp or shall be covered with a material to prevent rising dust.
5. That all sites shall be completely cleaned of debris and temporary structures including, but not limited to: trash receptacles, signs, stands, poles, electrical wiring or any other fixtures and appurtenances or equipment connected therewith, after the termination of the temporary use.
6. That temporary structures shall conform to zoning setback and height requirements for principal uses in the applicable district, unless stated otherwise by the specific permit.

G. Conditions. The Village Board or Community Development Director or his / her designee may impose such additional conditions on a temporary use permit as are necessary to meet the purposes of this chapter and protect the public health, safety and welfare and adjacent uses. Conditions which may be imposed may include, but are not limited to:

- a. Additional parking requirements, such as which surfaces may be parked upon.
- b. Additional traffic-related requirements, such as additional ingress and egress.
- c. Additional yard setback and open space requirements.
- d. Placement requirements for the temporary use.
- e. Extent of permanence of the buildings, structures, or equipment involved.
- f. Cash deposit requirements.
- g. Fences, walls or other screening.
- h. Temporary fencing or barricades.
- i. Signs.
- j. Property maintenance during the course of the activity.
- k. Control of illumination, noise, odor, vibration or other nuisances.
- l. Hours of operations.
- m. Number of locations.
- n. Security and lighting.
- o. Other conditions.

H. Separate Permits. Temporary use approvals may be subject to separate permits, inspections or licenses (and associated requirements and fees) as required by any applicable law or regulation.

No area of public right-of-way may be used without obtaining separate approval from the Village.

- I. Requirements Specific to Certain Temporary Uses. Outdoor food vendors on private property must a) not be located within 500 feet of an existing permanent restaurant or similar food seller (measured from permanent building to defined perimeter of temporary use area as shown on a site plan), b) provide a copy of their County Health Department Permit, c) undergo a background check for all operators/employees, d) provide an Illinois Business Authorization Certificate of Registration e) provide a copy of the certificate of liability insurance for any vehicles involved, f) are only allowed during Village hours allowed in Section 4-5-2(j) of the Village Code, g) are only allowed in business districts, manufacturing districts, and non-residential properties in residential districts and h) submit a list of locations and hours requested.
- J. Submittal. A submittal for one or more Temporary Uses may be made to the Community Development Department on forms provided and amended from time to time by the Community Development Department. Proof of ownership, or a signed letter from either the property owner or their authorized representative, for the property on which the activity is to take place shall be presented at the time the temporary use permit is requested.
- K. Fees. A fee for a temporary use permit shall be charged. The fee shall be set by separate resolution of the Village and may be amended from time to time. Provided, however, those fees shall be waived for not-for-profit entities with an Internal Revenue Code 501(c) designation, and units of local government. The schedule of fees shall be available in the Community Development Department.

**Section 11-4-12 Permitted Obstructions is hereby removed entirely.**

**Section 11-4-13 Fence Requirements is hereby amended as follows:**

- A. Residential Districts (E-1, R-1, R-2, R-3): The establishment of fences in residential districts shall be regulated as follows, and conform with the provisions of [chapter 7](#) of this title:
  - 1. Fences may be constructed and maintained in the required front yard or corner side yard with a maximum height of three feet (3'). Chain link fences shall be prohibited in these yards.
  - 2. Fences up to six feet (6') in height shall be permitted in all other required yards.
  - 3. Fences must be positioned so that the finished side faces away from the lot on which it is constructed.
- B. Business Districts (B-1, B-2, B-3): The establishment of fences in business districts shall be regulated as follows, and conform with the provisions of [chapter 8](#) of this title:
  - 1. Fences may be constructed and maintained in the required front yard or corner side yard with a maximum height of three feet (3'). Chain link fences shall be prohibited in these yards.
  - 2. Fences up to six feet (6') in height shall be permitted in all other required yards.

3. Fences must be positioned so that the finished side faces away from the lot on which it is constructed.

C. Other Districts (A-1, BP, OR-2, M-1): The establishment of fences in the A-1, BP, OR-2 and M-1 districts shall be regulated as follows, and conform with the provisions of chapters 6, 9, 9A, and 10 of this title:

1. Fences may be constructed and maintained in the required front yard or corner side yard with a maximum height of three feet (3'). Chain link fences shall be prohibited in these yards.

2. Fences up to eight feet (8') in height shall be permitted in all other required yards.

3. Fences must be positioned so that the finished side faces away from the lot on which it is constructed.

4. Fences shall be located and landscaped in order to meet the screening standards required in chapters 9 and 10 of this title.

D. Fence Material: No fence within the village shall contain barbed wire, razor wire, electrified elements, or any components determined by the village to constitute a public safety hazard.

E. Walls and Trash Enclosure Walls shall be considered interchangeable with fences for these requirements.

**Section 11-4-14 Building Height is hereby amended as follows:**

A. Height limitations shall be as set forth in each zoning district for all buildings, structures, and uses of land, except accessory uses, accessory structures, and accessory buildings which are set forth in section 11-4-7 of this chapter.

**Section 11-5-3 Nonconforming Uses is hereby amended as follows:**

When the applicable district regulations do not allow an existing use of part or all of a building or other structure, or an existing use of land not involving a building or structure, such existing use may be continued according to regulations which follow:

A. Change:

1. A nonconforming use of a building or other structure, all or substantially all of which was designed or intended for a use which is not permitted in the district of which it is located, shall not be changed to any use other than one permitted in the district in which the land is located. When a nonconforming use has been changed to a permitted use, it shall not thereafter be changed back to a nonconforming use.

2. The nonconforming use of land, not involving a building or structure, or in connection with which any building or structure thereon is incidental or accessory to the principal use of land, shall not be changed to any other use, except to a use permitted in the district in which the land is located.

3. A nonconforming use in effect at the time an amendatory ordinance becomes effective shall be discontinued and not reestablished, except when the provisions of the amendatory ordinance find

the use to be conforming to the district in which it is located.

B. Discontinuance: In the event that operation of a nonconforming use of land, building or structure is discontinued for twelve (12) months, such nonconforming use shall not be reestablished, and any subsequent use or occupancy of such land shall conform to the regulations of the district in which it is located. The owner's intent to resume active operation shall not affect the foregoing restriction.

C. Nonconforming Accessory Uses: No nonconforming accessory use shall continue after the principal use, to which it is subordinate, has been abolished.

**Section 11-6-2 Uses, Letter B is hereby amended as follows:**

B. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-7-2 E-1, Estate Residential District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-7-3 R-1, Low Density Residential District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-7-4 R-2, Single-Family Detached Residential District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-7-5 R-3, Medium Density Residential District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-8-2 Site Development Requirements, Letters H, I, J, and L are hereby removed.**

**Section 11-8-4 B-1, Community Shopping District, Letter I is hereby removed and Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-8-5 B-2, General Business District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-8-6 B-3, Regional Business District, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-9-2 Uses, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-9-7 Other Standards, Letters C, I, and K are hereby removed.**

**Section 11-10-2 Uses, Letter C is hereby amended as follows:**

C. Permitted Accessory Uses:

Please refer to Section 11-4-7.

**Section 11-10-7 Other Standards, Letters C, I, and K are hereby removed.**

**SECTION TWO: GENERAL PROVISIONS**

REPEALER: All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

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 this Ordinance.

EFFECTIVE DATE: This Ordinance shall be in full force and effect on and after its approval, passage and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 5th day of July 2011.

\_\_\_\_\_  
P. Sean Michels,  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois

ATTEST:\_\_\_\_\_  
Cynthia L. Galbreath,  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Mari Johnson	___	___	___	___
Trustee Thomas Renk	___	___	___	___
Trustee Rick Montalto	___	___	___	___
Trustee Robert Bohler	___	___	___	___
Trustee David Paluch	___	___	___	___
Trustee Kevin Geary	___	___	___	___

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR  
MIKE FERENCAK, VILLAGE PLANNER  
**SUBJECT:** ORDINANCE: ACCESSORY AND TEMPORARY USES  
**AGENDA:** JULY 5, 2011 REGULAR VILLAGE BOARD MEETING  
**DATE:** JULY 1, 2011

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### **ISSUE**

Should the Village adopt the updated Accessory Use, Temporary Use, and associated sections of the Zoning Ordinance.

### **DISCUSSION**

**This item was presented at the June 21, 2011 Committee of the Whole meeting for discussion. The Board noted that the proposed text is expanded from the existing text for these sections considerably. Staff sees that this section of the Zoning Ordinance is especially lacking appropriate text (as compared to other sections of the Zoning Ordinance) so this should be a good improvement for all as it will be more comprehensive.**

**One concern that was raised had to do with the maximum allowed height for most accessory uses, accessory structures, and accessory buildings - as applied to garages. One of the few things the existing Accessory Use Ordinance does cover is maximum allowed height. The maximum allowed height currently is 15 feet. The draft ordinance does not propose a change in that regard – it would remain 15 feet for most accessory uses. Most municipalities do seem to have a maximum height requirement of 10-20 feet. A typical 24' wide detached garage with 8' walls, and a 4/12 roof measures only 10'4" in height. A 30' wide detached garage with 10' walls and a 12/12 roof measures 15'10" in height, but that is a very large garage. Note that height is measured from grade to the average distance between the eaves and the ridge level for gable, hip, and gambrel roofs or to the highest roof beams on a flat roof. With this requirement anyone wishing to construct a garage taller than 15 feet in height would need to apply for a Variance.**

As part of continuing efforts to improve Sugar Grove's Zoning Ordinance, staff has initiated amendments to the Accessory Use and Temporary Use sections of the Zoning Ordinance. The primary issue staff has noticed over multiple projects is that the Accessory Use and Temporary Use sections do not comprehensively list which uses are allowed, nor provide standards by which to consistently review them. In addition, the recent discussions with the Committee of the Whole regarding the various types of temporary vendors dovetails into this Ordinance update.

The initial drafts of these ordinances were presented at the Committee of the Whole meeting on August 3, 2010. A public hearing at the Plan Commission was opened on August 25, 2010. Since then, several Plan Commission meetings have been held to review these drafts. There has been no public comment. At the May 18, 2011 meeting, the Plan Commission recommended approval 5-0 (subject to reviewing the draft presented to the Committee at the next Plan Commission meeting on June 15, 2011). The Plan Commission did review the draft at the June 15, 2011 meeting and felt that it looked good.

This amendment would primarily amend Section 11-4-7 Accessory Uses and Structures and Section 11-4-8 Temporary Buildings, Structures and Uses of Land. Other sections of the Zoning Ordinance are also proposed for minor amendments to have continuity and remove excess wording.

The draft ordinance is attached. The text with strikethrough in red is the existing text being removed. The text underlined in blue is the new text. The text in black remains the same. However, please note for Sections 11-4-7 and 11-4-8 that existing text is not shown. Those two sections are simply shown as rewritten. To see the existing text of those sections, please refer to attachment 2.

Staff expects to make a few more changes to the draft ordinance after the Committee meeting, including adding additional definitions, adding parking requirements for some accessory uses, making sure that all accessory uses listed in the chart have the appropriate additional wording in the text that follows, and a few other minor corrections.

Regarding temporary vendors specifically, this draft ordinance addresses all of those concerns that were previously raised for vendors on one's own property and vendors on other's property. Additional updates to the Mobile Vending Ordinance for vendors on public rights-of-way and the Village Parks Ordinance for special events are contemplated as previously noted at the August 3, 2010 Committee meeting.

**The Ordinance will be emailed on Tuesday, July 5, 2011.**

#### **COST**

The only cost involved was the cost for the public hearing notice.

#### **RECOMMENDATION**

**That the Board approves Ordinance 2011\_\_\_\_\_ updating the Accessory Use, Temporary Use, and associated sections of the Zoning Ordinance.**



VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

ORDINANCE 20110705A

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An Ordinance Amending  
Title 4, Chapter 6, Section 3  
Of the Code of Ordinances  
Of the Village of Sugar Grove,  
Kane County, Illinois  
For the Village of Sugar Grove, Illinois

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Adopted by the Board of Trustees and President  
Of the Village of Sugar Grove  
This 5 day of July, 2011

Published in Pamphlet Form  
By authority of the Board of Trustees  
Of the Village of Sugar Grove, Kane County,  
Illinois this 5<sup>th</sup> day of July, 2011

ORDINANCE 20110705A

An Ordinance Amending Title 4, Chapter 3, Section 3 Of the Code of Ordinances of the Village of  
Sugar Grove, Kane County, Illinois  
For the Village of Sugar Grove, Illinois

BE IT ORDAINED by the President and Board of Trustees of the Village of Sugar  
Grove, Kane County, Illinois, as follows;

WHEREAS, 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?3.1-300-5:

WHEREAS, the President and Board of Trustees of the Village of Sugar Grove have  
determined that it is in the best interests of the Village and its citizens to amend the Code of  
Ordinances for the Village of Sugar Grove.

