

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>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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**Agenda
February 21, 2012
Regular Board Meeting
6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
5. Appointments and Presentations
 - a. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
 - a. Approval: Minutes of the February 7 and February 14, 2012 Meeting
 - b. Approval: Vouchers
 - c. Approval: Treasurer's Report
8. General Business
 - a. Ordinance: Creating a Light Industrial Zoning District
 - b. Ordinance: Declaring Surplus Property
 - c. Discussion: Allowing remote participation in meetings
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

**Committee of the Whole
February 21, 2012
Cancelled**



VILLAGE OF SUGAR GROVE

ORDINANCE NO. 20120221A

AN ORDINANCE DECLARING SURPLUS PROPERTY

PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS
THIS 21ST DAY OF FEBRUARY, 2012.

PUBLISHED IN PAMPHLET FORM BY AUTHORITY
OF THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS
ILLINOIS, THIS 21ST DAY OF FEBRUARY, 2012.

ORDINANCE NO. 20120221A
AN ORDINANCE DECLARING SURPLUS PROPERTY

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 has determined that certain parcels of real estate are no longer suitable for use by the Village of Sugar Grove, and,

WHEREAS, said real estate is no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the Village;

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: SURPLUS REAL ESTATE

That pursuant to 65 ILCS 11-76-1 the property legally described on Exhibit A-1 is hereby declared, no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the Village. Accordingly, the Village President and Clerk (and Village staff and Attorney) are hereby authorized and directed to convey said real estate in accordance with the terms of agreement contained in the attached Agreement (Attached as Exhibit B) and the Ordinance Authorizing Execution of Annexation Agreement recorded as document number 2010K005388 with the Kane County Recorder's Office. The President and Clerk (and Village staff and Attorney) are further authorized to execute any and all related documents necessary to effectuate the transfer contemplated herein, including but not limited to that certain Hold Harmless and Indemnity Agreement made by the Village of Sugar Grove to Chicago Title Insurance Company and PG Commons, LLC.

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 after its approval, passage and publication in pamphlet form as provided by law.

INCORPORATION: The exhibits hereto are incorporated herein by reference as though fully set forth herein.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois this 21st day of February, 2012.

President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Mari Johnson	___	___	___	___
Trustee Thomas Renk	___	___	___	___
Trustee Rick Montalto	___	___	___	___
Trustee Robert E. Bohler	___	___	___	___
Trustee Melisa Taylor	___	___	___	___
Trustee Kevin M. Geary	___	___	___	___
President P. Sean Michels	___	___	___	___

Legal Description

THE NORTH 18 FEET LOT 1 IN PRAIRIE GROVE COMMONS UNIT ONE, BEING A SUBDIVISION OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 15, 2010 AS DOCUMENT NO. 2010K060656.

formerly known as:

THE SOUTH 18 FEET, AS MEASURED PERPENDICULAR TO THE SOUTH LINE THEREOF, OF LOT 5 OF SUGAR GROVE CORPORATE CENTER UNIT 2, IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.

Exhibit B
Clarification Agreement



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

ORDINANCE NO. 20120221B

**An Ordinance Amending Title 11, of the Village Code
Concerning the Zoning Laws of the
Village of Sugar Grove, Kane County, Illinois
(Light Industrial District)**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 21st day of February, 2012.

Published in Pamphlet Form
by authority of the Board of Trustees
of the Village of Sugar Grove, Kane County,
Illinois, this 21st day of February, 2012.

ORDINANCE NO. 20120221B
An Ordinance Amending Title 11, of the Village Code
Concerning the Zoning Laws of the
Village of Sugar Grove, Kane County, Illinois
(Light Industrial District)

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 continue to promote these interests, and seeks to amend the Village Code to more fully protect and preserve the safety, quality of life, and well being of such inhabitants;

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:

Section 11-10A I-1, Light Industrial District

Section 11-10A-1 Purpose / Special PUD Provisions

- A. The I-1, Light Industrial District is intended to provide for:
Business services, professional offices, institutional uses, and research and development uses that serve as a buffer between other more intensive and less intensive districts.
- B. Permitted and special uses listed below are generally less intensive than those allowed in the M-1 Limited Manufacturing District, and are intended to be used as a buffer between the M-1 District and residential uses or less intensive non-residential uses that define the essential character of the village.

