

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>SUGAR GROVE 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 Sean Herron Mari Johnson Rick Montalto David Paluch</p>
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**September 03, 2013
Board Meeting
6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
 - a. None
5. Appointments and Presentations
 - a. Village Treasurer
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
 - a. Approval: Minutes August 20, 2013 Meeting
 - b. Approval: Vouchers
 - c. Resolution: Appointing an Authorized Agent for IMRF
 - d. Resolution: Amending Signatories for Financial Accounts
8. General Business
 - a. Discussion: Special Use and Variances in the Waubensee Corporate Center – Metro Lift
 - b. Discussion: PUD Amendment for Signage in the Landings Office Park – Cadence Health
 - c. Discussion: PUD Amendment for Architectural Plans at 47 & Wheeler – American Heartland Bank
 - d. Discussion: Personnel Policies Manual
 - e. Discussion: Accomplishments & Action Plans
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 - Cancelled

*The consent agenda is made up of items that have been previously discussed, non-controversial, or routine in subject manner and are voted on as a 'package'. However, by simple request any member of the Board may remove an item from the consent agenda to have it voted upon separately. Items that are marked as * STAR – indicate that the item is Subject to Attorney Review*

Members of the public wishing to address the Board shall adhere to the following rules and procedures:

1. Complete the public comment sign-in sheet prior to the start of the meeting.
2. The Village President will call members of the public to the podium at the appropriate time.
3. Upon reaching the podium, the speaker should clearly state his or her name and address.
4. Individual comment is limited to three (3) minutes. The Village President will notify the speaker when time has expired.
5. Persons addressing the Board shall refrain from commenting about the private activities, lifestyles, or beliefs of others, including Village employees and elected officials, which are unrelated to the business of the Village Board. Also, speakers should refrain from comments or conduct that is uncivil, rude, vulgar, profane, or otherwise disruptive. Any person engaging in such conduct shall be requested to leave the meeting.
6. The aforementioned rules pertaining to public comment may be waived by the Village President, or by a majority of a quorum of the Village Board.
7. Except during the time allotted for public discussion and comment, no person, other than a member of the Board, shall address that body, except with the consent of two (2) of the members present.

**STAFF REPORT TO THE SUGAR GROVE PLANNING COMMISSION
FROM MIKE FERENCAK, VILLAGE PLANNER**

GENERAL CASEFILE INFORMATION

Commission Meeting Date: August 21, 2013

Petition Number: 13-010

Project Name: American Heartland Resubdivision Minor PUD Amendment

Petitioner: American Heartland Bancshares, Inc.

Request: 1. Minor PUD Amendment for American Heartland Resubdivision (Ordinance 2012-1030A)

Location: The southwest corner of State Route 47 and Wheeler Road

Parcel Number(s): 14-16-201-014
14-16-201-015

Size: 70,190 square feet or 1.61 acres

Street Frontage: 261 feet along State Route 47
272 feet along Wheeler Road
215 feet along Division Drive

Current Zoning: B-3 Regional Business District PUD

Contiguous Zoning: NORTH: (across Wheeler Road) B-3 Regional Business District
SOUTH: R-2 Single-Family Detached Residential District with Special Use
EAST: (across State Route 47) B-3 Regional Business District
WEST: (across Division Drive) M-1 Limited Manufacturing District

Current Land Use: Open / vacant

Contiguous Land Use: NORTH: (across Wheeler Road) Open / vacant
SOUTH: Healy Chapel Funeral Home
EAST: (across State Route 47) Open / vacant
WEST: (across Division Drive) Open / vacant

Comp Plan Designation: Corridor Commercial

Exhibits: Minor PUD Amendment application submitted July 26, 2013
Building and Trash Enclosure Architectural Elevation Plans
and Floor Plan dated July 26, 2013
For Reference:
Site Plan last revised October 27, 2012

CHARACTER OF THE AREA

The subject site is located at the southwest corner of State Route 47 and Wheeler Road. The character of the area is commercial and planned commercial.

DEVELOPMENT PROPOSAL

The Planning Commission will consider a request for:

1. Minor PUD Amendment for American Heartland Resubdivision (Ordinance 2012-1030A)

This PUD Amendment would address Condition 3 of the Ordinance.

HISTORY

The applicant, American Heartland Bancshares, Inc., is proposing to amend the Planned Unit Development Ordinance approved on October 30, 2012 for the American Heartland Resubdivision (Ordinance 2012-1030A). This Ordinance added the subject property to the property south of Healy Chapel Funeral Home such as Aldi that already existed within the Sugar Grove Office and Industrial Center PUD (Ordinance 2004-0420D) and it granted the subject property a Preliminary / Final PUD and Special Use for the future bank. Also approved on October 30, 2012 was Resolution 2012-1030A which granted Preliminary / Final Plat approval for the subject property.

The applicant is proposing to address Condition 3 of the Ordinance. Since the applicant did not have Building and Trash Enclosure Architectural Elevation Plans available at the time of approval of the other plans for the site, Condition 3 required that the applicant submit for a Minor PUD Amendment in the future for approval of the Architectural Elevation Plans. In addition, any change to the Floor Plan required Minor PUD Amendment approval. The Architectural Elevation Plans are now available and the Floor Plan has been slightly changed.

COMPREHENSIVE PLAN RECOMMENDATIONS

Some specific guidelines from the current adopted Comprehensive Plan (2005) include:

- 1) Commercial development should be characterized by the highest possible standards of design and construction, and consist of primarily brick and stone.
- 2) Continue to utilize the Route 47 Development Manual to guide landscaping, signage,

building orientation, parking lot design, and overall design and development guidelines for commercial uses along Route 47.

The Route 47 Development Manual was adopted by the Village Board with the Comprehensive Plan (2000). Some specific guidelines from the Route 47 Development Manual include:

- 1) Quality design will be attractive not only to consumers, but also to businesses. That is why the Village of Sugar Grove has selected a traditional, Midwestern “prairie style” architectural theme for businesses in this commercial corridor.
- 2) Adopting an architectural style that will be used for each commercial project will ensure compatibility with buildings that have already been constructed. This will create the cohesive commercial district desired by Sugar Grove, thereby building identity for those who live, shop, and work in the community. It will also add to the value of properties within and surrounding this commercial corridor.
- 3) Buildings should be built primarily of brick, stucco, or stone. The extensive use of wood, dryvit, or concrete block (including decorative concrete block) is prohibited.
- 4) Decorative cornices or fascias, consistent with the “prairie style” architectural theme, are also desirable design features, and are strongly encouraged.

ZONING ORDINANCE

The Zoning Ordinance also has requirements regarding architecture in the commercial areas:

Section 11-1-2-L states “Promote the creation of unified planned developments, in which there is compatibility in architectural design, landscaping, signage and lighting.”

Section 11-8-2-D-2 states “B-2 And B-3 Districts: Buildings in the B-2 or B-3 district shall be constructed primarily of masonry, wood, brick, stone, Dryvit, or decorative concrete block (excluding plain concrete block), architectural steel and glass, or precast panels. Aluminum or vinyl siding shall not be allowed.”

Please note that the allowance of Dryvit as a primary material in the Zoning Ordinance is not consistent with the guidelines of the Comprehensive Plan and Route 47 Corridor Manual.

EVALUATION

Generally, this development is required to conform to the Village of Sugar Grove Zoning Ordinance, including the requirements of the B-3 Regional Business District. The following is based on the Zoning Ordinance requirements, PUD requirements, Comprehensive Plan guidelines, Route 47 Development Manual guidelines, and the staff and Architectural Review and Resource Group (ARRG) reviews.

The following are the comments that arose in the review by the Architectural Review and

Resource Group that should be addressed. A response from the applicant's architect follows:

- The Fypon PVC trim board at the base of the building should be changed to a masonry material as it will be more durable. **Applicant agreed and plans will be revised.**
- The window shutters should be revised so that they are at least as wide as one pane of window glass as that will scale better. **Applicant agreed and plans will be revised.**
- The gable-end material should be revised to the modular brick used on the rest of the building. The pediment area at the front is ok to remain with the alternate material as it is an accent area. **Applicant agreed and plans will be revised.**
- Consider a darker color for the roof, as the light-colored roof may appear almost white in the sunlight. **Applicant agreed and plans will be revised.**

The Architectural Review and Resource Group (ARRG) had additional thoughts that were discussed, but no recommendation was made on these or else the comment was addressed. A response from the applicant's architect follows:

- The theme set in the Route 47 Corridor Manual calls for Prairie-style buildings. The existing buildings along Route 47 do not conflict with Prairie-style. This one does to some degree, especially due to the canopy and greek columns. Is there anything that can be done to this building to make it more compatible with Prairie-style? **The canopy and columns are there to project the durability and strength of a bank. It is a little difficult to make the building compatible with prairie-style architecture while maintaining the proportions wanted, but we can look at minimizing the trim.**
- What is the purpose of the canopy as it is so large that it will not really provide protection from the elements for pedestrians? **It is basically for the bank to make a "statement".**
- Will there be any roof-mounted HVAC or other equipment. **No, it will be ground-based and screened with landscaping.**
- Will the ATM be brightly colored or covered in signs? **No, it will be recessed into the building and not very visible.**

Staff notes that all specific materials and colors need to be labeled on the plan (base, brick, siding and trim, pediment, etc.). In some cases this information is missing from the plan. The applicant will address this.

Staff reviewed the Floor Plan and while there are some minimal changes, none will affect the parking requirement previously determined with approval of the PUD.

Staff finds that the proposed plans will meet the material requirements of the Zoning Ordinance and material guidelines of the Comprehensive Plan and Route 47 Development Manual once the gable-ends are revised and the other minor changes are made as the ARRG has requested.

PUBLIC RESPONSE

As a Minor PUD Amendment, this request does not require a public hearing. Staff has not received any public inquiries regarding this proposal.

STAFF RECOMMENDATION

Staff recommends approval of the Minor PUD Amendment to address Condition 3 of PUD Ordinance 2012-1030A, which includes approval of the Building and Trash Enclosure Architectural Elevation Plans and Floor Plans dated July 26, 2013, subject to the following conditions:

- 1) That the Fypon PVC trim board at the base of the building should be changed to a masonry material.
- 2) That the window shutters be revised so that they are at least as wide as one pane of window glass.
- 3) That the gable-end material be revised to the modular brick used on the rest of the building.
- 4) That the applicant consider use of a darker colored roof.

**STAFF REPORT TO THE SUGAR GROVE PLANNING COMMISSION
FROM MIKE FERENCAK, VILLAGE PLANNER**

GENERAL CASEFILE INFORMATION

Commission Meeting Date: August 21, 2013

Petition Number: 13-008

Project Name: 689 N. Heartland Drive / Aerial Lift Sales, Rental, and Service in the M-1 District

Petitioner: MetroLift, Inc.