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

SECTION ONE: Title 4, Chapter 6, Section 3, Paragraph E of the Sugar Grove  
Village Code is Hereby amended to read as follows:

Landscape Debris: Leaves, diseased trees, and tree debris only may be burned on the premises on  
which they are generated, provided the burning takes place between ten o'clock (10:00) A.M. and  
six o'clock (6:00) P.M., with the wind velocity being less than ten (10) miles per hour. Burning  
leaves and debris must be completely extinguished after six o'clock (6:00) P.M., or if not  
attended as per Section 4-6-5 of this Chapter.

SECTION TWO: To the extent that this ordinance is in conflict with any presently  
existing ordinances or portions thereof enforced in the Village Of Sugar Grove as of the effective  
date hereof, such prior and conflicting ordinances or portions thereof are hereby repealed. The  
repeal of any ordinance by this Ordinance shall not affect any right accrued or liability incurred  
under such repealed ordinance to the effective date hereof.

SECTION THREE: This Ordinance shall be in full force and effect from and after is passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois this 7th day of July, 2011.

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P. Sean Michels,  
President of the Village of Sugar Grove,  
Kane County, Illinois

	Aye	Nay	Absent
Trustee Bohler	_____	_____	_____
Trustee Geary	_____	_____	_____
Trustee Johnson	_____	_____	_____
Trustee Montalto	_____	_____	_____
Trustee Paluch	_____	_____	_____
Trustee Renk	_____	_____	_____

ATTEST: \_\_\_\_\_  
Cynthia L. Galbreath, Village Clerk

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CYNTHIA L. GALBREATH, VILLAGE CLERK  
**SUBJECT:** ORDINANCE: AMENDING 4-6-3-E OF THE VILLAGE CODE, HOURS OF OPEN BURNING  
**AGENDA:** MAY 17, 2011 COMMITTEE OF THE WHOLE  
**DATE:** JULY 1, 2011

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**ISSUE**

Should the Board consider amending the open burning regulations.

**DISCUSSION**

At the Board meeting of June 21, 2011 the Board discussed possible revisions to the Open Burning regulations. The Board discussed the proposed changes and how the code was enforced. Chief Sauer stated that the Police Department responds to all complaints made regarding violations of the open burning code, however, it can be hard to enforce if the officer cannot locate the source of the fire/smoke. He stated that if a caller identifies the location it would be helpful, as when fire is only smoldering it can be difficult to locate. The Board asked that an Ordinance be prepared amending the hours of burning of landscape debris. The attached ordinance is presented for approval by the Board that amends the hours as shown below.

**4-6-3, E**

Landscape Debris: Leaves, diseased trees, and tree debris only may be burned on the premises on which they are generated, provided the burning takes place between ten o'clock (10:00) A.M. and ~~four o'clock (4:00)~~ six o'clock (6:00) P.M., with the wind velocity being less than ten (10) miles per hour. Burning leaves and debris must be completely extinguished after ~~four o'clock (4:00)~~ six o'clock (6:00) P.M., or if not attended as per Section 4-6-5 of this Chapter.

**COST**

There is no cost associated with this item at this time.

**RECOMMENDATION**

That the Board adopts Ordinance 20110705A, Amending 4-6-3, E, of the Code of Ordinances.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** RICH YOUNG, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** RESOLUTION: APPROVAL OF A TEMPORARY USE AT 65 1<sup>ST</sup> STREET FOR 2011 SPECIAL EVENTS  
**AGENDA:** JULY 5, 2011 REGULAR VILLAGE BOARD MEETING  
**DATE:** JULY 1, 2011

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**ISSUE**

Should the Village Board approve of a Temporary Use at 65 1<sup>st</sup> Street (Sugar Grove American Legion) for a 2011 special event.

**DISCUSSION**

Staff received a written request on June 17, 2011 by the Sugar Grove American Legion that they intend to host fundraisers on their site. The event will be the same as last year's "Poker Run" which raises money for wounded soldiers, the Legion and other local charities.

The first fundraiser will be held on July 16, 2010 starting at 10 am. All riders participating would be required to be back at the site by 5 pm. The parking lot would be fenced in with an outside caterer for food and beverage (including liquor) sales, as well as a band that would play from 6 pm to 11 pm.

The Sugar Grove Township has granted permission for the Legion to use their parking area during the event. A letter granting this permission has been submitted to the Village Clerk.

Staff has reviewed the proposal and does not have objections to the Temporary Use for the special event at this location.

The Village Board may approve Temporary Uses pursuant to Section 11-4-8 of the Sugar Grove Zoning Ordinance. The Board may approve of Temporary Uses, provided that they are granted with a specific time limit and subject to any conditions which may be necessary to ensure the public health, safety, and general welfare.

The specific request is as follows:

1. Temporary Use for a special event at 65 1<sup>st</sup> Street, pursuant to Section 11-4-8 Temporary Buildings, Structures, and Uses of Land of the Sugar Grove Zoning Ordinance.

Staff has reviewed this request and recommends approval subject to the following conditions:

1. That this Temporary Use is only valid for July 16, 2011.
2. That this Temporary Use is only valid for the Sugar Grove American Legion and their service providers at this event.
3. The following temporary uses are allowed:
  - a. Service of alcoholic beverages as permitted by the Illinois and Sugar Grove Liquor Commissions.
  - b. Temporary parking and loading.
  - c. Temporary structures, including tents, stages, trailers, lighting, restroom facilities, and trash facilities.

The following items are attached for your information:

1. Request Letter
2. Parking Lot Approval Letter
3. Draft Resolution.

### **COST**

There is no cost associated with this proposal.

### **RECOMMENDATION**

That the Village Board approves Resolution 20110705A Allowing a Temporary Use for a special event at 65 1<sup>st</sup> Street (Sugar Grove American Legion) on July16, 2011.

**VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**RESOLUTION NO. 20110705A**

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**A Resolution Approving a Temporary Use for a special event  
at 65 1<sup>st</sup> Street  
(Sugar Grove American Legion)**

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Adopted by the  
Board of Trustees and President  
of the Village of Sugar Grove  
this 5th day of July 2011

Published in Pamphlet Form  
by authority of the Board of Trustees  
of the Village of Sugar Grove, Kane County,  
Illinois, this 5th day of July 2011

## **RESOLUTION NO. 20110705A**

### **A Resolution Approving a Temporary Use for a special event at 65 1<sup>st</sup> Street**

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

**WHEREAS**, the Village of Sugar Grove 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 *et seq.*; and,

**WHEREAS**, the subject property is proposed for a Temporary Use to allow a special event ; and,

**WHEREAS**, the subject property is governed by Section 11-4-8 Temporary Buildings, Structures, and Uses of Land of the Sugar Grove Zoning Ordinance that requires Village Board approval, including a time limit, for any proposed temporary uses in the Village; and,

**WHEREAS**, the Village Board has reviewed and approved this temporary use subject to conditions.

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

#### **SECTION ONE: CONDITIONS OF APPROVAL**

That the Temporary Use for a special event at 65 1<sup>st</sup> Street (Sugar Grove American Legion) is hereby approved, subject to the following conditions:

1. That this Temporary Use is only valid for the time periods July 15, 2011 to July 17, 2011.
2. That this Temporary Use is only valid for the Sugar Grove American Legion and their service providers at the event.
3. That this Temporary Use is only valid if letters are submitted to the Village from nearby property owners that the American Legion expects their patrons will park their vehicles in.
4. The following temporary uses are allowed:
  - a. Service of alcoholic beverages as permitted by the Illinois and Sugar Grove Liquor Commissions.
  - b. Temporary parking and loading.
  - c. Temporary structures, including tents, stages, trailers, lighting, restroom facilities, and trash facilities.

#### **SECTION TWO: REPEALER**

That all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of any such conflict.

#### **SECTION THREE: 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 effect the same as if the invalid provision had not been a part of this resolution.

**SECTION FOUR: EFFECTIVE DATE**

This resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 5th day of July, 201.

\_\_\_\_\_  
P. Sean Michels  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois

	Aye	Nay	Absent
Bohler	___	___	___
Renk	___	___	___
Paluch	___	___	___
Johnson	___	___	___
Geary	___	___	___
Montalto	___	___	___

ATTEST: \_\_\_\_\_  
Cynthia L. Welsch  
Clerk, Village of Sugar Grove



## THE AMERICAN LEGION

SUGAR GROVE POST NO. 1271

P. O. Box 68

Sugar Grove, Illinois 60554

June 17, 2011

Village of Sugar Grove  
Cynthia Galbreath  
10 Municipal Drive  
Sugar Grove, IL 60554

Dear Cynthia,

The Sugar Grove American Legion is interested in putting on our Poker Run fundraiser this year weather permitting we would like to hold the event outside.

The purpose of this fundraiser is to raise money for the "Wounded Soldiers," the legion and other local charities.

The date is July 16th

The poker run will start at 10:00 am

All riders participating in the run are required to be back at the legion by 5PM

The parking lot will be fenced in.

We have hired an outside caterer for food sales and will be serving beverages outside. (All servers are Bassett trained)

We have hired a band to play outside. The band will be playing from 6pm til approximately 11pm

If you have any further questions regarding these events please feel free to contact me.

Sincerely,

Tammy Carter

Manager

Sugar Grove American Legion



## THE AMERICAN LEGION

SUGAR GROVE POST NO. 1271

P. O. Box 68

Sugar Grove, Illinois 60554

June 17, 2011

Village of Sugar Grove  
Cynthia Galbreath  
10 Municipal Drive  
Sugar Grove, IL 60554

Dear Cynthia,

The traffic plan for the poker run July 16, 2011 will be the same as last year.

Bikes and cars will leave the American Legion parking lot turning left onto Main Street, right on Cross, left on Route 47, left at Harter Rd then left on Lasher and out of town. We are bringing the group back 47 north back to Cross St.

When the participants leave the Legion they will probably be in larger groups, however, coming back the bikes will be staggered.

If you need any further information please don't hesitate to contact me.

Sincerely,

Tammy Carter  
Manager  
Sugar Grove American Legion  
630-466-9700  
Sgal1271@sbcglobal.net

# SUGAR GROVE TOWNSHIP

Office of the Highway Commissioner  
GREG L. HUGGINS

Phone: (630) 466-4274

Fax: (630) 466-9686

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June 17, 2011

Village of Sugar Grove  
Cynthia Galbreath  
10 Municipal Drive  
Sugar Grove, IL 60554

Dear Cynthia,

This letter is to inform you that we have granted permission to the Sugar Grove American Legion Post 1271 to allow their patrons to park on our property during their event on July 16, 2011.

If you have any further questions please don't hesitate to contact me.

Sincerely,



Greg Huggins  
Highway Commissioner  
Sugar Grove Township  
70 First Street  
Sugar Grove, IL 60554  
630-466-4274

A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the Village of Sugar Grove has outstanding  
(County or Municipality)  
indebtedness described as follows:

General Obligation Road Bonds (Alternate Revenue Source)

(Title of bond issue or paving district and municipal motor fuel tax section number)

Series 2008B for Section 08-00021-00-RS to be financed by MFT Funds as described in the Resolution of Intent

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
		Interest	07/01/2011	\$ 6,506.25
		Principal & Interest	01/01/2012	\$126,506.25
			TOTAL	\$133,012.50

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the President and Board of Trustees has, by resolution adopted 12/7/2010,  
(County Board, Council or President and Board of Trustees)  
directed the Clerk of Kane County to cancel the 2010 tax levy (for taxes  
(year)  
collectable in 2011 ) which would have produced funds to pay this indebtedness. (Not applicable to special  
(year)  
assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of One hundred thirty three  
thousand, twelve and 50/100 dollars (\$ 133,012.50 ) from funds allotted to the county or municipality  
under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the  
Regional Engineer, Department of Transportation, Schaumburg, Illinois.

I, \_\_\_\_\_, Village \_\_\_\_\_ Clerk in and  
(County or Municipal)

for the Village \_\_\_\_\_ of Sugar Grove \_\_\_\_\_ hereby certify  
(County or Municipality)

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees \_\_\_\_\_ at a meeting on \_\_\_\_\_ .  
(County Board, Council or President and Board of Trustees)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day  
of \_\_\_\_\_, A.D. \_\_\_\_\_ .

\_\_\_\_\_  
Village \_\_\_\_\_ Clerk.  
(County or Municipal)

(Seal)

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** RESOLUTION PROVIDING FOR THE RETIREMENT OF CERTAIN MUNICIPAL INDEBTEDNESS BY THE USE OF MOTOR FUEL TAX FUNDS  
**AGENDA:** JULY 5, 2011 REGULAR BOARD MEETING  
**DATE:** JUNE 28, 2011

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**ISSUE**

Shall the Board provide for the retirement of certain municipal indebtedness by the use of motor fuel tax funds.