C. In accordance with section [11-11-3](#) of this title, all light industrial developments consisting of ten (10) or more acres, or more than one building is proposed on an individual zoning lot must be processed as an industrial planned unit development.

Section 11-10A-2 Uses

A. Permitted Uses:

1. Business Services:

Catering services

Credit agencies

Computer and data processing centers

2. Professional Offices:

Accounting, auditing, and bookkeeping offices

Attorney and law offices

Brokerages

Business and management consultants

Design firms

Engineering and architectural services

Insurance agencies

Investment companies

Land surveyors

Landscape architects

Professional consultants

3. Medical Offices:

Chiropractors' offices

Dentists' offices

Doctors', surgeons' and/or physicians' offices

Ophthalmologists

Opticians

4. Governmental:

Administrative buildings

Police headquarters and stations

Public works buildings and facilities

Village halls

B. Special Uses:

1. Business Services:

Animal hospitals or clinics (veterinarians)

Commercial or trade schools (including those teaching dance, music, martial arts, business, commercial, or technical subjects)

2. Research and Development

Engineering testing laboratories and services

Laboratories, offices, and other facilities for research and development

Technology and research centers, including medical and hospital research establishments

C. Permitted Accessory Uses: Please refer to section 11-4-7 of this title

Section 11-10A-3 Lot Size Regulations

A. Minimum lot size: Not less than forty thousand (40,000 square feet).

B. Minimum lot width: Not less than one hundred fifty feet (150') shall be maintained at the building setback line.

Section 11-10A-4 Yard and Setback Regulations

Every building hereafter erected or enlarged in this district shall provide and maintain a setback in accordance with the following:

- A. Setback from the boundary lines of the district: Not less than seventy five feet (75') from streets forming the boundary line of the I-1 district.
- B. Minimum front and corner side yards: Not less than forty feet (40') from a front or corner side lot line of a public or private street that is interior to the I-1 district.
- C. Minimum interior side yards: Not less than twenty five feet (25') from an interior side lot line. Where a side lot line coincides with a side or rear lot line of a residential or institutional use or district, or forms the boundary line of the I-1 district, the interior side requirement shall be increased to seventy five feet (75')
- D. Minimum rear yards: Not less than fifty feet (50') from a rear lot line, unless the lot line forms the boundary line of the I-1 district. In that case, not less than seventy five feet (75') shall be provided.

Section 11-10A-5 Maximum Lot Coverage

No more than sixty percent (65%) of a lot can be occupied with buildings, accessory structures, and impervious surfaces.

Section 11-10A-6 Structure Height

Not more than three stories (3 stories) or thirty five feet (35'), whichever is lower.

Section 11-10A-7 Other Standards

- A. Minimum Pavement Setbacks: Pavement constructed for parking, drive aisles, off street loading and other accessory uses, including outdoor storage, shall comply with the following:
 - 1. Front/Corner Side: Not less than thirty feet (30'), unless the front / corner side lot line forms the boundary line of the I-1 district. In that case, the pavement shall be set back at least forty five feet (40').
 - 2. Interior Side: Not less than ten feet (10'), unless either of the following apply:
 - a. Where driveways are shared between two (2) properties in this district, no pavement setbacks shall be required.
 - b. If pavement used for parking, loading, drive aisles, outdoor storage or other accessory uses is proposed to be located next to an existing, planned or zoned residential or institutional use, the required setback shall be increased to fifty feet (50').
 - 3. Rear Yard: Not less than fifteen feet (15'). Pavement setbacks shall be increased to fifty feet (50'), when pavement in a rear yard that is used for drive aisles, parking, loading or accessory uses abuts properties planned, zoned or used for residential or institutional use, or is located in the rear yard that forms the boundary line of the I-1 district.
 - 4. Primary Road: Not less than forty five feet (45') from the right of way of a roadway designated as primary by the Village.

B. Sidewalks: Five foot (5') wide, concrete walks shall be provided in the right of way, along one side of all streets.

C. Building Design/Materials:

1. One hundred percent (100%) of building facades in the I-1 district facing a public right of way and fifty percent (50%) of other facades shall be constructed of masonry, brick, stone, or decorative concrete block (excluding plain concrete block), architectural steel and glass, or precast panels. Aluminum or vinyl siding shall not be allowed.

2. Walls that exceed a length of two hundred fifty feet (250') shall be articulated through changes in the plane of the facade, installation of windows, installation of landscaping, or any combination thereof.