Request:

1. Text Amendment to add Aerial Lift Sales, Rental, and Service as a Special Use to Section 11-10-2-B M-1 Limited Manufacturing District, pursuant to Section 11-13-11 of the Sugar Grove Zoning Ordinance.
2. Special Use to allow a facility for aerial lift sales, rental, and service, including outdoor storage and fuel tanks, in the M-1 Limited Manufacturing District, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance (as amended) and Section 11-4-7-D of the Sugar Grove Zoning Ordinance.
3. Variance to reduce by 100% the interior side yard pavement setback from 10' to 0' along the south property line of the north lot for the length of the outdoor storage area, pursuant to Section 11-10-7-A-2 of the Sugar Grove Zoning Ordinance.
4. Variance to reduce by 60% the rear yard pavement setback from 50' to 20' along the entire east property line of the north lot, pursuant to Section 11-10-7-A-3 of the Sugar Grove Zoning Ordinance.
5. Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the south property line of the north lot for the length of the outdoor storage area from 7 trees and 42 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.
6. Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the north

property line of the north lot from the eastern point of the outdoor storage yard gate to the western point of the overhead door from 4 trees and 24 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.

7. Variance to reduce by 100% the outdoor storage landscape requirement for the outer perimeter of the outdoor storage area of the north lot from 169 shrubs to 0 shrubs, pursuant to Section 11-4-7-K of the Sugar Grove Zoning Ordinance.

Location: 659, 679, and 689 N. Heartland Drive

Parcel Number(s): 14-08-452-001, 14-08-452-008, and 14-08-452-009

Size: 659 (part of Lot 6): approximately 45,000 square feet or 1.03 acres
679 (part of Lot 6): approximately 45,000 square feet or 1.03 acres
689 (Lot 7): approximately 103,320 square feet or 2.37 acres

Street Frontage: 659: 125 feet along Heartland Drive
679: 125 feet along Heartland Drive
689: 287 feet along Heartland Drive

Current Zoning: 659: M-1 Limited Manufacturing District
679: M-1 Limited Manufacturing District
689: M-1 Limited Manufacturing District Special Use

Contiguous Zoning: NORTH: M-1 Limited Manufacturing District
SOUTH: M-1 Limited Manufacturing District
EAST: unincorporated Kane County F Farming District
WEST: (across Heartland Drive) M-1 Limited Manufacturing District

Current Land Use: 659: Aerial lift sales, rental, and service
679: Aerial lift sales, rental, and service
689: Aerial lift storage

Contiguous Land Use: NORTH: Quantum Sign & Fabricators
SOUTH: Elite Markings, LLC and World Premier Services
EAST: Agricultural field
WEST: (across Heartland Drive) Connor Co., a contractor's yard, and Midway Industrial

Comp Plan Designation: Business Park

Exhibits: Special Use Application
 Variance Application
 Responses to Variance Standards / Text Amendment Statement / Special Use Statement and Responses to Special Use Standards
 Public Hearing Notice
 Publication Confirmation (will be provided by applicant at meeting)
 Mailing Confirmation (will be provided by applicant at meeting)
 Posting Confirmation (photos attached)
 Proof of Ownership (available in CD Dept.)
 Review letter from EEI dated August 6, 2013
 Site Plan dated May 7, 2013
 Floor Plan date stamped August 15, 2013
 Fence Elevation dated June 12, 2013

CHARACTER OF THE AREA

The subject property is located in Sugar Grove Research Park (aka Waubensee Corporate Center). The existing character of the area is mostly warehouse and light industrial uses with some office use. The area to the east is farmland.

DEVELOPMENT PROPOSAL

The Planning Commission will consider requests for:

1. Text Amendment to add Aerial Lift Sales, Rental, and Service as a Special Use to Section 11-10-2-B M-1 Limited Manufacturing District, pursuant to Section 11-13-11 of the Sugar Grove Zoning Ordinance.
2. Special Use to allow a facility for aerial lift sales, rental, and service, including outdoor storage and fuel tanks, in the M-1 Limited Manufacturing District, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance (as amended) and Section 11-4-7-D of the Sugar Grove Zoning Ordinance.
3. Variance to reduce by 100% the interior side yard pavement setback from 10' to 0' along the south property line of the north lot for the length of the outdoor storage area, pursuant to Section 11-10-7-A-2 of the Sugar Grove Zoning Ordinance.
4. Variance to reduce by 60% the rear yard pavement setback from 50' to 20' along the entire east property line of the north lot, pursuant to Section 11-10-7-A-3 of the Sugar Grove Zoning Ordinance.

5. Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the south property line of the north lot for the length of the outdoor storage area from 7 trees and 42 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.
6. Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the north property line of the north lot from the eastern point of the outdoor storage yard gate to the western point of the overhead door from 4 trees and 24 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.
7. Variance to reduce by 100% the outdoor storage landscape requirement for the outer perimeter of the outdoor storage area of the north lot from 169 shrubs to 0 shrubs, pursuant to Section 11-4-7-K of the Sugar Grove Zoning Ordinance.

HISTORY

The applicant, MetroLift, Inc., has submitted requests for a Text Amendment to add “aerial lift sales, rental, and service” as a Special Use in the M-1 Limited Manufacturing District, a Special Use for “aerial lift sales, rental, and service, including outdoor storage and fuel tanks for three properties they own along Heartland Drive, and five Variance requests for pavement setbacks and landscaping on one of those properties where they intend to construct an outdoor storage yard.

MetroLift Inc. recently acquired the northern-most property (Lot 7, 689 N. Heartland Drive) where the outdoor storage area is planned. Currently, they are only using the building for interior storage, which is a permitted use. If the building is used for aerial lift sales, rental, and service this would be a different type of use that is not provided for in the Zoning Ordinance. This is why the Text Amendment and Special Use are requested.

Since the applicant is applying for Special Use on Lot 7, he chose to also apply for Special Use on Lot 6 (Lot 6 includes two parcels each with one building) to bring the existing, nonconforming use of those buildings into conformance with the Zoning Ordinance.

Construction of the outdoor storage area on Lot 7 does not require a Special Use or Special Accessory Use, but it does trigger certain required landscaping improvements and pavement setbacks which need to be met that this applicant proposes Variances for in certain locations, hence the Variance requests. The Variance requests are only for Lot 7.

COMPREHENSIVE PLAN RECOMMENDATIONS

The Comprehensive Plan designates the site as "Business Park". The Comprehensive Plan does not provide any policy regarding specific uses allowed in various districts of the Zoning Ordinance.

Contiguous properties are designated Business Park in all directions. The proposed use would be compatible with this existing building if the Zoning Ordinance is amended.

ZONING ORDINANCE STANDARDS

Note: The italicized portions in the Findings of Fact item/s below constitute staff's suggestions on the various required findings. The Plan Commission is free to depart from these suggestions and adopt their own.

1. Findings of Fact (Special Use) - Several standards must be met in order to grant a Special Use. These standards, and the status of each, are detailed below. The Planning Commission must determine that the Special Use:

- a. Will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this zoning ordinance.

The existing and proposed use is consistent with the land use objectives of the Comprehensive Plan. The use is compatible with surrounding uses. With the proposed Text Amendment, the M-1 zoning would permit this use.

- b. Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area.

The outdoor storage area would be designed and constructed to meet fence and landscape requirements with the exception of the pavement setback and landscape variances requested. It would be operated and maintained similar to the existing outdoor storage area at 659 and 679 N. Heartland Drive.

- c. Will not be hazardous or disturbing to existing or future neighborhood uses.

The existing and proposed use should not be hazardous or disturbing to existing or future neighboring uses. The primary concern would be aesthetics. The plans have been reviewed to ensure appropriate screening for the outdoor storage area is included. It is noted that fence and landscaping cannot entirely screen the aerial lifts when placed in the raised position that they normally are.

- d. Will be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.

The site is already adequately served by public facilities.

- e. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village.

The use should not create excessive additional public cost.

- f. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

The use will not produce excessive traffic, noise, smoke, fumes, glare, or odors.

- g. Will have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.

No changes to vehicular access are proposed with these requests.

- h. Will not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue or relief.

The lot coverage will increase with the addition of the outdoor storage area, but it should not exceed the maximum allowed.

- i. Will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the Village.

The proposed use will not result in the destruction, loss or damage of natural, scenic, or historic features.

1. Findings of Fact (Variance) - Several standards must be met in order to grant a Variance. These standards, and the status of each, are detailed below. Responses to each standard are provided for all Variances combined. The Planning Commission must determine that:

- a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zoning district:

The property can yield a reasonable return without the variances requested as there is an existing building on site and a large outdoor storage yard could be added meeting pavement setback and landscape requirements entirely, however the variance requests proposed are reasonable given adjacent uses and the use of this property.

- b. Plight of the owner is due to unique circumstances:

Some of the variances requested are due to unique circumstances, such as Lot 7 being adjacent to the applicant's other property.

- c. The Variation, if granted, will not alter the essential character of the locality:

The variations, if granted, would not alter the essential character of the locality as they would not be extremely obvious if one were to view the site.

The Plan Commission also needs to consider the following in making the above determination:

- a. The particular physical surroundings, shape or topographical condition of the specific property involved would bring particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out:

The property itself does not bring a particular hardship upon the owner.

- b. The conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning district:

The conditions may be applicable other properties in the zoning district.

- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property:

It is not simply to make more money, but also for practical reasons related to the layout of the outdoor storage area.

- d. The alleged difficulty or particular hardship has not been created by any person presently having an interest in the property, or by the applicant:

The variances proposed are due to either the proposed outdoor storage area design or the requested use of the site, which are being requested by the applicant.

- e. The granting of the variation will not be detrimental to the public welfare, or injurious to other property or improvements in the neighborhood in which the property is located:

The granting of the Variances should not be detrimental to other persons or property.

- f. The variation will not:

1. Impair an adequate supply of light and air to adjacent properties:

No threat to light and air is suggested by the requests.

2. Substantially increase the hazard from fire or other dangers to said property or adjacent properties:

Nothing proposed is a risk for fire or other safety.

3. Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of Sugar Grove:

Nothing proposed will impair the public health, safety, comfort, morals, or

general welfare.

4. Diminish or impair property values in the neighborhood:

The variances should not diminish or impair property values.

5. Unduly increase traffic congestion in the public streets and highways:

Traffic congestion should not increase with the proposal.

6. Create a nuisance:

The variances should not create a nuisance.

7. Result in an increase in public expenditures:

There should not be significant increases in public expenditures.