**DISCUSSION**

The Village issued \$590,000 of General Obligation Alternate Revenue Source Road Bonds on or about July 22, 2008. When these bonds were issued, it was the intent of the Village to utilize motor fuel tax funds to retire the indebtedness. The attached resolution provides for the second year of principal and interest payments. Similar resolutions will be brought forward each of the next three years.

**COST**

There are no direct costs associated with the approval of the resolution.

**RECOMMENDATION**

That the Board approve the resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** RESOLUTIONS ENTERING INTO A SEWER MAINTENANCE AGREEMENT AND AUTHORIZING THE RELEASE OF A LETTER OF CREDIT FOR SUGAR GROVE ANIMAL HOSPITAL  
**AGENDA:** JULY 5, 2011 REGULAR MEETING  
**DATE:** JULY 1, 2011

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**ISSUE**

Shall the Village Board release Old Second Bank Letter of Credit No.60101004434 for Public Improvements at the Sugar Grove Animal Hospital site.

**DISCUSSION**

The Village consulting engineer and staff have performed the final review for the Sugar Grove Animal Hospital site and find that the development improvements have been satisfactorily completed. With this development a stormwater management agreement was required and that appropriate paperwork has been signed by Dr. Zabel. The agreement will be recorded upon execution by the Village.

All improvements completed and Staff recommends that the Old Second Bank Letter of Credit No.60101004434 be released. Attached are resolutions approving entering into the stormwater maintenance agreement and releasing of the letter of credit.

**COSTS**

There are no costs associated with the release of this Letters of Credit.

**RECOMMENDATION**

That the Board Adopt Resolutions 20110705B2 Authorizing Entering Into a Sewer Maintenance Agreement for Lots 1 and 2 of the SG Animal Hospital

Subdivision and # 20110705B Authorizing the release of the Letter of Credit for Sugar Grove Animal Hospital, subject to Attorney Review.

**RESOLUTION #20110705B**

**SUGAR GROVE ANIMAL HOSPITAL**

**RELEASE OF LETTER OF CREDIT 60101004434**

**VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS**

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**WHEREAS**, Old Second Bank is the holder of a Letter of Credit to complete the public improvements at the Sugar Grove Animal Hospital site and

**WHEREAS**, all of the public and private improvements have been constructed in accord with the plans and specifications, as revised, heretofore approved by the Village of Sugar Grove; and

**WHEREAS**, the public and private improvements have been inspected by the Engineer for the Developer and by a representative for the Village of Sugar Grove and are found to be satisfactory.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Sugar Grove hereby releases in whole Old Second Bank Letter of Credit Number 60101004434.

**PASSED** by the Village Board of the Village of Sugar Grove, this 5th day of July, 2011 and **APPROVED** by the President of the Village of Sugar Grove, this 5th day of July, 2011.

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Village President, P. Sean Michels

**ATTEST:**

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Village Clerk, Cynthia L. Galbreath



**RESOLUTION NO. 20110705B2**

**Authorization to Sign a  
Storm Sewer Maintenance Agreement  
For Lots 1 and 2 of the Sugar Grove Animal Hospital Subdivision  
In the Village of Sugar Grove, Kane County, Illinois**

**BE IT RESOLVED**, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

**WHEREAS**, an agreement for the maintenance of a storm sewer extension located on Lots 1 and 2 of the Sugar Grove Animal Hospital Subdivision is needed to insure that maintain is performed as needed; and

**WHEREAS**, the Village of Sugar Grove Board has determined that it is in the best interests of the Village to enter into this agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Sugar Grove, as follows:

That the Village President is hereby authorized to sign the attached Storm Water Maintenance Agreement.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 5<sup>th</sup> day of July, 2011.

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P. Sean Michels,  
President of the Board of Trustees of the Village of  
Sugar Grove, Kane County, Illinois

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Attest: Cynthia L. Galbreath,  
Village Clerk Sugar Grove, Kane County, Illinois

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY TREASURER'S REPORT  
**AGENDA:** JULY 5, 2011 REGULAR BOARD MEETING  
**DATE:** JUNE 28, 2011

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**ISSUE**

Should the Village Board approve the May 2011 monthly Treasurer's report.

**DISCUSSION**

The Summarized Revenue & Expense Reports are attached (pages 1 - 7). At May 31, 2011 we are through 1 month of the year (8.3%).

The General Fund revenues and expenditures are at 7.5% and 5.5%, respectively. There are several revenue accounts that are lower than anticipated; however, none of those (other than those related to building activity discussed below) are of concern at this point of the year. The main reason for the expenditures being lower than budgeted is many expenditures are attributable to the prior fiscal year, for which journal entries have already been made. The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-51-6208	Training & Membership	5,995	1,170	19.6%	A
01-51-6209	Uniform Allowance	10,400	5,200	50.0%	B

A Pol – This is due to the timing of membership payment for the North Eastern Multi-Regional Training Programs (NEMRT).

B Pol – This is simply due to the timing of payments for uniform allowance.

Please note engineering invoices are paid approximately 2 months after services are provided. Thus, engineering services accounts in the General Fund, Infrastructure Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 6.8% and expenditures are at 5.1%. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made.

The Airport Industrial TIF Fund expenditures are at 0.0%. The expenditures are low due to a 2 month lag in planning invoices.

The Infrastructure Capital Projects Fund revenues are at 6.2% and expenditures are 0.0%. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made.

The Debt Service Fund revenues are at 7.4% and the expenditures are at 0.1%. The expenditures are low due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 7.1% and 13.1%, respectively. The capital revenues and expenses are at 6.8% and 0.0%, respectively. The main reason for the expenses being high is the timing of debt payments throughout the year. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-8002	Debt – Principal	1,483,231	280,000	18.9%	C
50-50-8003	Debt – Interest	325,631	115,925	35.6%	D
50-60-6311	IEPA Water Sampling	10,000	7,026	70.3%	E

C Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.

D Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.

E Water Ops. – This is due to the timing of water sampling program. This is a budgeted item.

The Refuse Fund revenues and expenses are at 8.0% and 0.4%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential and 6 commercial, and 325 miscellaneous permits in the fiscal year 2011 – 2012 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of June 29, 2011, 0 of the residential, 1 of the commercial, and 76 of the miscellaneous permits have been issued. The following accounts will be included in each Treasurer’s Report to reflect the revenues from building activity:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	38,100	4,878	12.8%
01-00-3320	Cert of Occupancy Fees	600	100	16.7%
01-00-3330	Plan Review Fees	1,920	44	2.3%
01-00-3340	Reinspection Fees	2,873	80	2.8%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	0	0.0%
01-00-3760	Review and Dev. Fees	106,600	1,845	1.8%
30-00-3850	Improvement Donations	0	0	0.0%
30-00-3851	Emerg Warn Device Fee	0	0	0.0%
30-00-3852	Life Safety-Police	0	0	0.0%
30-00-3853	Life Safety-Streets	0	0	0.0%
30-00-3856	Commercial Fee	0	0	0.0%
35-00-3854	Traffic Pre-emption Donate	0	0	0.0%
35-00-3855	Road Impact Fee	0	0	0.0%
50-00-3310	Meter Reinspections	175	0	0.0%
50-00-3670	Meter Sales	11,565	582	5.1%
50-01-3651	Water Tap-On Fees	17,403	0	0.0%
50-01-3652	Sewer Tap-On Fees	0	0	0.0%
50-01-3791	Fire Suppr Tap-On Fee	17,403	0	0.0%

## **COST**

There are no direct costs associated with the monthly Treasurer's report.

## **RECOMMENDATION**

That the Board approve the May 2011 monthly Treasurer's reports.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** DISCUSSION OF ACCOMPLISHMENTS AND ACTION PLANS  
**AGENDA:** JULY 5, 2011 COMMITTEE OF THE WHOLE MEETING  
**DATE:** JUNE 28, 2011

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**ISSUE**

Should the Village Board discuss Departmental Accomplishments and Action Plans.

**DISCUSSION**

Attached for the Board's review are the Accomplishments of the past fiscal year and the Action Plans (goals) of the current fiscal year of all Village Departments. The Departmental Accomplishments reflect the major accomplishments of the past fiscal year. The Action Plans reflect items that are budgeted items, are of a Village wide concern, or that have an upcoming due date for a renegotiation of a contract etc. Action Plans do not include day to day tasks.

**COSTS**

There is no cost associated with this item at this time.

**RECOMMENDATION**

That the Board review the Departmental Accomplishments and Action Plans.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** DISCUSSION OF ACCOMPLISHMENTS AND ACTION PLANS  
**AGENDA:** JULY 5, 2011 COMMITTEE OF THE WHOLE MEETING  
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**ISSUE**

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**DISCUSSION**

Attached for the Board's review are the Accomplishments of the past fiscal year and the Action Plans (goals) of the current fiscal year of all Village Departments. The Departmental Accomplishments reflect the major accomplishments of the past fiscal year. The Action Plans reflect items that are budgeted items, are of a Village wide concern, or that have an upcoming due date for a renegotiation of a contract etc. Action Plans do not include day to day tasks.

**COSTS**

There is no cost associated with this item at this time.

**RECOMMENDATION**

That the Board review the Departmental Accomplishments and Action Plans.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** ANTHONY SPECIALE, PUBLIC WORKS DIRECTOR  
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR  
**SUBJECT:** DISCUSSION: CARPET REPLACEMENT FOR BOARD ROOM  
**AGENDA:** JULY 5, 2011 COMMITTEE OF THE WHOLE MEETING  
**DATE:** JUNE 28, 2011

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**ISSUE**

Should the Village Board replace the carpeting in the Board Room.

**DISCUSSION**

The need to repair or replace the carpet in the Board room at the Village Hall had been discussed and Staff was instructed to investigate possible solutions. The current carpet has been in service for some time and the adhesive under the carpet has begun to deteriorate. The loose spots in the adhesive have caused the carpet to rise, creating uneven walking surfaces. Staff has researched the costs to replace the carpet. Three methods were investigated including stretching and gluing the existing carpet, installing a new one piece carpet or installing carpet tiles.

Staff learned that stretching and gluing the existing carpet was not a feasible option due to the age and condition of the carpet. The cost for a one piece replacement is approximately \$3,700.00. The cost to replace the carpet with 2' x 2' carpet tiles (standard size for commercial applications) is approximately \$5,850.00.

**COST**

The estimated cost to complete the carpet replacement was not budgeted for in the FYE 12 Budget.

**RECOMMENDATION**

That the Village Board discuss the Board room carpet replacement and direct staff by consensus of a recommendation.

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## Village of Sugar Grove, Illinois Financial Policies

### Purpose

The Village of Sugar Grove has a tradition of sound municipal financial management. These policies are designed to establish a framework for providing quality services to the community in an efficient and effective manner while maintaining long-term financial stability within the limitations established in the policies.

The Village of Sugar Grove has a responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan for the funding of services and facilities required by the public.

The fiscal policies of the Village of Sugar Grove have specific objectives designed to ensure the continued fiscal health of the Village. These objectives are:

- To maintain Board policy making ability by ensuring that important fiscal decisions are not driven by emergencies or financial problems.
- To provide the Board with accurate and timely information so that policy decisions can be made in a timely and accurate manner.
- To provide sound financial principles to guide the Board and management in making decisions.
- To use sound revenue policies which prevent undue reliance on a single source of revenue and which distributes the cost of municipal services fairly among all programs.
- To protect and maintain the Village's credit rating.
- To ensure legal compliance with the budget through systems of internal control.

### Budget Policies

Illinois law requires that all general-purpose local governments pass an appropriation ordinance within the first quarter of each fiscal year or an annual budget shall be adopted by the corporate authorities before the beginning of each fiscal year to which it applies. The Village has chosen to adopt sections 5/8-2-9.1 through and including sections 5/8-2-9.10 of Chapter 65 of the Illinois Compiled Statutes (Municipal Code) which provide for a municipality's financial operation under an annual budget in lieu of an appropriation ordinance.

The budget process is an opportunity for the Village to assess and evaluate how it commits its financial resources and make decisions regarding their continued use. The process, if conducted effectively, will result in a clearly spelled out plan for the future of this organization and a general collective understanding of how and where limited fiscal resources will be directed. The annual budget should provide for the following:

1. The Village will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds at the same time maintaining recommended fund balances.
2. Budget development will be directed by and should allow for the implementation of specific goals and objectives as included in the Strategic Plan and as developed by each department.