D. Roof Mounted Mechanical Equipment:

1. Screening of all heating, ventilating and air conditioning equipment shall be provided on all sides of the building that are exposed to public view.

2. Roof screens and/or parapet wall screens shall be allowed in this district, provided they are designed to blend with the architectural style, materials and color of the building. The height of the approved screening shall be equal to the height of the tallest rooftop unit installed on the building.

3. Flues, goosenecks or other equipment that is mounted on the roof shall also be screened when heights exceed four feet (4').

E. Landscape Requirements:

1. The following identifies the minimum number of trees and shrubs that will be required for properties developed in the I-1 district. Additional landscaping may be required, where appropriate, to soften large expanses of building facades or screen unenclosed loading from public rights of way:

a. Front/Corner Side Yards: One shade or evergreen tree and six (6) shrubs for every thirty (30) linear feet of front yard.

b. Interior Side/Rear Yards: One shade or evergreen tree and six (6) shrubs for every forty (40) linear feet of front yard.

c. Interior Parking Lot: One curbed, landscaped island, planted with one shade tree for each ten (10) spaces. Trees shall be high branched to maintain a clear line of sight not less than five feet (5') above grade.

d. Foundation Plantings: An eight foot (8') wide landscaped area shall be provided along the building foundation facing the front and corner side yards. One (1) tree and six (6) shrubs for

every twenty (20) linear feet of front and corner building facade. Additional plant massings should be provided at the building's primary entrance.

e. Sizes: Shade trees shall be minimum 3" caliper, evergreen trees shall be minimum 6'-8' height, and shrubs shall be minimum 24" height.

f. Fences, walls, berms and other deciduous and ornamental plant material may also be utilized.

g. All landscaping shall be permanently maintained in good condition with at least the same quality and quantity of landscaping initially installed.

G. Tree Preservation/Mitigation: The intent of this provision is to mitigate the loss of healthy, mature trees in the village, by requiring replacement trees:

1. Existing trees, six inches (6") in diameter or greater, as measured at breast height (dbh), shall be preserved, when possible, according to a tree preservation plan prepared by the developer with input from the director of development or designee. The tree preservation plan shall show:

a. Protective fencing planned to be installed around the critical root zone of those trees identified for preservation, on both grading and landscape plans.

b. Trees that will have their roots pruned by a certified arborist, to avoid tearing and other damage during construction.

c. Locations where limestone and other materials that might negatively affect trees planned to be preserved will be stored on the property.

2. Where it is determined that trees six inches (6") dbh or greater must be removed to allow for proposed development, tree replacement will be required:

a. Not less than one 3-inch caliper tree shall be required for each six inches (6") of tree proposed to be removed, as measured at breast height. However, in no instance shall more than three (3) 3-inch caliper replacement trees be required for any tree removed.

b. Replacement trees shall be required in addition to any other landscaping that may be required by this title, except landscape screening. In this instance replacement trees can be used to count toward screening between I-1 development and properties planned, zoned or used for residential or institutional purposes.

c. The number of trees that an individual property can support, according to good forestry practices, shall determine the number of replacement trees that will be required on an individual lot.

H. Waste Materials: No materials or wastes shall be deposited upon a lot in such a form that they might be transferred off the property by natural causes or forces, such as water, wind or snow.

I. Off Street Parking and Loading: Please refer to section 11-4-7 and 11-12 of this title.

J. Lighting: Please refer to section 11-4-7 and 11-12-3-H of this title.

K. Signage: Please refer to section 11-4-7 and 11-14 of this title.

L. Trash Enclosures and Fences: Please refer to section 11-4-7 and 11-4-13 of this title.

Section 11-10A-8 Performance Standards

Noise, glare, vibration, odor, etc. shall be regulated according to standards established by the Illinois Pollution Control Board of the Environmental Protection Agency, as may be amended from time to time.

Section 11-10A-9 Submittal Requirements

Six (6) sets of drawings that include the information set forth below are required for processing permitted uses on the individual lot in the I-1, Light Industrial District. [Chapter 13](#) of this title includes requirements for processing special uses and planned developments.

A. Site information, including:

1. Name and address of the owner, applicant, planner, architect, engineer, and landscape architect.
2. Date, scale and north arrow.
3. Total acreage of the site.
4. Title by which the property or project is to be referred.
5. Proof of ownership.