- g. The variation is the minimum variation necessary to make possible the reasonable use of the land, building or structure:

The Variances are more than the minimum necessary to make the use possible on the site, but are reasonable in the context of the site.

EVALUATION

Generally, this use is required to conform to requirements of the Village of Sugar Grove Zoning Ordinance. The following evaluation is related to the Zoning Ordinance requirements as compared to the plans included with this report. The applicant has already agreed to a modification of the original Variance requests and other changes that will be made and shown on a revised set of plans that are not yet available. However, this project was published with the revised set of Variance requests.

So, for example, while the attached plan would require a lot coverage variance, the future plan will not. The attached plan would require a rear pavement setback variance from 50' to 10', but the future plan will show 50' to 20'. In addition, after reviewing existing and proposed landscaping for the site, it was determined that three landscape variances will be requested, while certain other landscape requirements will be met that are not yet shown on a formal landscape plan. The south side pavement setback variance request will carry over to the future site plan.

1. Land Use / General – The land use would be considered a **Special Use** and require Special Use review if the **Text Amendment** to the M-1 District is approved.

2. Existing Conditions – Existing natural, scenic, or historic features will not be impacted.

3. Lots & Buildings Layout – The lot coverage at the site currently is 37.3%. The maximum allowed is 75%. The plan shows an increase to 76.2% lot coverage, but a revised plan will not exceed the 75% allowed as the outdoor storage area will be reduced so the fence will be 20' from the rear property line.

4. Building Setbacks – No building setbacks would change with these requests.

5. Parking / Drive Aisles – With these requests, the parking lot (curbs, asphalt, striping, and islands) would remain, but a reduced area would be considered as the official parking area to meet minimum parking requirements. The 19 parking spaces that would be outside of the outdoor storage area plus a minimum of 3 parking spaces inside the outdoor storage area would provide the total required parking of 22 spaces. One of the 19 spaces in the front will be a handicap accessible space. Some adjustments to the location of this space will need to be made. Some adjustments to the parking requirement table on the Site Plan are also needed.

6. Pavement Setbacks – While the majority of the outdoor storage area would have a gravel surface, just like for purposes of lot coverage, gravel is considered to be pavement for the purposes of the setback requirement. The pavement setbacks are necessary to provide a green space to meet the landscape requirement. In addition, the ordinance does not require, but staff asks that the fence then be installed at the pavement setback so that the landscaping is on the outer side of the fence.

The plan shows no pavement setback at the south so that the outdoor storage area at 689 can join the outdoor storage area at 679 entirely. This would be a **Variance** from 10' to 0'.

The rear pavement setback requirement is normally 15', but due to this property line forming the boundary of the M-1 District, it is automatically increased to 50'. The plan shows 10', but it will be revised to show a **Variance** to 20'. This is largely due to the need to keep the 20' drainage and utility easement free and clear.

7. Sidewalk / Path Access – Sidewalks are not planned as part of these requests.

8. Street Access / Traffic Study – Access to the site is only from Heartland Drive. Access is not proposed to change with these requests.

9. Design – No comment.

10. Landscaping – Some landscaping is shown on the attached Site Plan. However, the applicant will be preparing a separate, comprehensive Landscape Plan that is not yet available. The short summary on this is that all landscape requirements for the entire site will be met with the exception of the **three landscape Variances** proposed. The applicant has agreed to this.

11. Architecture – The building architecture is not proposed to change with these requests.

12. Lighting – Site lighting is not proposed to change with these requests, however staff has asked the applicant to add shields to existing lighting on the building so that light is cast down to the ground rather than horizontally out towards other properties. The applicant has agreed to add

shields.

13. Signage – The applicant will likely install a sign face in the existing wood frame or remove the wood frame. The applicant would need to request a sign permit if a sign face or new sign will be added to the property.

14. Outdoor Storage / Trash / Fence / Tanks – Raised aerial lifts would be stored in the outdoor storage area. The trash enclosure would be removed and any trash dumpsters would be kept within the fenced area. The fence is proposed as chain link with vertical slats. There are some existing fuel tanks on the 659 and 679 N. Heartland Drive properties that are being acknowledged with this Special Use, but no changes are proposed with them.

15. Engineering – The Village’s engineering consultant has reviewed the plans and provided a review letter (attached).

16. Water supply – Water service to the site is existing.

17. Sanitary sewer – Sanitary sewer service to the site is existing.

18. Stormwater management – Storm water management for the site is existing.

19. Building / Fire – No comment.

PUBLIC RESPONSE

The applicant will bring confirmation of the publication and mailing of the public hearing notice to the meeting. Staff confirmed a public hearing sign was posted at each address (photos attached). Staff has received no public comment on this project.

STAFF RECOMMENDATION

Staff recommends approval of the Text Amendment to add Aerial Lift Sales, Rental, and Service as a Special Use to Section 11-10-2-B M-1 Limited Manufacturing District, pursuant to Section 11-13-11 of the Sugar Grove Zoning Ordinance.

Staff recommends approval of the Special Use to allow a facility for aerial lift sales, rental, and service, including outdoor storage and fuel tanks, in the M-1 Limited Manufacturing District, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance (as amended) and Section 11-4-7-D, subject to the following conditions:

1. The Special Use shall substantially conform to:
 - a. the Site Plan, titled “Zoning Site Plan Metrolift Expansion”, by Bono Consultants, Inc., Sheet C-1, dated May 7, 2013;
 - b. the Floor Plan, not titled, date stamped August 15, 2013

- c. the Fence Elevation, titled “96” Chainlink Line of Fence”, by Complete Northern Illinois Fence, dated June 12, 2013.

except as such plans will be revised to address the staff review and conform to Village codes and ordinances and the conditions below.

2. That the Special Use is limited to 659, 679, and 689 N. Heartland Drive, as long as they are used for aerial lift sales, rental, and service.
3. That any expansion or changes to the use of the properties will require a Special Use Amendment review.
4. That any zoning, site design, architectural, landscape, lighting, signage, or other similar items that are existing, nonconforming at 659 and 679 N. Heartland Drive are addressed at the time of any future expansion or changes to the use of those properties.
5. That if the 689 N. Heartland Drive property is sold to an owner different than the owner of 679 N. Heartland Drive, that the two outdoor storage areas are disconnected (fence sections removed) and required landscaping is installed in the south yard of 689.
6. That the lot coverage requirement is met in the revised plan and updated in the site data table as directed by staff.
7. That the handicap accessible parking space location is adjusted as directed by staff.
8. That the parking table is updated as directed by staff.
9. That the Site Plan scale is corrected.
10. That the rear pavement setback is revised to 20’ in the revised plan.
11. That a Landscape Plan is prepared that meets all landscape requirements for the entire site with the exception of the three variances proposed.
12. That shields are added to the building-mounted lights.
13. That a sign permit is acquired for any modifications to the existing sign frame or new signs.
14. That all comments from the Village’s engineering consultant in the letter dated August 6, 2013 are addressed in the revised plans.

Staff recommends approval of the Variance to reduce by 100% the interior side yard pavement setback from 10’ to 0’ along the south property line of the north lot for the length of the outdoor storage area, pursuant to Section 11-10-7-A-2 of the Sugar Grove Zoning Ordinance.

Staff recommends approval of the Variance to reduce by 60% the rear yard pavement setback from 50' to 20' along the entire east property line of the north lot, pursuant to Section 11-10-7-A-3 of the Sugar Grove Zoning Ordinance.

Staff recommends approval of the Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the south property line of the north lot for the length of the outdoor storage area from 7 trees and 42 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.

Staff recommends approval of the Variance to reduce by 100% the interior side yard landscape requirement of the M-1 District along the north property line of the north lot from the eastern point of the outdoor storage yard gate to the western point of the overhead door from 4 trees and 24 shrubs to 0 trees and 0 shrubs, pursuant to Section 11-10-7-G-1-b of the Sugar Grove Zoning Ordinance.

Staff recommends approval of the Variance to reduce by 100% the outdoor storage landscape requirement for the outer perimeter of the outdoor storage area of the north lot from 169 shrubs to 0 shrubs, pursuant to Section 11-4-7-K of the Sugar Grove Zoning Ordinance.

96" tall Chainlink Fabric with
Knuckle / Knuckle Selvage and 2"
Mesh Size.

132" tall, 2 1/2" diameter Terminal
Post with 10" post footing diameter
and 36" post footing depth.

132" tall, 2 1/2" diameter Line
Post with 10" post footing diameter
and 36" post footing depth.

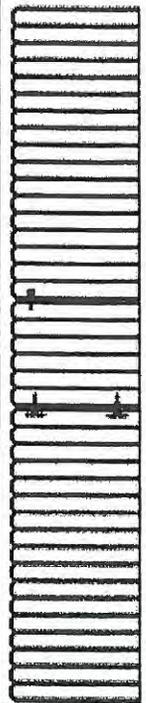
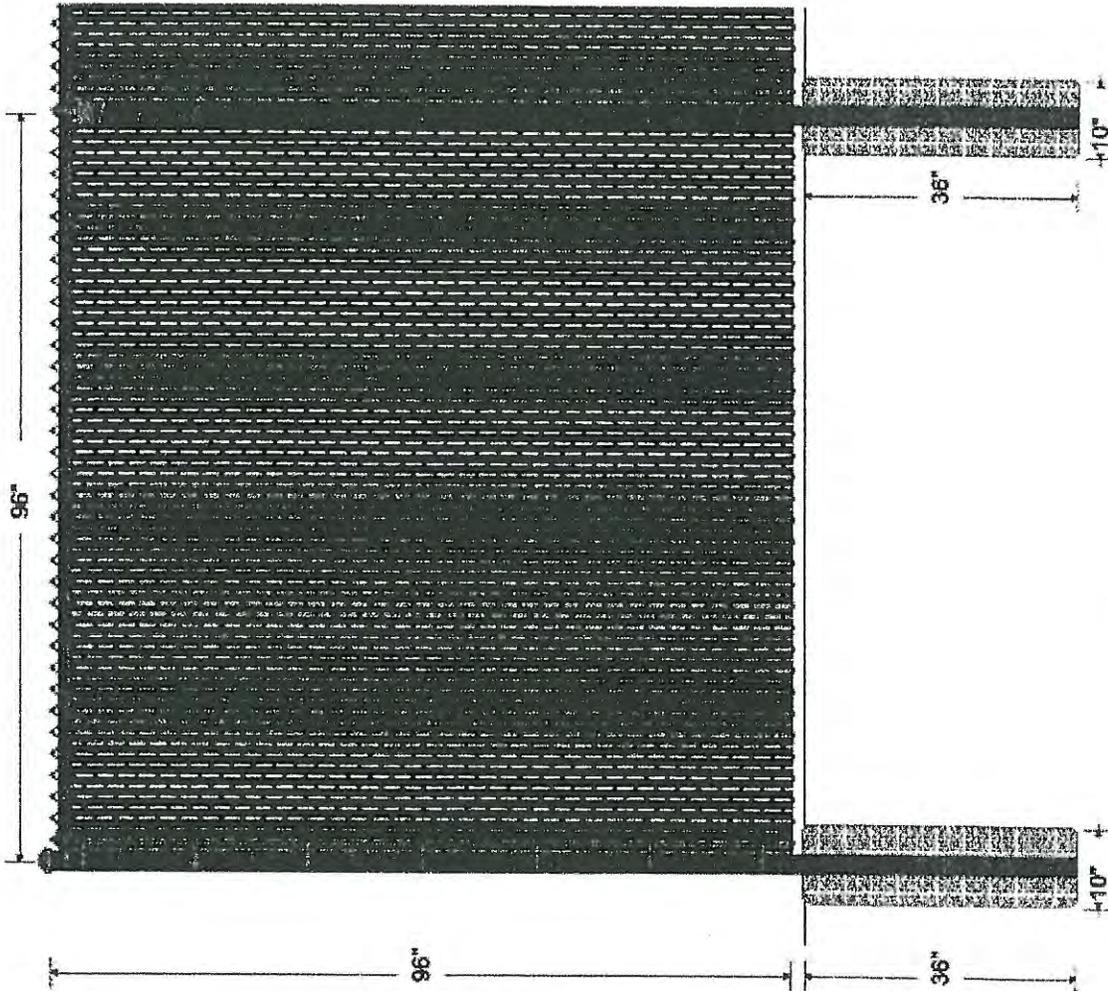
Top of Fence has 1 5/8" diameter
Top Rail.