## Village of Sugar Grove, Illinois Financial Policies (Continued)

### Budget Policies (Continued)

3. As part of the annual budget review process, the Village will project fund revenues and expenditures for two years beyond the budget year and compare the projected balances to the fund balance policy. This will allow the Village to identify potential problems early enough to correct them.
4. The tentative annual budget shall be made conveniently available to public inspection prior to the passage of the annual budget. The Village shall hold at least one public hearing on the tentative annual budget prior to final action on the budget.
5. The Village will prepare and maintain a system of regular monthly reports comparing actual revenues and expenditures to budgeted amounts.
6. Each department shall annually contribute for replacement of vehicles and equipment in order to maintain a "pay-as-you-go" basis for equipment replacement. Replacement cost and useful life for vehicles and equipment will be reevaluated on an annual basis.
7. The annual budget should effectively communicate meaningful and understandable information to the Village residents, Village Board, Village Staff, and other readers. To accomplish this goal the Village will prepare its annual budget in conformance with the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award Program.

### Reserve Policies

The purpose of these policies is to enhance long-term financial planning and mitigate the risks associated with changes in revenues due to economic and local market conditions and unanticipated expenditures that may occur. The Village of Sugar Grove has established the following fund reserve policies:

#### General Fund

1. The Village of Sugar Grove will strive to maintain a minimum unrestricted fund balance (committed, assigned, or unassigned) in the General Fund to fund operations for a period of at least three months ("Cash Flow Commitment"). The Cash Flow Commitment in the General Fund is adjusted with the adoption of the annual budget and is calculated as three months (25%) of current year expenditures.
2. If the fund balance is anticipated to fall below 25%, a plan will be developed and implemented to restore the fund balance to an acceptable level within a reasonable period of time.
3. The Village will spend the most restricted dollars before less restricted, in the following order:
  - a. Nonspendable (if funds become spendable),
  - b. Restricted,
  - c. Committed,
  - d. Assigned, and
  - e. Unassigned.

## Village of Sugar Grove, Illinois Financial Policies (Continued)

### Reserve Policies (Continued)

#### Waterworks and Sewerage Fund

1. The Village of Sugar Grove will strive to maintain minimum unrestricted net assets in the Waterworks and Sewerage Fund to fund operations for a period of at least three months ("Cash Flow Commitment"). The Cash Flow Commitment in the Waterworks and Sewerage Fund is adjusted with the adoption of the annual budget and is calculated as three months (25%) of current year operating expenses (excludes capital expenses, as well as amortization and depreciation).
2. If the balance is anticipated to fall below 25%, rates will be adjusted accordingly to restore the net assets to an acceptable level within a reasonable period of time.

#### Refuse Fund

1. The Village of Sugar Grove will strive to maintain minimum unrestricted net assets in the Refuse Fund to fund operations for a period of at least one and a half months ("Cash Flow Commitment"). The Cash Flow Commitment in the Refuse Fund is adjusted with the adoption of the annual budget and is calculated as one and a half months (12.5%) of current year operating expenses.
2. If the balance is anticipated to fall below 12.5%, rates will be adjusted accordingly to restore the net assets to an acceptable level within a reasonable period of time.

### Revenue Policies

The Village endeavors to maintain a broad-based, well-diversified, and stable portfolio of revenues to reduce the impacts of short-term fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn. The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

1. Each existing and potential revenue source will be examined annually on an objective, reasonable, and conservative basis. The Village will project each revenue source for at least the next three years and will update this projection through the annual financial forecast process.
2. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.
3. All charges for services, fees, licenses, permits, etc. will be reviewed regularly to insure that rates are maintained at a level that correlates to the cost of providing such services and are competitive with others providing similar services in the area.
4. Enterprise fund fees and user charges shall be set at a level that fully supports the cost of providing the services, providing for debt service, and maintaining the capital structure of the systems. Water, sewer, and refuse rates will be reviewed annually and set at levels adequate to meet expenditures for the next three years, less any excess fund balance.

**Village of Sugar Grove, Illinois  
Financial Policies (Continued)**

**Revenue Policies (Continued)**

5. One-time revenues will not be used to support operating expenditures, except in emergency situations. The identification of new, one-time revenue opportunities will be used to fund capital projects.
6. The Village will strive to strengthen its revenue base by bringing in additional commercial and industrial development with the assistance of the Sugar Grove Economic Development Corporation.
7. The Village will actively seek State and Federal grants.

**Expenditure Policies**

1. The Village will maintain a level of expenditures which will provide for the public well-being and safety of the residents and businesses of the community.
2. Expenditures will be within the confines of generated revenue and/or reserve balances. Services will parallel and adjust to the Village's elastic and inelastic revenue sources in order to maintain the highest level of service.
3. The Village will project expenditures for at least the next three years and will update this projection through the annual financial forecast process. This forecast will take into account anticipated increases in operating expenditures, significant changes in operating and staffing needs, and future capital projects and improvements that have been identified as needed for the community.
4. The annual operating budget will include the corresponding capital projects identified in the Five-Year Capital Improvement Program (CIP).
5. An employee compensation package consistent with sound economic policies will be maintained to recruit and to retain qualified employees. The Village will maintain a pay and benefit structure for its employees competitive with communities comparable to the Village.

**Cash Management Policies**

1. The cash management system is designed to accurately monitor and forecast revenues and expenditures, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.
2. An investment policy has been adopted by the Village Board as a separate document, and is incorporated into these financial policies by reference. The investment policy provides guidelines for the prudent investment of cash reserves and temporarily idle cash and outlines the policies for maximizing the efficiency of the cash management system.

**Village of Sugar Grove, Illinois  
Financial Policies (Continued)**

**Cash Management Policies (Continued)**

3. In order to maximize interest earnings, the Village combines the cash of all funds excluding those that are legally required to be held separately. Interest revenue derived from commingled cash is allocated to the participating funds monthly, based on the relative average cash balance of each fund.
4. Require that all bank deposits be collateralized with securities, as noted in the above policy, having a market value of 102% of the underlying deposits.
5. State statutes govern the investment of public funds and provide the general framework for investment activity and fiduciary responsibilities. The investment of Village funds must be in conformance with state statutes, local ordinances, and internal policies and procedures.
6. Criteria for selecting investments and the order of priority are: safety, liquidity, and return on investment.

**Accounting, Auditing and Reporting Policies**

The Village will establish and maintain a high standard of accounting practices in conformance with accounting principles generally accepted in the United States of America (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB). The Village also incorporates the following principles related to accounting, auditing and reporting as it furthers its financial planning and fulfills its fiscal responsibilities:

1. An audit of the Village's financial statements will be performed annually in accordance with auditing standards generally accepted in the United States of America (GAAS) by an independent firm of certified public accountants, who will publicly issue an opinion that will be incorporated into the financial statements.
2. The Village will submit its Comprehensive Annual Financial Report (CAFR) annually to the Government Finance Officers Association (GFOA) for the purpose of obtaining the Certificate of Achievement for Excellence in Financial Reporting Award.
3. Governmental funds will be reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the liability is incurred.
4. The government-wide, proprietary fund, and fiduciary trust fund financial statements will be reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place.

## Village of Sugar Grove, Illinois Financial Policies (Continued)

### Accounting, Auditing and Reporting Policies (Continued)

5. Fiduciary agency funds will be reported using the accrual basis of accounting to recognize receivables and payables. However, they do not have a measurement focus since they report only assets and liabilities, and do not report equity or changes in equity.
6. The Village will promote full disclosures in its financial statements in accordance with, but not limited to, the requirements of the Governmental Accounting Standards.

### Debt Administration Policies

As a non-home rule community, the statutory limit on the amount of general obligation debt outstanding cannot exceed 8.625% of equalized assessed valuation. The legal debt limit specifically excludes general obligation alternate revenue bonds and other debt which is being repaid by a revenue source other than property taxes. Using the 2010 equalized assessed valuation (the most recent available information); this limitation would allow for \$27.1 million in debt with no outstanding general obligation debt (excluding alternate revenue bonds) as of April 30, 2011. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds should the need arise.

1. The Village will confine long-term borrowing to those capital improvements or one-time obligations that cannot be financed from current revenues or reserves.
2. The Village will not use long-term borrowing to fund operating expenditures.
3. The Village will maintain communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
4. The maturity date for any long-term debt will not exceed the reasonably expected useful life of the capital project financed.
5. The Village will consider the refunding of outstanding debt when at least a 3% present value savings can be obtained for an advance refunding and at least a 2% present value savings can be obtained for a current refunding, as long as it is beneficial to the Village.
6. Excess fund balance may be used to 1) fund planned capital projects, thereby avoiding debt; 2) abate annual debt service on outstanding obligations; or 3) pay down outstanding obligations.
7. Continuing disclosures will be filed annually as required by the Village's outstanding debt in accordance with Securities and Exchange Commission (SEC) Rule 15c2-12.

### Capital Asset Policies

1. The capital asset system is designed to provide control and accountability over capital assets, thus enabling the Village to safeguard assets to the fullest extent possible. The Village utilizes this system to gather and maintain information needed for the preparation of the financial statements.

Village of Sugar Grove, Illinois  
 Financial Policies (Continued)

Capital Asset Policies (Continued)

2. A capital asset policy has been adopted by the Village Board as a separate document, and is incorporated into these financial policies by reference. The policy provides guidelines for the capitalization and depreciation of the Village's capital assets and insures compliance with the capital asset provisions of Governmental Accounting Standards Board (GASB) Statement No. 34.
  
3. When the Village constructs or acquires additional capital assets they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations, the Village values these capital assets at the estimated fair value of the item at the date of donation. To be considered a capital asset for financial reporting purposes an item must have a useful life of at least one year and be at or above the capitalization thresholds in the following table.

Description	Useful Life	Capitalization Threshold
Land (and inexhaustible land improvements)	N/A	\$ 1
Land improvements (exhaustible)	15 - 20	25,000
Buildings	45	50,000
Building improvements	10 - 30	50,000
Vehicles	3 - 10	10,000
Machinery and equipment	5 - 30	25,000
Computers	4	10,000
Furniture and fixtures	5 - 20	15,000
Infrastructure	20 - 50	250,000

4. The Village shall maintain a Five-Year Capital Improvement Program (CIP) in association with the Expenditure Policy noted above. Capital improvements will be made in accordance with the plan which will be updated on an annual basis. The CIP will provide for adequate design, construction, maintenance and replacement of the Village's capital plant and equipment subject to budgetary restrictions and will be used to identify and prioritize future capital needs and possible funding sources.

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**VILLAGE OF SUGAR GROVE  
INTEROFFICE MEMORANDUM**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN E. VANVOOREN  
**SUBJECT:** DISCUSSION: FINANCIAL POLICIES  
**AGENDA:** JULY 5, 2011 REGULAR BOARD MEETING  
**DATE:** JUNE 30, 2011

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**ISSUE**

Should the Village Board approve financial policies.

**DISCUSSION**

The Finance Department has drafted Village financial policies based on a combination of actual Village procedures and the best practices of peer communities. The Village's management practices are considered "good" under Standard & Poor's Financial Management Assessment (FMA), and were cited as one reason for the bond rating upgrade in 2008 from A to A+. Formally approving the policies will not only allow the Village to move towards "strong" practices, but also allow staff to monitor and report on each of the policies.

These policies will allow the Village to maintain its strong financial condition, as well as quality services now and into the future. Staff recommends approval of the currently informal policies (attached) as a way to potentially upgrade the Village's bond rating.

**COST**

There are no direct costs associated with the formalization of financial policies.

**RECOMMENDATION**

That the Board direct staff to bring the financial policies to the July 19, 2011 Village Board meeting for approval.

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**VILLAGE OF SUGAR GROVE  
INTEROFFICE MEMORANDUM**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN E. VANVOOREN  
**SUBJECT:** DISCUSSION: UTILITY RATES  
**AGENDA:** JULY 5, 2011 REGULAR BOARD MEETING  
**DATE:** JUNE 30, 2011

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**ISSUE**

Should the Village Board increase the water and sewer rates.

**DISCUSSION**

The Village Board last discussed the Waterworks and Sewerage Fund at the April 21, 2011 budget hearing. At the time, staff advised the Board of the need to convene the Public Utilities Rate Committee. The Board appointed the Village representatives to the Committee at the May 17, 2011 Village Board meeting.

The Committee met on June 2, 2011, June 7, 2011, and June 20, 2011 to discuss the financial needs of the water and sewer system. The spreadsheets presented for consideration by the Committee will be available upon request. The Committee approved the following rate structure:

- 1) Operational rate increase of 7.25% per year for the next 3 years;
- 2) Water meter program of \$1 for the first year, \$2 for the second year, and \$3 for each year thereafter; and
- 3) Leave the \$1 administrative fee on the utility bills.