B. A copy of a survey, prepared by a registered land surveyor, including a legal description of the subject property.

C. Existing and proposed zoning of the subject property.

D. Existing zoning of adjacent parcels.

E. Adjacent development, including buildings, drives, fences, walls, parking lots, etc., within a minimum of one hundred feet (100') of the subject property.

- F. Location and size of all buildings and structures, both existing and proposed.
- G. Ground elevations of the property, both existing and proposed.
- H. Locations of floodplain, floodway, wetlands and existing vegetation.
- I. Soil analysis, if required by the village engineer.
- J. Building setbacks from street rights of way and all property lines.
- K. Yards and spaces between all structures.
- L. Location and dimensions of all fences and walls.
- M. A landscape plan, prepared by a qualified landscape architect, which includes spot elevations, or is superimposed on a half toned grading plan to show the relationship between proposed plantings and final grades.
- N. Identification of vehicular, pedestrian and service access, including:
 - 1. Distance from the driveway opening at the curb to the prolongation of the property line of the nearest intersecting street.
 - 2. Width of proposed access drives and drive aisles.
 - 3. Identification and location of:
 - a. Curb lines.
 - b. Property lines.
 - c. Sidewalks.
 - d. Existing driveways, if any.
 - e. Parking regulations and signs.
 - f. Traffic signals.
 - g. Utility poles.
 - h. Light standards.
 - i. Fire hydrants.

- O. Off street parking and loading facilities, including the number of spaces and dimensions of spaces, drive aisles and loading zones.
- P. Location, area and height of all freestanding signs, all elevations of the proposed structure or addition, and which include:
1. Proposed materials and colors for all elements of the building.
 2. Cross sections of the building, showing the relationships between all roof mounted mechanical equipment and the top of the screen wall.
 3. Location of utility meters and ground supported transformers, and proposed method of screening these elements when visible to the public.
 4. Location, area, and dimensions for all wall mounted signs.
- Q. Photometric plan, superimposed on the site plan, showing:
1. Point by point foot-candle intensities, extended to all property lines.
 2. Locations of light standards.
 3. Average maintained foot-candle intensities.
 4. Method of illumination.
 5. Catalog cuts and specifications for light standards and luminaries.
- R. Outdoor storage areas, if any, and proposed method of screening of these areas from public view.
- S. Waste disposal facilities, including trash bins, compactors, etc., and provision for screening these elements from public view.
- T. Preliminary engineering, drainage, and grading plans, if required by the village engineer. Final engineering plans shall, however, be approved by the village engineer prior to the issuance of a building permit

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 21st day of February, 2012.

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 E. Bohler	___	___	___	___
Trustee David Paluch	___	___	___	___
Trustee Kevin M. Geary	___	___	___	___

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
MIKE FERENCAK, VILLAGE PLANNER
SUBJECT: DISCUSSION: PROPOSED TEXT AMENDMENT TO CREATE A
LIGHT INDUSTRIAL ZONING DISTRICT
AGENDA: FEBRUARY 21, 2012 REGULAR BOARD MEETING
DATE: FEBRUARY 17, 2012

ISSUE

Should the Village Board amend the Zoning Ordinance to create a Light Industrial (I-1) Zoning District.

DISCUSSION

The idea for creation of the Light Industrial District grew out of the public hearings for the TIF District and related rezoning hearings in mid to late 2011. Residents that live east of the Weidner Property and south (across Wheeler Road) from the Batavia Enterprises property were generally not supportive of the proposed TIF District, nor the proposed annexation and rezoning from unincorporated Kane County F Farming District to M-1 Limited Manufacturing District. The proposed TIF District and rezonings were put on hold by the Village Board. A new TIF District has now been approved that is centered around the Route 30 and Dugan Road intersection.

Staff feels it is still worthwhile to move forward in creating a Light Industrial District that would be similar to the M-1 Limited Industrial District, but contain less intense uses, and be applied to the areas next to residential properties.

When first proposed, staff suggested the designation LI, Light Industrial District. Some mistakenly called it the L-1, Light Industrial District. To avoid confusion, at this time, staff is proposing to call it the I-1, Light Industrial District. This way, if future industrial districts are added they may be named I-2, I-3, etc. Similar districts in existence currently include the M-1, Limited Manufacturing District and the BP, Business Park District.

Please refer to the attached Plan Commission staff report for an evaluation of the proposed text amendment.