Bottom of Fence has Fabric Only.

Fence contains Vertical Slats.

Line Post Spacing: 59"

Tie Wire Spacing is every 24" on
Posts.



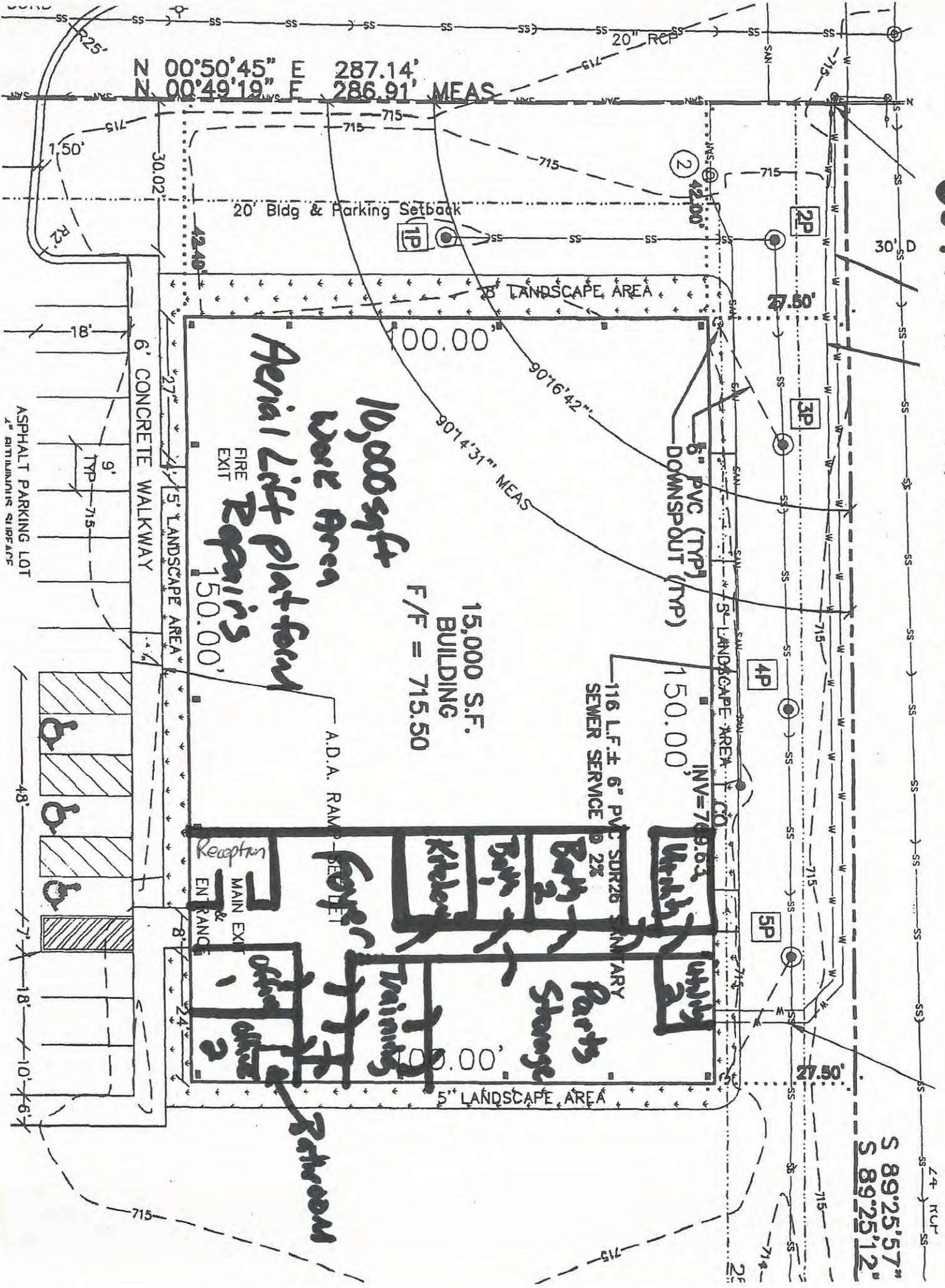
Complete Northern Illinois Fence
320 W LINCOLN HIGHWAY
Cortland, IL 60112
Office: 815-756-3561 Fax: 815-756-7920

Drawn: 6/12/2013
File:

96" Chainlink Line of Fence

RECEIVE
AUG 15 2013
BY: _____

689 N. Highland Floor Plan



N 00°50'45" E 287.14'
 N 00°49'19" E 286.91' MEAS

20' Bldg & Parking Setback

10,000 sqft
15,000 S.F. BUILDING
F/F = 715.50

Area 1 Lift platform
Fire Exit
150.00'

ASPHALT PARKING LOT
 4" BITUMEN SURFACE

6' CONCRETE WALKWAY

5' LANDSCAPE AREA

5' LANDSCAPE AREA

5' LANDSCAPE AREA

S 89°25'57"
 S 89°25'12"

24 RUT

Memorandum

Date: August 19, 2013

To: Plan Commission
Staff

From: Mike Ferencak, Village Planner

CC: Rich Young, Community Development Director

Re: 689 N. Heartland Drive

The 689 N. Heartland Drive staff report reviews the reasons for the Text Amendment and Special Use requests. It also reviews the reasons for the pavement setback Variance requests, but it does not detail the reasons for the landscape Variance requests. Here is a description of the landscape variance requests corresponding to the request numbers on the report:

- 5) The request to reduce by 100% the landscape requirement along the south property line of 689 N. Heartland Drive for the length of the proposed outdoor storage area is the same reason as the request for pavement setback variance in this yard – so the outdoor storage yard can entirely join with the outdoor storage yard on the 679 N. Heartland Drive property, at the applicant's request.
- 6) The request to reduce by 100% the landscape requirement along the north property line of 689 N. Heartland Drive from the proposed outdoor storage yard gate to the overhead door along the north side of the building is to allow room for the occasional moves of aerial lift equipment from the yard to the building and vice versa at the applicant's request. This area would not be paved or gravel – the aerial lifts would ride over the existing grass from time to time.
- 7) The request to reduce by 100% the landscape requirement for the outer perimeter of the outdoor storage yard fence is proposed due to the outdoor storage area being immediately next to the property line landscaping in all cases, except the front yard where there is no place to install the required landscaping with the proposed design of leaving the existing parking lot in place as is.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICH YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
MIKE FERENCAK, VILLAGE PLANNER
SUBJECT: DISCUSSION: TEXT AMENDMENT, SPECIAL USE, AND VARIANCES
FOR AN AERIAL LIFT SALES, RENTAL, AND SERVICE FACILITY AT
659, 679, AND 689 N. HEARTLAND DRIVE
AGENDA: SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE MEETING
DATE: AUGUST 30, 2013

ISSUE

Should the Village Board consider requests for a Text Amendment, Special Use, and five (5) Variances for an aerial lift sales, rental, and service facility at 659, 679, and 689 N. Heartland Drive in the Sugar Grove Research Park.

DISCUSSION

The applicant, MetroLift, Inc., is requesting a Text Amendment to add “aerial lift sales, rental, and service” as a Special Use in the M-1 Limited Manufacturing District, a Special Use for aerial lift sales, rental, and service, including outdoor storage and fuel tanks for three properties they own, and five Variance requests for pavement setbacks and landscaping requirements at 689 N. Heartland Drive where they intend to construct an outdoor storage yard.

The background and details of the project can be found in the staff report to the Plan Commission dated August 21, 2013 (attached) and the memo to the Plan Commission dated August 19, 2013 (attached).

REQUESTS

The seven specific requests are listed in the first two pages of the Plan Commission report (attached).

Staff recommended to the Plan Commission approval of the seven requests with conditions included in the Special Use recommendation as follows:

1. The Special Use shall substantially conform to:

- a. the Site Plan, titled "Zoning Site Plan Metrolift Expansion", by Bono Consultants, Inc., Sheet C-1, dated May 7, 2013;
- b. the Floor Plan, not titled, date stamped August 15, 2013
- c. the Fence Elevation, titled "96" Chainlink Line of Fence", by Complete Northern Illinois Fence, dated June 12, 2013.

except as such plans will be revised to address the staff review and conform to Village codes and ordinances and the conditions below.

2. That the Special Use is limited to 659, 679, and 689 N. Heartland Drive, as long as they are used for aerial lift sales, rental, and service.
3. That any expansion or changes to the use of the properties will require a Special Use Amendment review.
4. That any zoning, site design, architectural, landscape, lighting, signage, or other similar items that are existing, nonconforming at 659 and 679 N. Heartland Drive are addressed at the time of any future expansion or changes to the use of those properties.
5. That if the occupant of the property at 689 N. Heartland Drive is different than the occupant of the property at 679 N. Heartland Drive, such that the outdoor storage areas at the rear of the properties are used by different persons or entities, a fence shall be installed setback 10 feet from the south property line of 689 N. Heartland Drive to enclose the 689 N. Heartland Drive outdoor storage area, and the fence in the current location at 679 N. Heartland Drive shall be replaced to enclose the 679 N. Heartland Drive outdoor storage area. The occupant of the property at 689 N. Heartland Drive shall install landscaping as required under the Village of Sugar Grove Zoning Ordinance on the outer side of the fence.
6. That the lot coverage requirement is met in the revised plan and updated in the site data table as directed by staff.
7. That the handicap accessible parking space location is adjusted as directed by staff.
8. That the parking table is updated as directed by staff.
9. That the Site Plan scale is corrected.
10. That the rear pavement setback is revised to 20' in the revised plan.