Staff concurs with the above rate structure. However, the Board would only implement one year at a time. Therefore, staff recommends the Board approve an operating rate increase of 7.25% to the base and usage effective with the August 1, 2011 utility bills. In addition, staff recommends the Board implement a water meter program fee of \$1 effective with the August 1, 2011 utility bills. The water meter fee will be added into the base water rate as there are only 4 lines on the utility bill.

	Current Fee	Proposed Fee
Customer Charge (per month water)	\$ 7.92	\$ 9.49
Customer Charge (per month sewer)	\$ 8.67	\$ 9.30
Water Rate (per 1,000 gallons) – resident	\$ 2.94	\$ 3.15
Sewer Rate (per 1,000 gallons) – resident	\$ 2.95	\$ 3.16
Water Rate (per 1,000 gallons) – non - resident	\$ 3.83	\$ 4.11
Sewer Rate (per 1,000 gallons) – non - resident	\$ 3.84	\$ 4.12

The change in rates, as well as the additional expense for the new water meter system, will necessitate a budget amendment for the Waterworks and Sewerage Fund. The budget amendment will be in the form of a Supplemental Budget Ordinance that will need to be approved at the same meeting as the rate increase.

### **COST**

There are no direct costs associated with the increase in water and sewer rates or the budget amendment.

### **RECOMMENDATION**

That the Board direct staff to bring the water and sewer rates, as well as budget amendment to the July 19, 2011 Village Board meeting for approval.

**Village of Sugar Grove  
Fiscal Year 2010-2011  
Administration Department Accomplishments**

The continued focus of FY 2010-2011 was on the slowdown of the economy and the housing market and the resultant impacts on Village service demands and our ability to satisfy those demands. The continued strain on revenues has delayed anticipated projects. Staff has focused on the provision of essential services and working towards completion of the public improvements for those subdivisions affected by developers that have been adversely affected by economy.

The status of each of the Administration Department's fiscal year 2010-2011 goals is as follows:

1. Facilitate the development and implementation of a solution for the Mallard Point/Rolling Oaks Drainage Area. This will include working with the residents, Kane County and the Rob Roy Drainage District to insure that all understand and accept the proposed improvements, project costs, financing mechanisms and potential cost sharing. It is recognized that this item is not completely within the control of the Village.

*A project plan has been developed for the drainage area and Phase I of the project is underway. Numerous meetings were held with the residents of Mallard Point & Rolling Oaks residents, Kane County, and Rob Roy to insure that all are aware of the financial impacts and that the project serves the needs of all. Studies and testing were performed by Village contractors to help insure that the project plan was feasible and cost effective. A plan for improvements both short term and long term has been determined and funding sources have been identified. The Village has entered into an agreement with Kane County for a low interest loan and subsequently applied for grant funding (which unfortunately was unsuccessful). The completion date for this project is dependent upon easement acquisition. It is recognized that this item is not completely under the control of the Village.*

2. Monitor all the subdivision improvements, both within areas that are currently under the control of a developer and those for which the LOC/Bonds have been called to insure that the public improvements are completed. It is recognized that this item is not completely within the control of the Village.

*The Village has been able to successfully achieve completion of many public improvements in defaulted subdivisions. Staff will continue to pursue all available avenues to achieve the completion of outstanding public improvements.*

3. Successfully complete Labor Agreement negotiations with the Sergeants. Initial contract negotiations with the labor union representing the Sergeants began in 2008. Full completion will be achieved by the signing of a Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.

*A voluntary agreement proved unattainable and the Village filed for mediation and ultimately arbitration. Arbitration is currently pending as the arbitrator is using mediation in an effort to reduce the number of outstanding issues.*

4. Successfully complete Labor Agreement negotiations with the Patrol Officers. The current contract expires April 30, 2011. Full completion will be achieved by the signing of a new Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.

*The union did not present their initial contract proposal until spring of 2011 which delayed the start of negotiations. Negotiations are now ongoing.*

5. Reinforce the Village's ultimate boundaries. The Village has embraced the concept of boundary agreements and desires to enter into agreements with all neighboring municipalities. Sugar Grove currently has boundary agreements with six neighboring municipalities. These agreements establish eastern and southern boundaries. The establishment of a northern boundary was attempted several years ago and conditions may be ripe to achieve it. The Village's boundary agreement with Montgomery expires in 2016. The extension of boundary agreements is typically best done while there are several years remaining. Full completion will be achieved by approval of an extended boundary agreement with Montgomery and at least two meetings with the Elburn to discuss a boundary agreement. It is recognized that this item is not completely within the control of the Village.

*Montgomery has stated that they are currently focusing their efforts on a boundary agreement with another community and they are not be prepared to address this with us at this time. No significant discussion with Elburn took place.*

6. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 010-11 full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

*This item was achieved as indicated by the significant improvement in the Village's Risk Management evaluation conducted by IRMA.*

7. IL Route 47 & Interstate 88 Interchange Study. The Village has been working with IDOT, ISTHA, and developers on an Interchange Feasibility Study for I-88 and IL Route 47. A draft of the Interchange Design Study has been completed which establishes the preferred full interchange geometry and delineates future right-of-way needs, identifies the 2030 lane configuration on IL Route 47, addresses the feasibility of an interim full diamond interchange, and establishes a foundation for the next phase of planning as required by IDOT and ISTHA. Administration will coordinate moving forward with the next phase of planning this important connection within the community.

*The study was submitted to IDOT and the Toll Authority. The feasibility study has been acknowledged and accepted. The next step is to pursue funding for Phase I.*

8. Gordon Road RR Bridge. The delay of the Settlers Ridge subdivision has resulted in the delay of the planned Gordon Road grade separation at the railroad tracks. Staff will discuss possible cost sharing alternatives as well as grant opportunities with surrounding communities, Kane County,

and the State of Illinois. It is recognized that this item is not completely within the control of the Village.

*The bridge is on hold due to the delay of the subdivision; however, staff continues to monitor grant opportunities for possible submittal.*

9. Community Bike Path Plan. A committee of residents, staff, and other interested parties has been meeting to discuss the Community Bike Path Plan. Administration will coordinate the presentation of the plan to the Village Board and work with the committee to identify short and long-term goals, as well as grant opportunities throughout the community.

*The Plan was presented to the Village Board, community groups and other governmental agencies and has been generally accepted. The committee will continue to update and refine the plan. .*

10. Meet with a minimum of 5 "Powers of Influence" throughout the year. This will further the relationship between the Village and representatives of other governmental bodies at the local, County, State, and Federal levels. Full completion of this goal will be achieved by meeting with 5 Powers of Influence.

*Working with Village President Michels meetings were held with representatives of numerous local, county, state and federal governmental units. Of particular note, face-to-face meetings were held with U.S. Representative Randy Hultgren and IL Senate President John Cullerton.*

**Village of Sugar Grove  
Fiscal Year 2010-2011  
Community Development Department Accomplishments**

The responsibilities of the Community Development Department include three major areas: Planning and Zoning, Building and Code Enforcement and Economic Development Support.

The Planning Division reviews all applications for new subdivisions, annexations, rezoning, planned developments, special uses and variance requests. This division reviews applications and develops staff reports for the Plan Commission and Village Board. The Planning Division answers general questions regarding zoning classifications and along with the Community Development Director, interprets the Zoning Ordinance, Subdivision Regulations and other development Ordinances. The Planning Division also provides certain support services to the Administration Department.

The Building Division reviews all building plans to ensure that they meet applicable codes, issues permits, contractor registration and conducts inspections of new and renovated structures. The division enforces building, plumbing, electrical, HVAC and energy related codes including the International Building Code and local property maintenance codes along with the Village code.

Along with the supervision of the aforementioned Divisions, the Community Development Director has responsibility for certain economic development functions within the Village and teams with the Village Administrator and Village President in marketing the Village. The Department will continue to provide support to the economic development efforts, the EDC and work cooperatively on all new development opportunities within the Village.

The FY 10-11 Department Accomplishments are listed below:

1. Maintain permit processing time to 10 working days for residential and 15 working days for commercial permits. In order to make sure that the applicant have some assurance that their permits will be processed and issued in a timely manner, the Department has set a goal of 10 working days for residential and 15 days for commercial permit reviews, to complete the Village portion of any permit review. Permit issuance may take longer due to delays on the applicants end such as making required plan revisions and returning them for Village review. It is possible, that because of staffing limitations and increased application volume during the summer months that these time frames will be difficult to meet. The use of outside part-time help for both plan reviews and inspection services will continue as the budget permits. Full completion of this goal will be to have all applications processed and either issued a permit or follow up letter written no later than 10 working days for residential applications and 15 days for commercial applications.

*This goal was achieved for residential permits of all types in FY 10-11. This goal will continue to be a focal point for the next fiscal year. For a number of reasons, commercial permit review times vary greatly and the time is dependent on plans and information provided. It is always the goal of the department to move these types of permist forward in a timely manner.*

2. Continue to provide staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts connected with the completion of public improvements for partially completed and/or bankrupt

developments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of staff time required, this goal can greatly affect the work programming and completion of a number of other goals.

*This goal is an ongoing series of challenges for all departments and support consultants as we continue to work through the economic downturn and reinvestment in the community. Four major residential and a handful of commercial developments have required large amounts of staff time as we work through bond/letter of credit issues, development completion, maintenance and acceptance issues.*

3. Complete updates to the Zoning Ordinance. This is a continuing piecemeal project as outlined to the Village Board in 2010. Focus areas include the landscape design standards, definitions section, principal, accessory, permitted and special uses, parking standards and the IL Rt. 47 corridor standards. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption. This would also include the previously drafted Sign Code section. The ultimate goal would be to someday have a Unified Development Code for the Village which would combine the elements of the Zoning Ordinance, Subdivision Regulations and Land Use plan along with the sub area and corridor plans into one document.

*This goal was not fully completed this past fiscal year however a few amendments have been reviewed by staff and the Plan Commission and recommendations on text changes have (i.e. Permitted and Special Uses, Accessory Uses, etc.) and will continue to come forward to the Village Board for approval in FY 11-12.*

4. Complete updates to the Subdivision Regulations. This is a continuing project that is from past fiscal years. Once completed, the updated regulations will revise the out of date subdivision code including the portions relating to the development process and the required submittals for preliminary and final plat. Full completion of this goal will be presentation of a newly revised subdivision ordinance to the Village Board for adoption.

*This goal has not been completed and because of shifting staff priorities will continue to have limited time devoted to it. The goal remains because of the need to position the Village with update standards for future residential growth.*

5. Complete adoption of elements of the Illinois Route 47 Corridor Planning Study. This is a project continued from the last fiscal year. This project involves the review of the Village plan for IL Rt. 47 in conjunction with the Draft Corridor Planning Study coordinated by the Kane and McHenry County Planning Departments as prepared by T.Y. Lin International, Inc., Houseal Lavigne Associates and SEC Group, Inc. At this time, this goal is not funded for village consultant involvement and will be considered for review by staff as time permits. Full completion of this goal will include staff recommendations to the Village Board regarding the adoption of certain aspects of the Corridor Planning Study as a part of the piecemeal Zoning Ordinance amendments.

*This goal was partially completed this past fiscal year with the review by the Village Board of design elements found within the study and the current set of standards within existing Village Codes. This review identified a number of areas in which the current Village Codes have already addressed standards outlined in the study recommendations. Additional text amendments will be developed and presented to the Board in FY 11-12*

6. Continue to provide the Village Board information on the status of development projects, with anticipated time frames and permit activities. Staff has been providing building permit information and a report on the status of individual developments as a part of the CD Report prior to each Board meeting. Full completion of this goal will be to continue to provide this information to the Village Board during the scheduled times and to provide more regularly updated information regarding crossover EDC activities.

*This goal was met by providing development status lists to the Board on a regular basis within the bi-monthly department report. This will remain a goal in FY 11-12.*

7. Continue to function as the EDC Staff to foster economic development in the Village. This involves attending various meetings and consulting with the EDC Board and the Village Board on a regular basis regarding economic development items. Full completion of this goal will involve attending various meetings and making contact with developers, retailers and business people considering Sugar Grove as a location for business. This also involves continuing to make contact with established business persons within the community in an effort to retain these businesses.

*This goal was completed by attending both the spring and fall ICSC Shows along with the EDC Board Meetings. As in the past two years, this goal was also met by the coordination and development of the fall EDC Newsletter. This will remain a major goal for FY 11-12.*

8. Continue to foster a positive relationship with the Sugar Grove business community. Full compliance will be achieved by attending at least six Chamber of Commerce lunch meetings and four other Chamber functions.