After some questions, but no changes, the Plan Commission recommended approval of the draft ordinance proposed by staff by a vote of 5-0 on December 21, 2011.

The following items are attached for your information:

1. Staff Report to the December 21, 2011 Plan Commission meeting

2. Minutes of the December 21, 2011 Plan Commission meeting
3. Draft ordinance creating a Light Industrial District

COST

The billable costs involved with this amendment include the public hearing notice cost and Village Attorney review time.

RECOMMENDATION

That President Michels and the Board of Trustees review and approve the proposed text amendment adding the I-1, Light Industrial Zoning to the Village Zoning Ordinance.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CINDY GALBREATH, VILLAGE CLERK
SUBJECT: DISCUSSION: ORDINANCE ALLOWING REMOTE PARTICIPATION IN MEETINGS
AGENDA: FEBRUARY 21, 2012 REGULAR BOARD MEETING
DATE: FEBRUARY 13, 2012

ISSUE

Should the Village consider allowing members of the Board, Committees and Commissions to participate remotely in Village Meetings.

DISCUSSION

The Open Meetings Act (OMA) allows for members of boards, commissions and committees of a government body to participate remotely in a meeting. Remote participation is defined as attendance by telephone conference or via electronic means. Should the Board desire to allow remote participation an ordinance adopting rules and procedures is required.

Staff reviewed the rules and procedures as required by OMA and the rules procedures that were adopted by other municipalities. Items A through E are items which are standard and/or required by the OMA:

- A. A quorum must be physically present at all meetings.
- B. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting (these are the only allowable reasons authorized by State Statute):
 - a. The member cannot attend because of personal illness or disability;
or
 - b. The member cannot attend because of employment purposes or the business of the village; or
 - c. The member cannot attend because of a family or other emergency.
- C. The head of the Public Body shall announce and a vote shall be taken at the meeting to authorize electronic attendance and must be approved by two-thirds of the members physically present.

- D. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures. The member attending electronically shall be heard, considered, and counted as to any vote taken. The name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning. A member attending electronically shall identify all other persons present with that member, who are monitoring such electronic communications.

- E. The method used for electronic participate must be such that all members of the board, committee or commission and the audience can hear all communications.

Items 1 through 5 vary and direction from the Board will be needed should the Board determine to allow remote participation.

- 1. The notification period required.
 - a. The notification period varies from 1 to 48 hours, with 24 hours being the mean. Staff recommends a period of no less than 48 hour to allow sufficient time for preparation.

- 2. The maximum number of members that can attend by electronic means.
 - a. To insure a quorum four members must be physically present. While this would allow up to three members to participate remotely. Due to the sound quality in the Board room, staff recommends that only one member be allowed to participate remotely at this time. Should conditions improve in the future or the need arise more frequently than anticipated the ordinance can be amended.
 - b. Staff recommends that should the Board desire to allow one or two members to participate remotely, further rules should be established setting the priority to those that make the first requests.

- 3. The applicability to Boards, Committees and Commissions.
 - a. Remote attendance can be applied to all. Staff recommends that the ordinance be applicable to only the Village Board at this time. Again the ordinance can be amended at a later date should a need be determined.

- 4. Allow Participation in Executive Session.

- a. No member of a public body who is participating electronically in a public meeting shall be permitted to participate in any portion of the meeting which is closed to the public, including but not limited to executive sessions which are closed to the public under the applicable provisions of the Open Meetings Act, 5 ILCS 120/0.01, et. seq. Notwithstanding the foregoing, the public body holding the meeting and conducting a closed or executive session may waive this prohibition by a [unanimous] [majority] vote of all members physically present. Staff recommends that this procedure be included by a unanimous vote.
5. Allow Termination of Participation.
 - a. At any time, with or without cause, any member of the public body holding the meeting [including the head of such public body] may move to terminate any member's electronic participation or electronic listening to such public meeting, and such termination may be accomplished provided that a majority vote of the members physically present at the meeting authorize the same. Any such motions or votes shall be recorded in the minutes of the meeting, and actions taken to limit or terminate the electronic participation of any member to the meeting shall also be noted in the minutes of the meeting. Staff recommends that this procedure be include as there may be times when remote participation will become unfeasible due to sound or picture quality or the lack of ability to view exhibits which could hinder participation.

COSTS

There is no cost associated with the discussion of remote attendance.