11. That a Landscape Plan is prepared that meets all landscape requirements for the entire site with the exception of the three variances proposed.
12. That shields are added to the building-mounted lights.
13. That a sign permit is acquired for any modifications to the existing sign frame or new signs.
14. That all comments from the Village's engineering consultant in the letter dated August 6, 2013 are addressed in the revised plans.

A public hearing was held on this request at the August 21, 2013 Plan Commission meeting. Mr. Dan Nagel asked staff about the zoning along Heartland Drive. The Plan Commission voted 6-0 to approve the seven requests, with the Special Use being subject to the 14 conditions as recommended by staff.

The applicant is in agreement with the 14 conditions. The applicant submitted a revised Site Plan and a Landscape Plan on August 27, 2013. These are attached. However, at this time staff has not completed a review of the plans, but it is known that at least some corrections will still be necessary. The plans will be reviewed by staff, corrected by the applicant, and re-reviewed by staff before setting the regular Village Board meeting date for this project.

The following items are attached for your information:

1. Staff Report to the August 21, 2013 Plan Commission
2. Site Plan last revised August 16, 2013
3. Landscape Plan overlaid on Site Plan last revised August 16, 2013
4. Floor Plan date stamped August 15, 2013
5. Fence Elevation dated June 12, 2013

COSTS

There is no cost associated with this proposal. All costs have been paid for by the petitioner.

RECOMMENDATION

That the Committee of the Whole review this item and plans are revised for a future regular Village Board meeting agenda.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CINDY GALBREATH, VILLAGE CLERK
SUBJECT: DISCUSSION OF DEPARTMENTAL ACCOMPLISHMENTS AND ACTION PLANS
AGENDA: SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE
DATE: AUGUST 29, 2013

ISSUE

Should the Village Board review the Departmental Accomplishments and Action Plans.

DISCUSSION

This item was last discussed at the August 20, 2013 Committee of the Whole. At that time the Board reviewed the accomplishments and action plans of the Administration and Finance Department. The changes requested to the departmental action plans of adding economic incentives and online vendor payments were added to these plans.

This evening it is the accomplishments and action plans of the Community Development Department, Public Works and Police Department are scheduled to be reviewed.

COSTS

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

RECOMMENDATION

That the Board review Departmental Accomplishments and Action Plans.

**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 MINOR AMENDMENT TO THE
AMERICAN HEARTLAND RESUBDIVISION PLANNED UNIT
DEVELOPMENT (PUD)
AGENDA: SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE MEETING
DATE: AUGUST 30, 2013

ISSUE

Should the Village amend the American Heartland Resubdivision PUD.

DISCUSSION

The applicant, American Heartland Bancshares, Inc., is proposing to amend the Planned Unit Development Ordinance approved on October 30, 2012 for the American Heartland Bank development (Ordinance 2012-1030A). This Ordinance added the proposed site for this bank to the existing Sugar Grove Office & Industrial Center PUD and granted a Preliminary / Final PUD and Special Use for the future bank. A Preliminary / Final Plat for the bank site was approved on the same day.

The applicant is proposing to address condition 3 of the PUD Ordinance. The applicant did submit preliminary Building and Trash Enclosure at the October 30, 2012 Board Meeting, but since the applicant did not have final Elevation Plans available at the time, condition 3 required that the applicant submit for a Minor PUD Amendment in the future for approval of the final Elevation Plans. In addition, any change to the Floor Plan required Minor PUD Amendment approval. The applicant submitted plans on July 26, 2013.

The Elevation Plans were reviewed by the Architectural Review and Resource Group (ARRG). They made a couple of recommendations including changing the base material to a masonry material, widening the window shutters to the width of a full pane of glass, changing the gable ends of the building to brick, and applying a darker roof color. All of these changes were made on the plans submitted just prior to the Plan Commission meeting. With the changes, the building would be constructed primarily of masonry materials, as the Comprehensive Plan and Route 47 Corridor Manual call for.

Please see the Plan Commission staff report (attached) for more detail on the review.

Staff recommended to the Plan Commission approval of Building and Trash Enclosure Elevation Plans dated August 21, 2013, subject to the following conditions:

C:\Users\cwelsch\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\ZHCVIVG0\2013_09_03_American_Heartland_Resubdivision_Minor_PUD_Amend_COW_revised_2.docx
~~K:\CDDData\Planning Division\Boards\Board\COW Reports\2013-0903-American_Heartland_Resubdivision_Minor_PUD_Amend_COW.doc~~

- 1) That all materials are labeled on the plan, including specific name and color.
- 2) That a detail of the wall sign is submitted for review as part of this Minor PUD Amendment.

The Plan Commission reviewed this request at the August 21, 2013 meeting. The Plan Commission recommended approval of the Minor PUD Amendment as recommended by staff by a vote of 6-0.

Staff also notes the Floor Plan was only changed minimally and it did not affect the parking requirement for the building. The building-mounted lighting will remain subject to review with the Site and other plans which are currently being updated to address conditions from the October 30, 2012 approval. Staff will add to the draft Ordinance for the next meeting that the Floor Plan as revised is being approved and that the building-mounted lighting is subject to review.

The following items are attached for your information:

1. Staff Report to the August 21, 2013 Plan Commission meeting
2. Building and Trash Enclosure Elevation Plans and Floor Plan dated August 21, 2013
3. For Reference: Site Plan last revised October 27, 2012

COST

This project did not require a public hearing. Costs have been paid by the applicant.

RECOMMENDATION

That the Committee of the Whole review and place this item and place it on the September 17, 2013 regular Village Board meeting agenda.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CINDY GALBREATH, VILLAGE CLERK
SUBJECT: PUBLIC OFFICE APPOINTMENTS
AGENDA: SEPTEMBER 03, 2013 REGULAR AGENDA
DATE: AUGUST 28, 2013

ISSUE

Shall the Village Board appointment a Finance Director and Treasurer for the Village of Sugar Grove

DISCUSSION

Village Code and State Statute require certain Public Office positions to be appointed by the Village President with the advice and consent of the Board. There are no set term lengths for any of these offices and all serve at the pleasure of the President and Board.

Ratification of an appointment does not override any contract that an employee or consultant may enter into with the Village. Code clearly state that the public office appointments serve at the pleasure of the President and Board.

At this time it is recommended that the Board appoint a Finance Director to also serve as the Village Treasurer.

COSTS

There are no associated costs.

RECOMMENDATION

That the Village Board upon recommendation of Village President Sean Michels ratifies to the position of Finance Director and Village Treasurer, Zaida Torres.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CYNTHIA GALBREATH, VILLAGE CLERK
SUBJECT: RESOLUTION: AUTHORIZING EMPLOYMENT AGREEMENT
AGENDA: SEPTEMBER 03, 2013 CONSENT AGENDA
DATE: AUGUST 28, 2013

ISSUE

Should the Village approve an Employment Agreement for the Finance Director.

DISCUSSION

The Village Board has reviewed and discussed the employment of Zaida Torres as the Finance Director for the Village of Sugar Grove. At this time it would be appropriate to approve the agreement as discussed.

COST

Cost of this item is estimated at \$150 in legal services which will be charged to account # 01-50-6301 GF Administration Legal Services.

RECOMMENDATION

That the Board by consensus approve Resolution 20130903C Authorizing an Employment Agreement for the Village Finance Director.



RESOLUTION NO. 20130903C

AUTHORIZATION TO ENTER INTO AN EMPLOYMENT AGREEMENT

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

WHEREAS, as the Village of Sugar Grove desires to continue to employ skilled personnel to best serve the community; and

WHEREAS, the President and Village Board desire to employ a Finance Director; and

WHEREAS, the Village of Sugar Grove Board has determined that it is in the best interests of the Village to enter into an employment agreements for this position.

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

- 1. That the Village President and Village Clerk are hereby authorized to sign the Employment Agreement as approved.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 3rd of September, 2013.

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

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

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



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

RESOLUTION NO. 20130903D

**A RESOLUTION OF THE VILLAGE OF SUGAR GROVE
DESIGNATING SIGNATORIES**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 3rd day of September, 2013.

RESOLUTION NO. 20130903D
A RESOLUTION OF THE VILLAGE OF SUGAR GROVE
DESIGNATING SIGNATORIES

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 Village Board confirmed the appointment of the Village Treasurer/Finance Director on September 3, 2013 necessitating updating signatory cards with various Financial Institutions; and

NOW, THEREFORE, BE IT RESOLVED by the Corporate Authorities of the Village have determined that designated signatories effective September 3, 2013 for the Village Financial Institutions are as follows:

P. Sean Michels, Village President
Brent Eichelberger, Village Administrator
Zaida Torres, Village Finance Director/Treasurer
Cynthia Galbreath, Village Clerk

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 3rd day of September, 2013.

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 Johnson	___	___	___	___
Trustee Herron	___	___	___	___
Trustee Paluch	___	___	___	___
Trustee Bohler	___	___	___	___
Trustee Geary	___	___	___	___
Trustee Montalto	___	___	___	___

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
SUBJECT: DISCUSSION: HUMAN RESOURCES MANUAL
AGENDA: SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE MEETING
DATE: AUGUST 30, 2013

ISSUE

Shall the Village Board approve a revised Human Resources Manual.

DISCUSSION

The Village Board last discussed the Human Resources Manual at the August 20, 2013 Committee of the Whole meeting. Staff has made minor changes as follows:

- 1) Chapter 4, Section G – Holidays – deleted the additional holiday (Columbus Day)
- 2) Chapter 4, Section H – Personal Leave – added one additional floating holiday
- 3) Chapter 7, Section H – Technology Policy – Guidelines Pertaining to the Network and Computer Stations – added language to allow Department Heads to approve nonroutine software installation on computers and the network.

In addition, the Board inquired about confidentiality clauses in the manual. There are 2 points in Chapter 7, Section H – Technology Policy as follows:

- 1) Employees shall not share information that is confidential about Village business. (regarding Guidelines Pertaining to Postings on the Internet)
- 2) Uses that result in the improper publication or transmission of confidential Village materials or information. (regarding Prohibited Use of Village Technology)

COST

The Village has spent approximately \$4,500 on legal review of the manual since March 2012 from account 01-50-6301, Legal Services, which was included in the fiscal year 2011 – 2012 and fiscal year 2012 – 2013 budgets. No additional cost is anticipated at this time.