*This goal has been achieved by attending Chamber functions, lunches and other events. This goal was also met with the continuation of one on one meetings with business owners, property owners and developers within the community. This will remain as a major goal in FY 11-12.*

9. Inform and educate Village residents, businesses and developers about revisions to the Zoning Ordinance. The adoption of the revisions to the Zoning Ordinance may involve regulations which affect individual property owners and developers. It is anticipated that communicating these changes to the public, once they are adopted will take on a number of different forms. If the changes are presented and adopted in a timely manner, staff will communicate this information to the public by several means including the Village newsletter, website and materials added to the petition or application packets. This goal will be dependent on adoption of the revisions to the Zoning Ordinance. Once adopted, full completion will be to include publication of the changes.

*This was a continuing goal that was met by coordinating with the Clerk's Office regarding press releases and newsletter information. This will remain a goal for FY 11-12.*

10. Keep the public informed about current code requirements. This can be accomplished by several means including the village newsletter, website and materials added to the building permit packets. Full completion of this goal will include publication of updated adopted code changes and reformatted building permit packets.

*This goal was accomplished with newsletter updates and the design of new departmental handouts. As stated in the past, this is a cross departmental mission and will remain as a goal each fiscal year.*

11. Continue to promote safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 10-11 full completion for the Community Development Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target as well as to conduct quarterly departmental safety meetings.

*No major incidents were reported in the past fiscal year. There was one minor traffic accident which was not the fault of the Staff person involved. This will remain a goal for FY 11-12.*

12. Main Street Plan Implementation. Provided that the Board by consensus agrees with the proposed plan, staff will begin implementing certain aspects of this plan. Items that could be done in FY 10-11 would include adoption of a Main Street zoning or overlay district, and rezoning of some or all of the study area to the new district. Staff may also consider initial steps in considering the feasibility of a Tax Increment Financing District (TIF) for this area. However, this project is not funded and any significant work may have to be moved the next fiscal year. If the Board agrees with the plan, full compliance would be achieved by developing a Main Street zoning or overlay district and presenting options for implementation to the Village Board for consideration.

*Focus at the end of the fiscal year was and continues to be relating to the support and development of a Veterans Park and parking lot within the Main Street area. With regards to a TIF District, focus has shifted from the Main Street area to the western and northwestern portion of the community as the Village moves forward with the development of a TIF District for the business park/industrial areas. This goal will be modified for FY 11-12.*

13. Work with Public Works Department to continue development of the GIS system for the Village. This is a project that is continued from prior fiscal years. Community Development will continue to provide any technical assistance and input into the project, since later parts of the GIS system will fully involve the CD Department. Full completion of this goal will be to continue to provide assistance to the Public Works Department in the implementation of the GIS project.

*This goal has been achieved and will continue to remain as a modified goal in FY 11-12 as the Village further develops the GIS system.*

14. Begin revisions to the Comprehensive Plan. This is needed due to changes in the planning area of the Village and other land use changes. It will also encompass revisions to the transportation plan as well as the pathway plan. Lastly it will include a fiscal analysis to help determine the proper "balance" of land uses in the community. Full completion of this goal will be to have 50% of the revisions completed by the end of the fiscal year.

*This goal was not completed in the past fiscal year based on limited staff time and shifting priorities. This goal will be revised and modified for FY 11-12.*

15. An additional goal was added following the completion of Departmental Action Plan for FY 10-11. Staff completed the requirements which allowed for an improved Floodplain /Insurance Service Office (ISO) rating which will benefit Village residents. The Village now has a Community Rating System (CRS) of Class 6 which is improved from Class 7 and puts the Village in one of the top ratings class of all Chicagoland communities and 7<sup>th</sup> statewide.

*This goal was been completed.*

Village of Sugar Grove, Illinois  
Fiscal Year 2010 – 2011  
Finance Department Accomplishments

The status of each of the Finance Department's fiscal year 2010 – 2011 goals is as follows:

1. Formalize the Village's policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and into the future.
  - *The existing informal Village policies were listed in the budget document submitted for the GFOA Distinguished Budget Award. Staff drafted policies during fiscal year 2010 – 2011 based on a combination of actual Village procedures and the best practices of peer communities. This will be brought to the Board for approval in the first quarter of fiscal year 2011 – 2012.*
2. Produce a comprehensive financial procedures manual.
  - *The Village currently has documented its informal procedures covering most of its activities and surveyed several peer communities. Changes will also be made to the procedures to reflect the formalization of the new financial policies when they are approved by the Board. It is anticipated that this item will be completed in fiscal year 2011 – 2012.*
3. Update the Village's Compensation Philosophy and Plan.
  - *A wage freeze was implemented in fiscal year 2009 – 2010 for non-represented employees due to the economic recession. Changes will be made to reflect economic factors, budgetary constraints, and other contractual language. It is anticipated that this item will be completed in fiscal year 2011 – 2012.*
4. Revise the Village's Safety Manual.
  - *The Finance Department, in cooperation with all Village Departments, has revised an additional 10% of the manual in fiscal year 2010 – 2011 for a total of approximately 40% of the Safety Manual. This ongoing project will continue into fiscal year 2011 – 2012.*
5. Complete the comprehensive update to the Human Resources Manual (HRM).
  - *Staff was not able to complete any additional review in fiscal year 2010 – 2011, which remains at approximately 20% complete. This ongoing project will continue into fiscal year 2011 – 2012.*
6. Complete the cable television franchise renewal. Full compliance will be achieved by the adoption of Cable Ordinance and Franchise Agreement. It is recognized that this item is not completely within the control of the Village.
  - *The cable television franchise renewal was adopted by the Village Board on April 12, 2011.*
7. Review the investment policy. The current economic climate has necessitated a thorough review of the Village's investment policy and practices to determine if any changes are necessary.
  - *The investment policy was reviewed during fiscal year 2010 – 2011 as part of the formalization of Village policies noted above. Minor changes to the policy will be brought to the Board for approval in the first quarter of fiscal year 2011 – 2012.*

8. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible.
  - *This is something that each part of the organization continues to strive for. This is an ongoing goal that we will monitor throughout the year.*

In addition to the specific accomplishments noted above, other noteworthy accomplishments include:

1. The Village received notice that the fiscal year 2009 – 2010 Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement Award by the GFOA.
2. The Village received notice that the fiscal year 2010 – 2011 Budget has been awarded the Distinguished Budget Presentation Award by the GFOA.
3. The Village passed a referendum allowing aggregation of its resident's electricity usage.

Village of Sugar Grove  
Fiscal Year 2010-2011  
Police Department Accomplishments

Specific goals for the Police Department are listed below:

1. Re-initiate the "Citizens e-mail Notification Updates". A new initiative would be to identify and train a civilian citizen to take over the e-mail notification program. This was very popular, but we do not have the capacity to have police officers operate this program. This will be complete when the Citizen's e-mail Notification System is up and running with a citizen volunteer. *This item will be carried over to 2011-12 and will be addressed by CPAT.*
2. Institute a Police Wellness program for Police Officers. In the initial contract with MAP for our Police Officers, there is section that establishes "Physical Fitness Requirements". We will be meeting with Union representatives per the agreement in a Labor Management Committee Meeting to discuss the implementation of this section in the spring. This item will be complete when the first wellness assessment has been established. *This item is complete with the Wellness Test being administered on 09/25/10.*
3. Approve a first employment agreement with FOP for the Sergeants. We have been working on a contract for the Sergeants for nearly a year now. We will be going to binding arbitration in the near future and hopefully have an agreement before the end of the year. This item will be complete when a Sergeants contract is approved. *This item will be carried over to 2011-12 due to inability to arrive at an agreement.*
4. Research alternatives to the current radio system for the Police Department. We have been told that there will be some change to our radio system that we currently use to dispatch Police Officers from Montgomery. If Montgomery blends their system with that of Aurora PD, as has been proposed, it would mean drastic and possibly expensive changes to our radio system also. I will be researching the possibility of utilizing the "umbrella" that the Sugar Grove Fire Protection District installed in the past year to see if we would be able to use their antennae array for dispatch purposes. This item will be complete when we have either eliminated proved feasible to use the SGFD radio system for dispatch. *This item will be carried over due to our dependence on MPD for dispatch services.*
5. Conduct a comprehensive review of our Policy and Procedures Manual. It is time to review the entire manual to assess what needs to be updated in our manual. This item will be complete when the manual has been reviewed to see what areas need to be updated and changed. *This item will be carried over to 2011 when a complete new Policy Manual will be introduced from Lexipol.*
6. Get all personnel trained and certified with our patrol rifles. We acquired patrol rifles from the Federal DRMS (Defense Reutilization and Marketing Service) program. The Police Department will make this a priority by determining what alternatives there are and the cost of each alternative. We need to get all officers trained in their use so if the worst happens and we need to conduct a rapid response to an active shooter in a school, we will be prepared. This item will be complete when all Officers are trained and certified with the patrol rifles. *This item will be carried over to 2011-12 when funding will be in place for the training needed to have an in-house instructor.*

7. Conduct a Police Department Citizens Survey. The Citizens Police Advisory Team (CPAT) has proposed that we conduct a survey to evaluate the citizens impression of the Police Department. We know that there will a cost to conduct this survey, but we will be researching how this can be done as inexpensively as possible to get the pulse of the community to see what they think of the Police Department. *This item will be carried over and addressed by CPAT.*
  
8. Rapid Response Retraining. The Department needs to be retrained in the rapid response training for an active shooter. It has been a few years since anyone went through the training and there have been changes to how we would respond in this situation. The County provides this training at no cost to insure that everyone is on the same page if we need assist another agency or they need to help us with an active shooter situation. This item will be complete when we have received the updated training. *This item will be carried over to 2011-12 due to the unavailability of certified training being offered.*

Village of Sugar Grove, Illinois  
Public Works Department Accomplishments  
Fiscal Year 2010 – 2011

The focus of the Public Works Department for Fiscal Year 10-11 was to continue maintaining our current levels of service, procedures and safety, but with personnel cuts this was be difficult. The budget for fiscal year 2010 – 2011 was extremely conservative and yet continued to provide the basic services residents have come to expect from the Village. It did not include significant new service programs.

Specific goals and accomplishments for the Public Works Department are listed below.

General

1. Prairie Street LAPP Project

As part of the 2010 Pavement Maintenance Program, the Village will be resurfacing Prairie Street utilizing LAPP funding. The project includes miscellaneous asphalt patching, hot-in-place asphalt recycling and asphalt overlays. The project is expected to be completed by July 2010.

*This project was completed on June 11, 2010.*

2. IL Route 47 and Cross Street Intersection Improvement Project

Originally identified as part of a comprehensive traffic study for the Kimball Hill Development, the intersection improvements were submitted and approved for STP funding. The project was scheduled for construction in 2012, but was recently moved up the priority list to 2010. The improvements include asphalt patching, curb and gutter and additional turn lanes for both roadways. The project is expected to be completed by May 2010.

*Engineering for this project began in February 2010. A project kick off meeting with IDOT was held in November 2010. Preliminary engineering and the Intersection Design Study have been completed. Phase II engineering is in process and the project is anticipated to be out to bid in November of 2011. Construction is slated to begin in 2012.*

3. Mallard Point Settlers Ridge Water Main Extension

This project includes the water main installation connecting Mallard Point to Settlers Ridge to increase fire flows, improve water quality and provide a looped system for the east side of town. This project is expected to be complete by February 2011.

*The Village is in the process of securing easements.*

4. Mallard Point Drainage Project

In Early March 2009, Public Works Staff began working on the outflow of the detention basin in Mallard Point and continues to clear the flow area and monitor the basin level on a daily basis. Since that time, additional engineering studies have been completed on this project. Staff will continue to work with Kane County, the Rob Roy Drainage District and the residents of Mallard Point to collect data and develop an improvement plan for this area. The project plan is expected to be complete in September 2010.

*The data collection for this project, which included drilling groundwater monitoring wells, resident interviews and inflow and outflow monitoring at the detention pond, has been completed. In addition, intergovernmental agreements were developed with Kane County in December 2010 and*

Village of Sugar Grove, Illinois  
Public Works Department Accomplishments  
Fiscal Year 2010 – 2011

*the Rob Roy Drainage District in March 2011. The project plan was completed in January 2011. Staff, Kane County and the Rob Roy Drainage District are continuing to work on the construction aspects of the project. The project has been temporarily delayed while the Village secures the necessary easements. Construction is anticipated to begin in the fall of 2011.*

5. Continue Development of Public Works Procedural Manual

This is an on-going program to develop a tool that will be used to ensure all Public Works tasks and programs are completed according to current Village Policy and safety requirements. With the Job Safety Analysis and personal protective equipment audits complete, the next task will be to begin the development of the procedures. A standardized form will be selected and development of step by step procedures will begin. This is the longest and most time consuming portion of the process. Staff anticipates the procedures will be 50% completed by May 2011.