RECOMMENDATION

That President and the Board of Trustees discuss remote attendance and if it is desired to allow remote attendance, determine the appropriate rules and procedures and to direct staff to prepare an ordinance adopting rules and procedures for remote attendance.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: DISCUSSION: ORDINANCE DECLARING SURPLUS
PROPERTY FOR THE DEVELOPMENT OF PRAIRIE GROVE
COMMONS LOT NUMBER 1.
AGENDA: FEBRUARY 21, 2012 REGULAR BOARD MEETING
DATE: FEBRUARY 17, 2012

ISSUE

Should the Village Board authorize the sale of .16 acres of property to facilitate development of Prairie Grove Commons Lot Number 1.

DISCUSSION

As stated within the Prairie Grove Commons Annexation Agreement, the owner of the site known as Prairie Grove Commons Lot 1 (Walgreens site) will purchase from the Village the property known as the south 18 feet of Lot I of the Landings Subdivision at a price of \$10.00 per square foot when notice has been given of the intent to proceed with the development of the Walgreens site. Said notice has been given with the submittal of a request for building permit. The Village purchased this small portion of Lot 1 within the Landings with the sole intent of the 18'x 390' (7,023 sq.ft.) site being added to the Prairie Grove Commons Lot 1 to accommodate land area needed for Walgreens.

COST

The billable costs involved with this sale of this property will be covered by the developer.

ATTCHMENT

- An Ordinance Declaring Surplus Property

RECOMMENDATION

That President Michels and the Board of Trustees authorize the sale of this surplus property.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
SUBJECT: MONTHLY TREASURER'S REPORT
AGENDA: FEBRUARY 21, 2012 REGULAR BOARD MEETING
DATE: FEBRUARY 15, 2012

ISSUE

Should the Village Board approve the January 2012 monthly Treasurer's report.

DISCUSSION

The Summarized Revenue & Expense Reports are attached (pages 1 – 6). In addition, the Detailed Revenue & Expense Reports are attached immediately following the Summarized Reports (pages 1 – 20). At January 31, 2012 we are through 9 months of the year (75.0%).

The General Fund revenues and expenditures are at 84.4% and 65.1%, respectively. The main reason revenues are higher than budgeted is due to the timing of receipt of property taxes. The main reason for the expenditures being lower than budgeted is the timing of payments for road salt (\$163,500 or 4.0%) and dispatch services (\$259,300 or 6.3%). 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>	
01-51-6102	Salaries-Overtime	54,195	62,207	114.7%	A
01-51-6209	Uniform Allowance	10,400	10,400	100.0%	B
01-53-6105	Salaries-Seasonal	7,005	9,206	131.4%	C
01-53-6500	General Equipment	16,000	14,493	90.6%	D
01-53-6603	Specialized Supplies	5,500	5,069	92.2%	E
01-53-6606	Landscaping Supplies	11,850	22,805	192.4%	F
01-55-6104	Salaries- Part-Time	5,073	4,325	85.3%	G
01-56-6302	Audit Services	11,350	11,261	99.3%	H

- A Pol – This is due to the timing of Corn Boil as well as officers out on disability.
B Pol – This is due to the timing of payments for the uniform allowance.

- C Str – This is due to the timing of work for the seasonal employees, as well as additional work upon retirement of the part-time laborer.
- D Str – This is due to the purchase of a mower and stump grinder. Both items were budgeted and this account is not expected to go over budget.
- E Str – This is due to the seasonal purchase of mosquito control chemicals which was a budgeted item.
- F Str – This is due to the purchase of parkway trees. Although unbudgeted, the Village has been reimbursed by a \$9,850 EAB grant.
- G CD – This is due to the increase in inspections for commercial buildings.
- H Fin – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.

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

The General Capital Projects Fund revenues are at 50.7% and expenditures are at 47.6%. The revenue is low due to lower interest rates and the timing of sale of a capital asset. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Industrial TIF Fund expenditures are at 155.9%. The expenditures are high due to the timing of the project during the fiscal year, as well as revisions to the TIF plan.

The Infrastructure Capital Projects Fund revenues are at 74.9% and expenditures are 72.2%.