RECOMMENDATION

That the Village Board discuss the Human Resources Manual.



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

RESOLUTION NO. 20130903A

**A RESOLUTION
APPOINTING AN AUTHORIZED AGENT
FOR THE
ILLINOIS MUNICIPAL RETIREMENT FUND**

**ADOPTED BY THE
BOARD OF TRUSTEES AND PRESIDENT
OF THE VILLAGE OF SUGAR GROVE, ILLINOIS
THIS 3rd DAY OF SEPTEMBER, 2013.**

**PUBLISHED IN PAMPHLET FORM
BY THE AUTHORITY OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF SUGAR GROVE,
KANE COUNTY, ILLINOIS
THIS 3rd DAY OF SEPTEMBER, 2013**

RESOLUTION NO. 20130903A

**RESOLUTION APPOINTING AN
AUTHORIZED AGENT FOR THE
ILLINOIS MUNICIPAL RETIREMENT FUND**

WHEREAS, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the 1970 Constitution of the State of Illinois; and

WHEREAS, the Village of Sugar Grove is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, President and Board of Trustees desires that Zaida Torres, Finance Director, be appointed as the Duly Appointed Authorized Agent for the Illinois Municipal Retirement Fund;

NOW, THEREFORE BE IT RESOLVED by the CORPORATE AUTHORITIES, of the VILLAGE of SUGAR GROVE, ILLINOIS, that Zaida Torres, Finance Director of the Village of Sugar Grove is hereby appointed to represent the Village of Sugar Grove as the Duly Appointed Authorized Agent for the Illinois Municipal Retirement Fund (IMRF) commencing on September 03, 2013. Powers and Duties delegated to the Authorized Agent pursuant to Section 7-135 of the Illinois Pension Code include filing a Petition of Nominations of an Executive Trustee of IMRF and casting a Ballot for Election of an Executive Trustee of IMRF.

PASSED by the Board of Trustees of the Village of Sugar Grove, Illinois, this 3rd day of September, 2013.

	AYE:	NAY:	ABSENT:
Bohler	___	___	___
Paluch	___	___	___
Geary	___	___	___
Johnson	___	___	___
Montalto	___	___	___
Herron	___	___	___

P. Sean Michels, Village President
Village of Sugar Grove

ATTEST:

Cynthia L. Galbreath

(Seal)

CERTIFICATE

I, Cynthia L. Galbreath, certify that I am the duly appointed and acting Municipal Clerk of the Village of Sugar Grove, Kane County, Illinois.

I further certify that on 3rd day of September the Board of Trustees of the Village of Sugar Grove passed and approved Resolution No. 20130903A, Entitled:

“RESOLUTION APPOINTING AN AUTHORIZED AGENT FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND”.

Dated at Sugar Grove, Illinois this 3rd day of September, 2013

Cynthia L. Galbreath

RESOLUTION NO. 20130903B

**RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY**

WHEREAS, the Village of Sugar Grove adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) person to represent that body on the Board of Directors of Said Intergovernmental Agency.

NOW, THEREFORE BE IT RESOLVED by the CORPORATE AUTHORITIES, of the VILLAGE of SUGAR GROVE, ILLINOIS, that Zaida Torres, Finance Director of the Village of Sugar Grove is hereby appointed to represent the Village of Sugar Grove on the Board of Directors of said Intergovernmental Risk Management Agency commencing on September 03, 2013

BE IT FURTHER RESOLVED that Jennifer Milewski of the Village of Sugar Grove is hereby selected as the alternative representative to serve if Zaida Torres is unable to carry out her aforesaid duties as the representative of the Village of Sugar Grove to said Intergovernmental Agency.

PASSED by the Board of Trustees of the Village of Sugar Grove, Illinois, this 3rd day of September, 2013.

P. Sean Michels, Village President

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

Cynthia L. Galbreath, Village Clerk

(Seal)

**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 MINOR AMENDMENT TO THE
THE LANDINGS OFFICE PARK PLANNED UNIT
DEVELOPMENT (PUD)
AGENDA: SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE MEETING
DATE: AUGUST 30, 2013

ISSUE

Should the Village amend the The Landings Office Park PUD.

DISCUSSION

The applicant, Scott Ladendorf of Accurate Repro, Inc. for Cadence Health, is proposing to amend the Planned Unit Development Ordinance approved on December 18, 2007 for The Landings Office Park development. The Landings Office Park is an office park consisting of seven building lots and one common lot, together one zoning lot, located at 414-492 Division Drive.

The applicant is proposing to amend the PUD Ordinance to allow one wall advertising sign for Cadence Health on the south wall of the building at 414 Division Drive. Cadence Health owns the 414 Division Drive building on Lot 16 and will be opening at that site soon. The other constructed building in the office park on Lot 12 is owned by 474 Division SG, LLC (Bill and Amy Peters – the owners of Brightest Stars Preschool) and Old Second National Bank. The other five planned buildings have not been constructed and they, together with the common lot which includes the shared parking area, are owned by WB Pad Holdings, LLC (Wheaton Bank).

Wall signage is prohibited as a part of the PUD. The types of uses envisioned in the office park were not the types that would need wall signage. Two ground signs for the entire zoning lot were approved with the PUD and they were to be the only advertising ground signs on the zoning lot. The two ground signs are constructed and read “The Landings Office Park”. Please refer to the Plan Commission staff report (attached) for a detailed review of all signage approved or existing on the building and site.

The request is to amend the PUD to allow the one proposed advertising wall sign for this one owner on the south wall of the 414 Division Drive building only. There is no comprehensive wall signage plan proposed and the wall signage prohibition would only be modified to the extent that this particular sign may be approved.

Staff recommended to the Plan Commission approval of the single advertising wall sign on the south face of the building only, subject to the following conditions:

- 1) That the wall sign be allowed only as externally-illuminated or non-illuminated flush sign (not a box sign as proposed).
- 2) That the sign be allowed for three (3) years and one month prior to expiration the applicant may apply for an extension.

This recommendation is similar to the recent signage amendment for Sugar Grove Health Center in the Capitol Professional Center. The difference with that one is that after a three (3) year allowed installation time, the time allowed can only be extended if the planned ground sign for the Center is not constructed by that time. The applicant is in agreement with the proposed solution.

The Plan Commission reviewed this request at the August 21, 2013 meeting. The Plan Commission recommended approval of the Minor PUD Amendment according to the staff recommendation by a vote of 6-0.

A three year time limit on the advertising wall signs would allow the Village to re-evaluate in three years whether it makes sense to keep the wall signs given changing circumstances in the development of the Village.

ATTACHMENTS

1. Staff Report to the August 21, 2013 Plan Commission meeting
2. Proposed Sign Elevation / Site Plan last revised June 20, 2013
3. The Landings Office Park PUD Signage Plan dated November 26, 2007

COST

This project did not require a public hearing. Costs have been paid by the applicant.

RECOMMENDATION

That the Committee of the Whole review this item and place it on the September 17, 2013 regular Village Board meeting agenda.

**STAFF REPORT TO THE SUGAR GROVE PLANNING COMMISSION
FROM MIKE FERENCAK, VILLAGE PLANNER**

GENERAL CASEFILE INFORMATION

Commission Meeting Date: August 21, 2013

Petition Number: 13-009

Project Name: The Landings Office Park Minor PUD Amendment

Petitioner: Scott Ladendorf, Accurate Repro, Inc. for Cadence Health

Request: 1. Minor PUD Amendment for The Landings Office Park PUD (Ordinance 2007-1218A)

Location: 414-492 Division Drive (request is specific to 414 only)

Parcel Number(s): 14-16-176-008 thru 14-16-176-014 and
14-16-176-016 thru 14-16-176-018

Size: 265,609 square feet or 6.10 acres

Street Frontage: 660.32 feet along Division Drive

Current Zoning: B-3 Regional Business District PUD

Contiguous Zoning: NORTH: B-3 Regional Business District PUD
SOUTH: B-3 Regional Business District PUD
EAST: (across Division Drive) B-3 Regional Business District PUD
WEST: R-1 Low Density Residential District

Current Land Use: Office Park

Contiguous Land Use: NORTH: Open / vacant
SOUTH: Open / vacant
EAST: (across Division Drive) Retail building and open / vacant
WEST: Windsor West bicycle path outlot

Comp Plan Designation: Corridor Commercial

Exhibits: Special Use (Minor PUD Amendment) application submitted
July 15, 2013
Proof of Ownership
Proposed Sign Elevation / Site Plan last revised June 20, 2013

The Landings Office Park PUD Ordinance 2007-1218A
(available in CD Dept.)
The Landings Office Park PUD Signage Plan dated
November 26, 2007
Correspondence from other owners in PUD (to be provided at
meeting)

CHARACTER OF THE AREA

The Landings Office Park is part of The Landings and next to Prairie Grove Commons and Windsor West. The Landings and Prairie Grove Commons are partially developed commercial developments and Windsor West is a complete residential development including both townhomes and single-family homes.

DEVELOPMENT PROPOSAL

The Planning Commission will consider a request for:

1. Minor PUD Amendment for The Landings Office Park PUD (Ordinance 2007-1218A)

This PUD Amendment would amend conditions 1 and 2 of Ordinance 2007-1218A.

HISTORY

The applicant, Scott Ladendorf of Accurate Repro, Inc. on behalf of Cadence Health, is proposing to amend condition 1 of the Planned Unit Development Ordinance approved on December 18, 2007 for The Landings Office Park development to allow one wall advertising sign on the south wall of the building at 414 Division Drive for the single future occupant of the building, Cadence Health.

The Landings Office Park is part of The Landings development. The Landings Office Park was granted a Major PUD Amendment and Final PUD on December 18, 2007 (Ordinance 2007-1218A, attached). It was also granted Preliminary and Final Plat approval on December 18, 2007 (Resolution 2007-1218A).

The building located at Lot 16 (414 Division Drive) is constructed and will be entirely occupied in the near future by Cadence Health. There is one other constructed building in this office park PUD that is partially occupied by a pre-school use. There are also five other vacant building pads within this office park PUD.

EVALUATION

This development was set up as several building lots platted within one common zoning lot. A zoning lot is defined in the Zoning Ordinance as “a designated parcel, tract, or area of land

established by plat, subdivision, otherwise permitted by law to be used, developed, or built upon as a single unit under unified ownership or control”.