*This on-going project is in the step-by-step phase of procedure development. This is the longest stage of the project, as each procedure must be checked against current safety policies, PPE requirements and OSHA/IDOL Standards. Staff will continue work on this project during 2011, but significant progress is not anticipated until early 2012.*

6. Review and Update Regulatory Safety Policies

A review and update of the regulatory safety policies for Public Works is required every three years by IRMA. Regulatory safety policies include Trench / Excavation Safety, Confined Space Entry Policy and Lock Out / Tag Out Procedures among others. Staff will review these policies and ensure they are most up-to-date versions. This project is expected to be completed by August 2010.

*This project was completed in August 2010.*

7. Revise Hazardous Tree Ordinance

With the invasion of the Emerald Ash Borer, the need for a more defined Hazardous Tree Ordinance has become necessary. This ordinance will support the Village's EAB Action Plan and will outline notification and action procedures, private vs. public removal responsibilities, rights of the Village to remove trees deemed hazardous and a penalty section for non-compliance. The ordinance would be subject to attorney review and is expected to be completed by August 2010. The development of the draft ordinance is ongoing.

*The ordinance is ready for internal review and will be ready for attorney review in July 2011.*

8. Bliss Road Water Main Relocation

In order to facilitate the free flow of traffic, the County will improve Bliss Road including widening and the addition of turn lanes at the intersection of Bliss Road and Ke-De-Ka Road as well as Bliss Road and Hankes Road. The project will require Village water main relocation including adjustments to the Village's fire hydrants and valve vaults and installation of water main storm sewer pipes.

*Construction of the Bliss Road Water Main Relocation will be complete in conjunction with the Kane County Project in 2011.*

Village of Sugar Grove, Illinois  
Public Works Department Accomplishments  
Fiscal Year 2010 – 2011

9. Gordon Road Quiet Zone

The delay of the Settlers Ridge subdivision has resulted in the delay of the planned Gordon Road grade separation at the railroad tracks. Staff has been exploring the creation of a quiet zone as an interim solution to reduce train horn noise. An investigation into the establishment of a Quiet Zone at Gordon Road was completed in September 2009. Due to the proximity of Prairie Street to the railroad tracks (within 60'); even wayside horns would be a difficult task. The Federal Railroad Administration stated that an overpass was about the only option in this situation. Staff will investigate wayside horn costs and feasibility. Anticipated completion date is April 2011.

*Staff investigation concluded that there is no cost effective or feasible alternative to achieve quiet zone status outside of an above grade crossing / overpass. The project will move to Fiscal Year 2011-2012 Goals.*

10. Esker Drive

The Esker Drive Project is the extension of the roadway from the Kaneland Middle School site on Harter Road south to Wheeler Road. The School District is funding the project and G.A. Blocker is the general contractor.

*A preconstruction meeting was held April 22, 2010 for this project. The construction began on April 28, 2010 and was complete by November 15, 2010.*

11. Walnut Woods Sidewalks

This project consists of allocating funds from the settlement with the bond company to complete sidewalk, driveway apron and curb and gutter repairs in the Walnut Woods Subdivision.

*A preconstruction meeting was held October 27, 2010 for this project. The construction began on November 1, 2010 and was complete by November 9, 2010.*

12. Division Drive

The Division Drive Project is the extension of Division Drive to Galena Boulevard. The Division Drive extension has been identified as an important link in the effort to continue preparations for commercial growth and to diversify the tax base of the Village.

*A preconstruction meeting was held November 4, 2010 for this project. The construction began on November 8, 2010 and was open to traffic in December 2010. The project was complete in May, 2011.*

Village of Sugar Grove, Illinois  
 Public Works Department Accomplishments  
 Fiscal Year 2010 – 2011

Public Works	Fiscal Year					
	2005	2006	2007	2008	2009	2010
<b>Streets</b>						
Streets - Center lane (miles)	47.5	52	54.5	58	58	59.5
Sidewalks (miles)	74	82	88	96	96	96
Storm Sewers (miles)	51	55	58	61	61	62.5
Streetlights	850	915	965	1,100	1,100	1,120
Streetlight Repaired		106	50	89	96	72
Street Signs Replaced		243	84	53	89	57
Ditch Mowing (miles)	11.5	13.5	13.5	16	16	19
Parkway Trees Planted	24	110	279	274	128	302
Parkway Trees Trimmed	50	234	469	288	153	221
Sidewalk Replaced (sq ft) <sup>1</sup>	172	11	772	2,880	1,675	750
Street Resurfacing (miles)	0.75	0.95	0.5	1.3	2.24	2.3
Street Micro-surfacing (miles) <sup>2</sup>			2.8	0	5.3	0
Pavement Marking (linear feet) <sup>3</sup>				84,417	95,063	43,893
Pothole Repairs (tons of material)		15	18	50	27	22
Street Sweeping (cycles)		8	10	11	11	10
Mosquito Abatement (catch basins treated)		468	539	990	990	1155
<b>Water &amp; Sewer</b>						
Water Mains (miles)	52	55	61	62	62	84.3
Fire Hydrants	760	800	900	1,000	1,000	1,100
Sanitary Sewers (miles)	90	95	105	107	107	110
Water Meters	3,715		4,011	4,065	4,065	4,073
Water Meter Repaired / Replaced		252	316	428	425	298
Water Meters - New Construction		221	198	84	56	32
Water Customers	3,679	3,882	4,062	4,081	4,121	4,124
Wells	7	7	9	9	9	9
Wells (GPM)	3,170	3,170	5,170	5,170	5,170	5,170
Lift Stations	6	6	6	7	6	6
J.U.L.I.E.	4,824	3,486	2,742	2,331	1,967	1,943
Water Main Breaks	2	3	1	4	5	9
Hydrants Replaced		3	5	4	2	2
B-Box Repairs		46	50	54	25	22
<b>Inspections / Locates</b>						
Total Distribution Pumpage (1,000 gallons)	317,467	353,594	378,108	348,723	333,222	329,389
Average Daily Pumpage (1,000 gallons)	867	975	1,034	955	913	902
Sanitary Sewer Televising	1,000	1,200	800	1,000		2,000

Village of Sugar Grove, Illinois  
 Public Works Department Accomplishments  
 Fiscal Year 2010 – 2011

(feet)						
Sanitary Sewer Jetting (feet)		8,231	17,572	21,308	37,246	38,122
Fleet Services						
Vehicles	18	20	23	26	26	26
Equipment	15	18	20	21	21	21
Staff						
Administration	1.625	2	2	2	2	2
Streets & Properties	5	5	6	6	5.5	5.5
Water & Sewer	4	5	5	6	6	6

- 1 Sidewalk Replacements Completed as component of Annual MFT Programs
- 2 Pilot Program - 2006 MFT
- 3 Initial Program Year FYE08

**Village of Sugar Grove, Illinois**  
**Administration Department Action Plan**  
**Fiscal Year 2011-2012**

The budget for fiscal year 2011-2012 remains conservative and does not include significant new services. However, all basic services residents have come to expect from the Village will remain stable despite continued tight economic times and a decrease in staff. Administration Staff will continue to assist other departments in day-to-day functions as needed. While given the resources available the Action Plan can be considered an ambitious plan, and recognizing that circumstances that arise during the year may cause a change in priorities, it is believed that the plan as presented is attainable.

It should be noted that ongoing efforts such as, document imaging and retention, press release program, legislative monitoring, seeking grant opportunities, overseeing grants submitted, and community involvement, are not specifically listed in the action plan. This does not lessen their importance, but as they have become annual activities and the action plan is a tool to highlight new or non-annual efforts, they are not included.

Specific goals for the Administration Department are listed below.

1. Monitor the Mallard Point/Rolling Oaks Drainage Area Project. This will include working with the residents of Mallard Point, Rolling Oaks, and the Rob Roy Drainage District to insure that they are kept informed of the progress of the project. It is recognized that this item is not completely within the control of the Village.
2. Monitor all the subdivision improvements, both within areas that are currently under the control of a developer and those for which the LOC/Bonds have been called to insure that the public improvements are completed. It is recognized that this item is not completely within the control of the Village.
3. Successfully complete Labor Agreement negotiations with the Sergeants. Initial contract negotiations with the labor union representing the Sergeants began in 2008. Full completion will be achieved by the signing of a Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.
4. Successfully complete Labor Agreement negotiations with the Patrol Officers. The current contract expired April 30, 2011. Full completion will be achieved by the signing of a new Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.
5. Successfully establish an Industrial Tax Increment Financing District to promote economic development.
6. Begin procurement of high speed internet access for economic development. Establish an Information Infrastructure Task Force to work toward identifying and pursuing high speed internet access providers.
7. Meet with a minimum of 5 "Powers of Influence" throughout the year. This will further the relationship between the Village and representatives of other governmental bodies at the local, County, State, and Federal levels. Full completion of this goal will be achieved by meeting with 5 Powers of Influence.

**Village of Sugar Grove, Illinois**  
**Administration Department Action Plan**  
**Fiscal Year 2011-2012**

8. Facilitate a decision on the Kaneland IGA. Full compliance for this item will be achieved by representing the Village at the discussions and providing the Village Board with the information necessary to make a decision prior to the December 21, 2011 expiration date.
9. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. February 2012 is the anticipated completion date for this item.
10. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 09-10 full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

**Village of Sugar Grove  
Fiscal Year 2011-2012  
Community Development Department Action Plan**

Specific goals for the Community Development Department for FY 11-12 are as follows:

1. Maintain permit processing time to 10 working days for residential and 15 working days for commercial permits. In order to make sure that the applicant have some assurance that their permits will be processed and issued in a timely manner, the Department has set a goal of 10 working days for residential and 15 days for commercial permit reviews, to complete the Village portion of any permit review. Permit issuance may take longer due to delays on the applicants end such as making required plan revisions and returning them for Village review. It is possible, that because of staffing limitations and increased application volume during the summer months that these time frames will be difficult to meet. The use of outside part-time help for both plan reviews and inspection services will continue as the budget permits. Full completion of this goal will be to have all applications processed and either issued a permit or follow up letter written no later than 10 working days for residential applications and 15 days for commercial applications.
2. Continue to provide Staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts connected with the completion of public improvements for partially completed and/or bankrupt developments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of Staff time required, this goal can greatly affect the work programming and completion of a number of other goals.
3. Complete updates to the Zoning Ordinance. This is a continuing piecemeal project as outlined to the Village Board in FY 10-11. Focus areas include the landscape design standards, definitions section, principal, accessory, permitted and special uses and parking standards. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption. This would also include the previously drafted Sign Code section. The ultimate goal would be to someday have a Unified Development Code for the Village which would combine the elements of the Zoning Ordinance, Subdivision Regulations and Land Use plan along with the sub area and corridor plans into one document.
4. Complete updates to the Subdivision Regulations. This is a continuing project that is from past fiscal years. Once completed, the updated regulations will revise the out of date subdivision code including the portions relating to the development process and the required submittals for preliminary and final plat. Full completion of this goal will be presentation of a newly revised subdivision ordinance to the Village Board for adoption.
5. Continue to provide the Village Board information on the status of development projects, with anticipated time frames and permit activities. Staff has been providing building permit information and a report on the status of individual developments as a part of the CD Report prior to each Board meeting. Full completion of this goal will be to continue to provide this information to the Village Board during the scheduled times and to provide a more regular updated information regarding crossover EDC activities.
6. Continue to function as the EDC Staff to foster economic development in the Village. This involves attending various meetings and consulting with the EDC Board and the Village Board on a regular basis regarding economic development items. Full completion of this goal will involve attending various

meetings and making contact with developers, retailers and business people considering Sugar Grove as a location for business. This also involves continuing to make contact with established business persons within the community in an effort to retain these businesses.