The Debt Service Fund revenues are at 78.0% and the expenditures are at 100.0%. The expenditures are high due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 71.1% and 70.8%, respectively. The capital revenues and expenses are at 69.0% (excluding debt issuance) and 28.9% (excluding the new water meter system), respectively. The capital expenses are low due to projects not starting yet this fiscal 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>	
50-50-6302	Audit Services	11,350	11,261	99.3%	I
50-50-6307	I.S. Services	4,864	7,014	144.2%	J
50-50-6309	Other Professional Srvc.	3,030	5,239	172.9%	K
50-59-6303	Engineering Services	1,500	6,066	404.3%	L
50-59-6313	SCADA Services	6,000	8,991	142.5%	M
50-59-6406	Repair & Maint – Bldg	4,924	6,101	123.9%	N
50-60-6309	Other Professional Srvc.	17,370	27,139	156.2%	O
50-60-6311	IEPA Water Sampling	10,000	10,171	101.7%	P

50-60-6406	Repair & Maint – Bldg	4,000	9,464	236.5%	Q
50-60-6603	Specialized Supplies	73,385	73,804	100.5%	R
50-71-8002	Debt – Principal	80,000	80,000	100.0%	S
50-71-8003	Debt – Interest	105,825	105,825	100.0%	T

- I W&S Adm – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.
- J W&S Adm – This is due to the installation and monthly hosting of iConnect (for online utility billing). This was not a budgeted item, but was discussed with the Board prior to installation. The account will be over budget for the year.
- K W&S Adm – This is due to the outsourcing of utility bills. Although this account is expected to be over budget, there are cost savings elsewhere in the budget to offset this.
- L W&S PW – This is due to radium excursion work at well 8 and this account is expected to be over budget.
- M Water Ops – This is due to emergency repairs for the SCADA system caused by a lightning strike.
- N W&S PW – This is due to unforeseen repairs to fire alarm and shop lighting.
- O W&S Ops – This is due to the outsourcing of water meter installations and this account is expected to be over budget.
- P Water Ops – This is due to the timing of water sampling program. This is a budgeted item.
- Q Water Ops – This is due to emergency inspections of the water system due to a lightning strike.
- R Water Ops – This is due to the on-going replacement of water meters and transmitters. This account is expected to go over budget.
- S Water Cap – This is due to the timing of payments for debt. Payments are budgeted and this account is not expected to be over budget.
- T Water Cap – This is due to the timing of payments for debt. Payments are budgeted and this account is not expected to be over budget.

The Refuse Fund revenues and expenses are at 74.0% and 65.7%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential, 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 February 16, 2012, 1 of the residential, 2 of the commercial, and 239 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	33,842	88.9%
01-00-3320	Cert of Occupancy Fees	600	1,310	218.3%
01-00-3330	Plan Review Fees	1,920	1,121	58.4%

01-00-3340	Reinspection Fees	2,873	880	30.7%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	2,500	45.5%
01-00-3760	Review and Dev. Fees	106,600	66,127	62.1%
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	200	100.0%
30-00-3853	Life Safety-Streets	0	200	100.0%
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	1,000	100.0%
50-00-3310	Meter Reinspections	175	0	0.0%
50-00-3670	Meter Sales	11,565	2,829	24.5%
50-01-3651	Water Tap-On Fees	17,403	5,597	32.2%
50-01-3652	Sewer Tap-On Fees	0	151	100.0%
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 January 2012 monthly Treasurer's reports

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>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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OPEN HOUSE

MALLARD POINT / ROLLING OAKS AREA DRAINAGE PROJECT PRESENTATION

TUESDAY, FEBRUARY 21, 2012

7:00 P.M. – 9:00 P.M.

The Village of Sugar Grove is pleased to announce that it will be holding an Open House to present an update on the progress of the Mallard Point / Rolling Oaks Area Drainage Project. The Open House will be held on Tuesday February 21, 2012 from 7:00 p.m. to 9:00 p.m. at the Municipal Center, 10 S. Municipal Drive, Sugar Grove, IL.

The Open House was originally planned for Wednesday, however, due to that day being a religious holiday the Open House has been scheduled for Tuesday rather than being delayed to a later date.

The Project Presentation will include a status update, revised cost estimates including expected resident participation, and a detail of the remaining steps.

The Presentation will be repeated approximately every 15-20 minutes during the entire 7:00 p.m. to 9:00 p.m. Open House, allowing interested parties to attend at their convenience.

Members of the Village Board, Village staff and consultants will be on hand to answer questions and listen to feedback. The public will also be able to provide feedback through written comment at the Open House and at any subsequent Village Board meetings.