Ownership

Lot 16 is owned by CDH-Delnor Health System d/b/a Cadence Health. The other constructed building on Lot 12 is partially owned by 474 Division SG, LLC (Bill and Amy Peters – the owners of Brightest Stars Preschool) and partially owned by Old Second National Bank. The unconstructed building lots and the common lot (that includes the shared parking area) are owned by WB Pad Holdings, LLC (Wheaton Bank). The applicant will be providing correspondence from each of the other owners in the PUD that they have no objection to the proposed wall advertising sign for Cadence Health.

PUD Requirements

Wall Advertising Signs

Wall advertising signage is effectively prohibited in The Landings Office Park PUD (Ordinance 2007-1218A) by not being included in the attached plan.

In addition, The Landings Office Park PUD plan was approved consistent with The Landings PUD (Ordinance 2007-0403B) which requires in condition 18 of that document that “...No additional exterior signs on the individual buildings will be permitted, except name plates on the buildings or window signs.”

The types of uses envisioned in the office park were not the type that would need wall advertising signs.

During the Fall of 2012, staff had communicated to a representative of Cadence Health that wall advertising signage is not allowed in the office park and that ground signage is considered already installed since “The Landings Office Park” signs are already in place on the site. On April 29, 2013, Scott Ladendorf of Accurate Repro, Inc. applied for a sign permit for an illuminated ground advertising sign and an illuminated wall advertising sign. Staff informed this applicant of the sign restrictions and that to consider changing the sign plan a Minor PUD Amendment would need to be requested.

After further discussion with staff, the Minor PUD Amendment application submitted did not include a request for a ground sign and changed the illuminated wall sign to a non-illuminated wall sign. The application was completed and submitted to staff on July 15, 2013.

Ground Advertising Signs

The Landings Office Park PUD (Ordinance 2007-1218A) was approved with two ground signs that state the name of the office park. These signs are in place on the site. These are the only ground advertising signs allowed on the site as approved by the PUD.

The Landings Office Park PUD plan was approved consistent with The Landings PUD (Ordinance

2007-0403B) which requires in condition 18 of that document that the “Lot 8 (the planned multiple office building lot) signage shall be limited to two (2) signs, meeting setback requirements, shown as the “business park sign” elevation as proposed on the Signage Plan...”

Informational Signs

The Landings Office Park PUD (Ordinance 2007-1218A) was approved with seven small informational signs (one in front of each building) that state the name of the tenants in each building. These signs have not been constructed. These are the only informational signs allowed on the site by plan.

The Landings Office Park PUD plan was approved consistent with The Landings PUD (Ordinance 2007-0403B) which requires in condition 18 of that document that “...Individual office building signs shall be limited to one (1) per building...”.

Amendment

The proposal is to amend the PUD to allow one proposed wall sign for this one owner. The request is only for a sign on the south wall of the 414 Division Drive building.

The existing PUD Ordinance contains two conditions which relate to the signage. The first condition, condition 1, requires that, among other things, the Lot 8 Landscape Plan / Sign Plan dated November 26, 2007 be followed. This drawing depicts no wall signs, two ground signs, and seven informational signs as described in the paragraphs above. The second condition, condition 2, requires that all applicable conditions from The Landings PUD Ordinance 2007-0403B be met, including, among others, the condition specifying no wall signage in the development.

If the Village Board were to approve this request, condition 1 would be amended to call out the wall sign plan for Cadence Health and condition 2 would be amended to add an exception for wall signage and specify what type of walls sign would be allowed for Cadence Health and for how long.

Sign Type

The building design in The Landings Office Park is very much a residential design. Any wall signs would need to be placed under the eaves of the roof as per the Zoning Ordinance they cannot be placed on the roof.

The proposed wall sign would be a translucent box sign capable of internal-illumination, but would not be illuminated in the application on this site. The applicant proposes a translucent box sign so that it can be relocated and used on another site in the future. The draft updated Sign Ordinance would not allow box signs, nor translucent signs. The draft Sign Ordinance would allow externally-illuminated or non-illuminated flush signs or internally-illuminated channel letter / individual letter signs. Staff does not believe channel letter / individual letter signs would fit the design of this building. Therefore staff suggests an externally-illuminated or non-illuminated flush sign if a sign will be allowed. If externally illuminated, the lighting may be mounted on the building.

Time

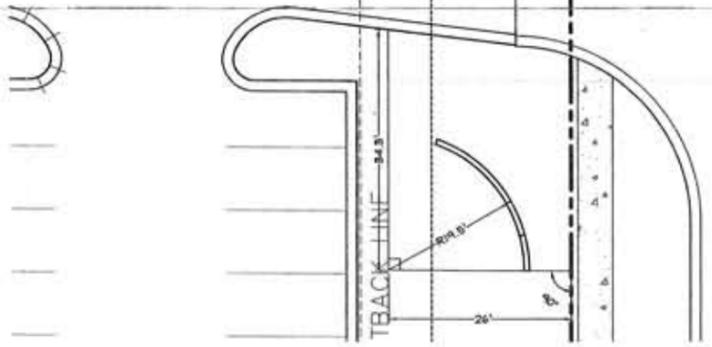
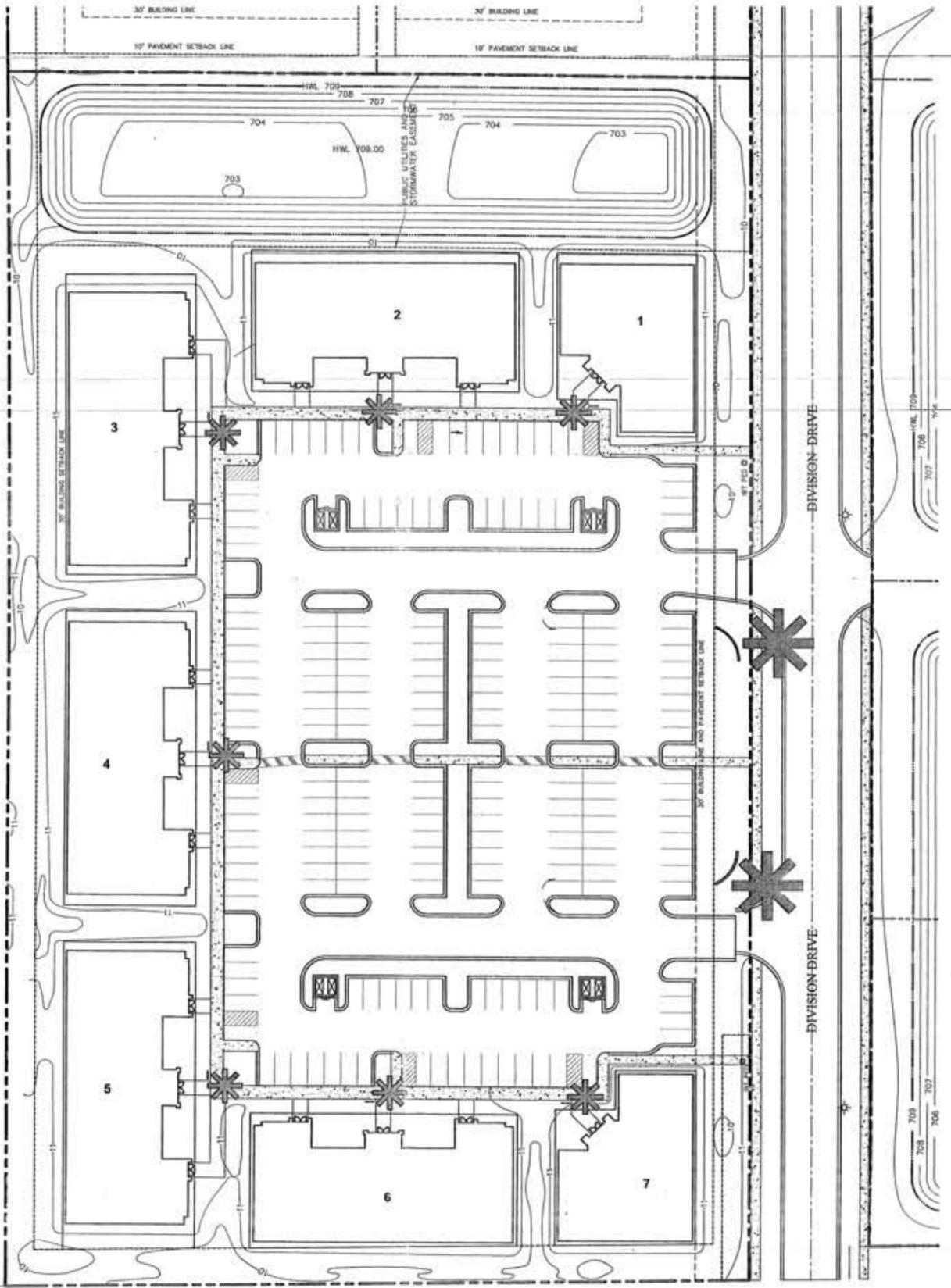
As wall advertising signs are not allowed by the PUD Ordinance, if this sign will be allowed, staff suggests an amendment which would allow a permanent-style wall sign with a time limit of three (3) years, which would be consistent with another office park wall signage request granted recently. The applicant may apply for an extension of time in three (3) years.

PUBLIC RESPONSE

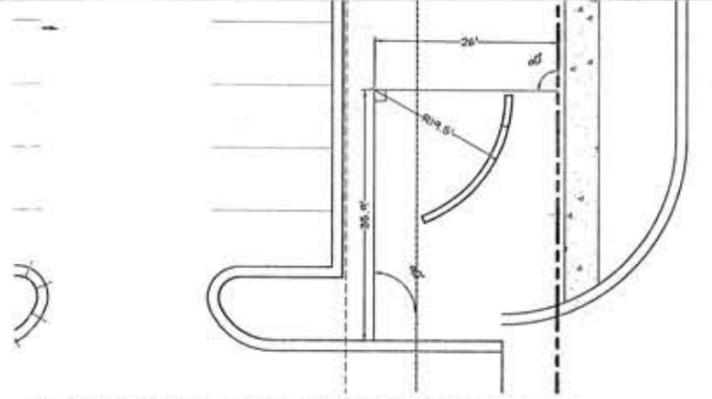
As a Minor PUD Amendment, this request does not require a public hearing. Staff has not received any public inquiries regarding this proposal.

STAFF RECOMMENDATION

Staff recommends approval of the Minor PUD Amendment to amend conditions 1 and 2 of Ordinance 2007-1218A, subject to the plan being modified to show an externally-illuminated or non-illuminated flush sign (rather than the proposed box sign), allowing only one wall sign on the south wall of the 414 Division building for this user, and limiting the time installed to three (3) years, and one month prior to expiration the applicant may apply for an extension.