7. Continue to foster a positive relationship with the Sugar Grove business community. Full compliance will be achieved by attending at least six Chamber of Commerce lunch meetings and four other Chamber functions.
8. Inform and educate Village residents, businesses and developers about revisions to the Zoning Ordinance. The adoption of the revisions to the Zoning Ordinance may involve regulations which affect individual property owners and developers. It is anticipated that communicating these changes to the public, once they are adopted will take on a number of different forms. Staff will communicate information to the public by several means including the Village newsletter, website and materials added to the petition or application packets. This goal will be dependent on adoption of the revisions to the Zoning Ordinance. Once adopted, full completion will be to include publication of the changes.
9. Keep the public informed about current code requirements. This can be accomplished by several means including the newsletter, website and materials added to the building permit packets. Full completion of this goal will include publication of updated adopted code change and reformatted building permit packets.
10. Continue to Promote Safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 11-12 full compliance would be for the Community Development Department to have no accidents in the fiscal year and quarterly Departmental Safety Meetings.
11. Business Park/Industrial TIF District Implementation. With Village Board concurrence, support Teska in the development of the Industrial Park Conservation Area TIF District by, preparation of the Redevelopment Plan, creation of a Joint Review Board, and publication of needed text amendments / coordination of required public hearings. Items that will be completed in FY 11-12. Full compliance would be achieved by the creation of the TIF District.
12. Work with Public Works Department to continue development of the GIS system for the Village. This is a project that is continued from prior fiscal years. Community Development will continue to provide any technical assistance and input into the project, since later parts of the GIS system will fully involve the CD Department. Full completion of this goal will be to continue to provide assistance to the Public Works Department in the implementation of the GIS project.
13. Begin revisions to the Comprehensive Plan. This is needed due to changes in the planning area of the Village and other land use changes. It will also encompass revisions to the transportation plan as well as the pathway plan. Lastly it will include a fiscal analysis to help determine the proper "balance" of land uses in the community. Full completion of this goal will be to have 25% of the revisions completed by the end of the fiscal year.
14. Grant Writing. Provide Staff support in the form of developing application packets exhibits and endorsement materials for CMAP, Kane County Small Cites, Kane County Riverboat Funds and other development related grant programs. Full completion would be the awarding of a grant for community development purposes.



**Village of Sugar Grove, Illinois  
Finance Department Action Plan  
Fiscal Year 2011 – 2012**

The Finance Department will again concentrate its efforts during fiscal year 2011 – 2012 on the enactment of financial policies and procedures that assist in the efficient and effective operation of the department.

It should be noted that ongoing efforts such as the audit, budget, and risk management activities, are not specifically listed in this year's action plan. This does not lessen their importance, but as they have become annual activities and the action plan is a tool to highlight new or non-annual efforts, they are not included. These activities will still be reported on throughout the year and in a year-end summary.

Specific goals for the Finance Department are listed below.

1. Complete the initial electricity aggregation program. Voters approved the opt-out program by referendum on April 5, 2011. The Village Board will need to hold 2 public hearings, devise a Plan of Operation and Governance, adopt an ordinance authorizing an electricity aggregation program, and bid out the residential and small retail commercial electric load. Full compliance will be achieved by acceptance of an agreement to provide electricity at a lower cost than current rates. It is recognized that this item is not completely within the control of the Village. Staff believes this item can be completed by June 2011.
2. Realize electronic billing of utility bills. Municipal Software, Inc. is now able to provide e-billing to our residents, as well as the ability to pay online. Staff believes these items can be achieved by July 2011.
3. Formalize the Village's policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and into the future. The Village's management practices are considered "good" under Standard & Poor's Financial Management Assessment (FMA), and were cited as one reason for the recent upgrade to A+ from A. Formally approving the policies will not only allow the Village to move towards "strong" practices, but also allow staff to monitor and report on each of the policies. Full compliance will be achieved by the acceptance of new financial policies by the Village Board. This item is scheduled to be completed by August 2011.
4. Review the investment policy. The current economic climate has necessitated a thorough review of the Village's investment policy and practices to determine if any changes are necessary. Staff believes this item can be completed by September 2011.
5. Review the capital assets policy. The Village adopted its current policy in fiscal year 2003 – 2004. Modifications in accounting and financial reporting standards, as well as changes in best practices have necessitated a review to determine if any changes are necessary. Staff believes this item can be completed by October 2011.
6. Produce a comprehensive financial procedures manual. The Village currently has informal procedures in place covering many of its activities. The Finance Department will research our current formal and informal procedures and those of other governments. Existing procedures will be revised and new procedures will be developed to reflect current activities of the Finance

Department. Full compliance will be achieved by the production of a comprehensive manual. Staff expects this to be done by December 2011.

7. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. February 2012 is the anticipated completion date for this item. STR12
8. Update the Village's Compensation Philosophy and Plan. Changes will be made to reflect economic factors, budgetary constraints, and other contractual language. Full compliance will be achieved by the adoption of the revised Compensation Philosophy and Plan. March 2012 is the expected completion date for this item. STR12
9. Negotiate a new Refuse Collection Agreement. The Village's current Refuse Collection Agreement expires June 30, 2012. The Village may choose to negotiate the extension of the current agreement or solicit proposals from the current as well as other providers. Full compliance will be achieved by Village Board approval of a new Refuse Collection Agreement. Staff believes this item can be achieved by April 2012.
10. Revise the Village's Safety Manual. The Finance Department, in cooperation with all Village Departments, has revised approximately 40% of the Safety Manual. Staff will draw on the Intergovernmental Risk Management Agency's Management Assessment Program (IMAP) and actual Village procedures to update and/or revise an additional 15% of the Village's Safety Manual during fiscal year 2011 – 2012.
11. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2011 – 2012, full compliance for the Finance Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

**Village of Sugar Grove  
Fiscal Year 2011-2012  
Police Department Action Plan**

Specific goals for the Police Department are listed below:

1. Re-initiate the "Citizens e-mail Notification Updates". A new initiative would be to identify and train a civilian citizen to take over the e-mail notification program. This was very popular, but we do not have the capacity to have police officers operate this program. This will be complete when the Citizen's e-mail Notification System is up and running with a citizen volunteer. This will be a carry-over from last year due to new technologies which may make this process easier to re-enact.
2. Approve a first employment agreement with FOP for the Sergeants. We have been working on a contract for the Sergeants for nearly a year now. We will be going to binding arbitration in the near future and hopefully have an agreement before the end of the year. This item will be complete when a Sergeants contract is approved. This will be a carry-over from last year due to the inability to agree to a contract. This issue is in arbitration.
3. Research alternatives to the current radio system for the Police Department. We have been told that there will be some change to our radio system that we currently use to dispatch Police Officers from Montgomery. If Montgomery blends their system with that of Aurora PD, as has been proposed, it would mean drastic and possibly expensive changes to our radio system also. I will be researching the possibility of utilizing the "umbrella" that the Sugar Grove Fire Protection District installed in the past year to see if we would be able to use their antennae array for dispatch purposes. This item will be complete when we have either eliminated proved feasible to use the SGFD radio system for dispatch. This will carry over from last year due to no movement from Montgomery PD as to what system will be used.
4. Create a completely new Policy and Procedures Manual. We will be receiving a grant for 50% of the cost of a new manual from IRMA. This will include automatic updates to the manual and daily training topics for each officer. This item will be complete when the manual has been introduced.
5. Get all personnel trained and certified with our patrol rifles. We acquired patrol rifles from the Federal DRMS (Defense Reutilization and Marketing Service) program. We need to get all officers trained in their use so if the worst happens and we need to conduct a rapid response to an active shooter in a school, we will be prepared. This item will be complete when all Officers are trained and certified with the patrol rifles. This is a carry-over from last year. We now have funding in place to train a trainer that will instruct all other officers in the use of the patrol rifle.
6. Conduct a Police Department Citizens Survey. The Citizens Police Advisory Team (CPAT) has proposed that we conduct a survey to evaluate the citizen's impression of the Police Department. We know that there will a cost to conduct this survey, but we will be researching how this can be done as inexpensively as possible to get the pulse of the community to see what they think of the Police Department. This will be carried over from last year due to the inability to obtain funding for the survey.
7. Rapid Response Retraining. The Department needs to be retrained in the rapid response training for an active shooter. It has been a few years since anyone went through the training and there have been changes to how we would respond in this situation. The County provides this training at no cost to insure

that everyone is on the same page if we need assist another agency or they need to help us with an active shooter situation. This item will be complete when we have received the updated training. This will be carried over from last year due the inability of any agency providing the certified training.

8. Acquire funding for “wearable locator systems” that use cellular technology to quickly locate individuals who are prone to wandering due to cognitive disorders, such as Alzheimer’s disease, autism and dementia. The wearable wristbands cost from\$169-\$200 each and monitoring service will run about \$25 per month. It is unknown how many units would be needed until the program could announced and see what the local need would be.
9. Begin the research for replacing our in-car video cameras. They have been plagued with numerous malfunctions and the customer service has been very poor for the last year. It will be determined if the new system can be phased in, or if it the old system will need to be replaced all at once.

**Village of Sugar Grove, Illinois  
Public Works Department Action Plan  
Fiscal Year 2011 – 2012**

The focus of the Public Works Department for Fiscal Year 2011 – 2012 will be to attempt to continue maintaining our current levels of service, procedures and safety but with personnel cuts this is difficult. The budget for fiscal year 2011 – 2012 is conservative and yet continues to provide the basic services residents have come to expect from the Village. It does not include significant new service programs.

Specific goals for the Public Works Department are listed below.

General

1. Granart Road LAPP Project  
As part of the 2011 Pavement Maintenance Program, the Village will be resurfacing Granart Road utilizing LAPP funding. The project includes miscellaneous asphalt patching, hot-in-place asphalt recycling and asphalt overlays. The project is expected to be completed in May 2011.
2. IL Route 47 and Cross Street Intersection Improvement Project  
Originally identified as part of a comprehensive traffic study for the Kimball Hill Development, the intersection improvements were submitted and approved for STP funding. The project is scheduled for construction in 2012. The improvements include asphalt patching, curb and gutter and additional turn lanes for both roadways. The project is expected to be completed by September 2012.
3. Mallard Point Settlers Ridge Water Main Extension  
This project includes the water main installation connecting Mallard Point to Settlers Ridge to increase fire flows, improve water quality and provide a looped system for the east side of town. Easements acquisitions are ongoing. This project is expected to be complete by February 2012.
4. Mallard Point Drainage Project  
In Early March 2009, Public Works Staff began working on the outflow of the detention basin in Mallard Point and continues to clear the flow area and monitor the basin level on a daily basis. Since that time, additional engineering studies have been completed on this project. Staff has continued to work with Kane County, the Rob Roy Drainage District and the residents of Mallard Point to collect data and develop an improvement plan for this area. In addition, intergovernmental agreements were developed with Kane County in December 2010 and the Rob Roy Drainage District in March 2011. The project plan was completed in January 2011. Staff, Kane County and the Rob Roy Drainage District are continuing to work on the construction aspects of the project. The project has been delayed due to Village Easements acquisitions. Construction is anticipated to begin in the fall of 2011.
5. Develop a Sign Assessment and Management Program  
A second revision to the 2003 Edition of Manual on Uniform Traffic Control Devices (MUTCD) established higher standards of retro-reflectivity for signs. As part of the revision, the Village is required to develop and implement a sign inventory and management program. This program is required to be in place by January 2012. Development of the inspection and management program is anticipated by December 2011.

Village of Sugar Grove, Illinois  
Public Works Department Action Plan  
Fiscal Year 2011 – 2012

6. Continue Development of Public Works Procedural Manual  
This is an on-going program to develop a tool that will be used to ensure all Public Works tasks and programs are completed according to current Village Policy and safety requirements. With the Job Safety Analysis and personal protective equipment audits complete, the next task will be to begin the development of the procedures. A standardized form will be selected and development of step by step procedures will begin. This is the longest and most time consuming portion of the process. Staff anticipates the procedures will continue through fiscal year 2012.
7. Revise Hazardous Tree Ordinance  
With the invasion of the Emerald Ash Borer, the need for a more defined Hazardous Tree Ordinance has become necessary. This ordinance will support the Village's EAB Action Plan and will outline notification and action procedures, private vs. public removal responsibilities, rights of the Village to remove trees deemed hazardous and a penalty section for non-compliance. The ordinance would be subject to attorney review and is expected to be completed by August 2011.
8. Administer EAB Grant  
The Village was awarded an IDNR grant to replace 33 Ash trees that have been removed due to EAB. The plantings will take place in the spring and are going to be planted in Windsor Pointe. Windsor Pointe was selected for the new trees because it has had the largest amount of Ash trees removed and has approximately 41% Ash trees. Staff will have to conduct quarterly inspections on the trees and administer any maintenance for a period of three years.
9. Fixed Point Meter Equipment  
The current meter reading equipment was purchased in 2001. It has a projected life span of 10 years. The equipment is obsolete and unrepairable. The fixed point system is more efficient and will allow us to track things such as water loss, meter tampering, low battery warnings and hourly or daily reporting options.
10. Gordon Road Quiet Zone  
The delay of the Settlers Ridge subdivision has resulted in the delay of the planned Gordon Road grade separation at the railroad tracks. Staff has been exploring the creation of a quiet zone as an interim solution to reduce train horn noise. An investigation into the establishment of a Quiet Zone at Gordon Road was completed in September 2009. Due to the proximity of Prairie Street to the railroad tracks (within 60'); even wayside horns would be a difficult task. The Federal Railroad Administration stated that an overpass or the relocation of Prairie Street are the only options in this situation. Staff will continue to investigate if any alternatives are available.