BUSINESS PARK NORTH SIGN LAYOUT PLAN
 SCALE: 1"=10'
 NORTH

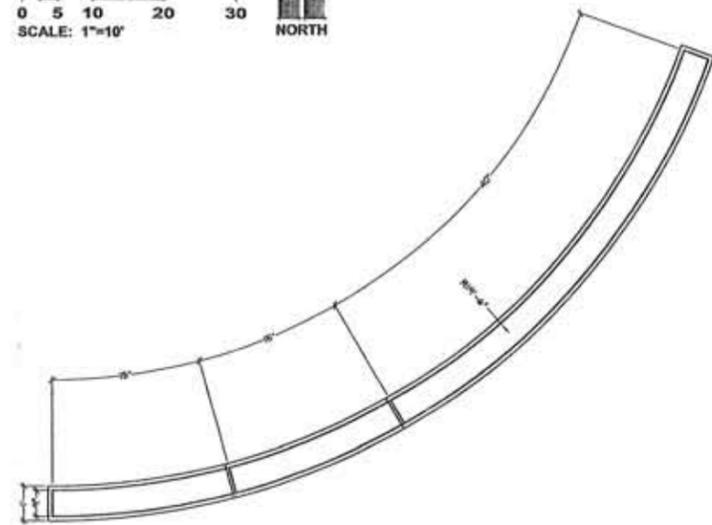


BUSINESS PARK SOUTH SIGN LAYOUT PLAN
 SCALE: 1"=10'
 NORTH

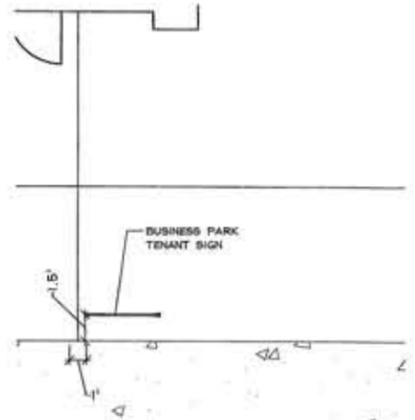
DIVISION DRIVE

DIVISION DRIVE

- SIGN NOTES**
1. CONTRACTOR SHALL SUBMIT COLOR AND MATERIAL SAMPLES TO OWNER FOR APPROVAL PRIOR TO CONSTRUCTION.
 2. SUBMIT SHOP DRAWINGS FOR REVIEW TO LANDSCAPE ARCHITECT AND OWNER FOR APPROVAL PRIOR TO INSTALLATION.
 3. REINFORCED CONCRETE FOUNDATION TO BE DESIGNED BY OWNER'S STRUCTURAL ENGINEER.
 4. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS IN THE FIELD PRIOR TO CONSTRUCTION AND SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY VARIANCE FROM CONSTRUCTION DRAWINGS.
 5. CONTRACTOR SHALL VERIFY UNDERGROUND UTILITY LINES AND IS RESPONSIBLE FOR ANY DAMAGE.
 6. CONTRACTOR SHALL SECURE AND PAY FOR ALL PERMITS, FEES, AND INSPECTION NECESSARY FOR THE PROPER EXECUTION OF THE WORK AND COMPLY WITH ALL CODES APPLICABLE TO THIS WORK.
 7. CONTRACTOR IS RESPONSIBLE TO ENSURE PROPER BEARING CAPACITY OF BASE MATERIAL PRIOR TO CONSTRUCTION.
 8. ALL PIERS/FENCE POSTS/MONUMENTS SHALL BE LOCATED OUT OF INFLUENCE OF CITY OWNED AND MAINTAINED UNDERGROUND UTILITIES.

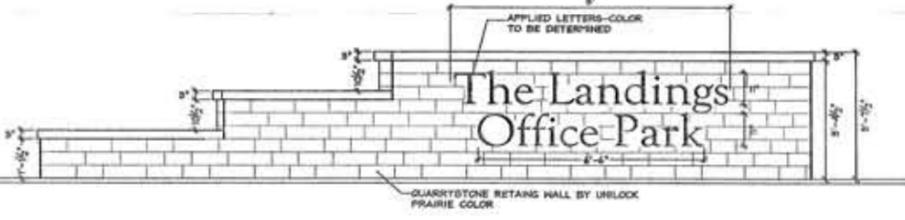


BUSINESS PARK SIGN FOUNDATION PLAN
 SCALE: 1/2"=1'-0"

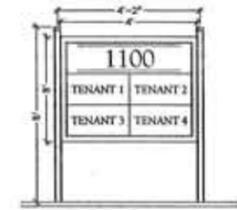


BUSINESS PARK TENANT SIGN LAYOUT PLAN TYP.

SCALE: 1"=4'
 NORTH

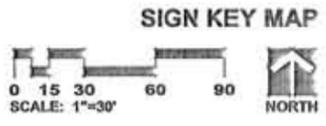


BUSINESS PARK SIGN ELEVATION
 SCALE: 1/2"=1'-0"



BUSINESS PARK TENANT SIGN
 SCALE: 1/2"=1'-0"

- LEGEND**
- BUSINESS PARK PARK SIGN (2) SIGN PANEL AREA - 15 SQ. FT.
 - BUSINESS PARK TENANT SIGN (7) SIGN PANEL AREA - 12 SQ. FT.



Cadence Health • Exterior Signage • Re-Branding

NEW WALL SIGN

NON-Illuminated Push-Through Style Box Sign

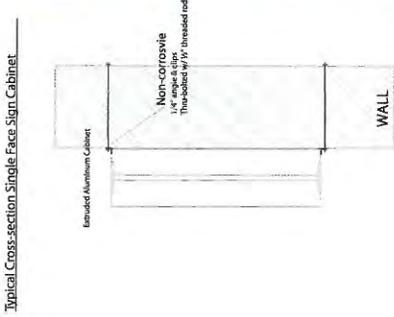


Notes:
 -Bolted to Brick Wall
 -Ground Projected Lighting
 (if allowed by village)

Quantity: One (1)
 Faces: One (1)
 Height: 7'-6"
 Length: 10'
 Height from Grade: TBD
 Total Square Feet: 75 SF
 Depth: 4"



A FRONT VIEW (PROPOSED)
 1/20" = 1" Scale



TEMPORARY SIGN
 -Sign to be removed 3 years after installation date (unless permit is renewed due to lack of development)
 -Brick to be patched upon sign removal

B FRONT VIEW (Existing)
 Not to Scale



C FRONT VIEW (Proposed)
 Not to Scale

A SIDE VIEW (PROPOSED)
 1/20" = 1" Scale



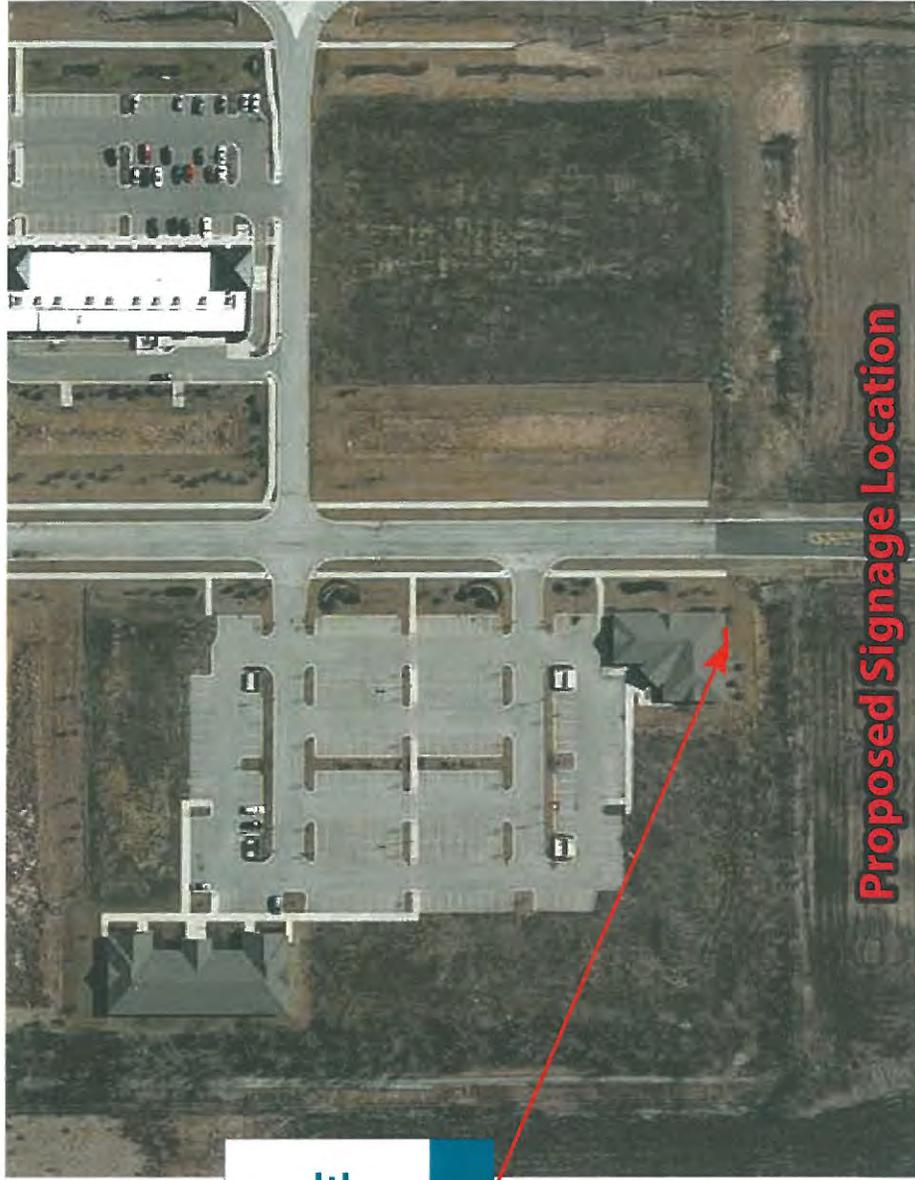
Accurate Repro, Inc.
 Total Copy, Graphic & Sign Solution
 2365 Corporate Lane, Suite 100
 Naperville, IL 60563
 P: (630) 828-4433 F: (630) 828-4449
www.accuraterepro.com

Client Name:
Cadence Health
 Location:
Sugar Grove
414 Division Drive
Sugar Grove, IL.

Start Date: **02/26/2013**
 Last Revision: **06/20/2013**
 Job#: **N/A**
 Drawing#: **Sugar_Grove_Ver4**
 Page: **1 of 2**

Client Approval
 Landlord Approval

Sales Rep:
Scott Ladendorf
 Designer:
Scott Ladendorf



A AERIAL VIEW (PROPOSED)
NO SCALE

<p>Accurate Repro, Inc. Total Copy, Graphic & Sign Solution 2368 Corporate Lane, Suite 100 Naperville, IL 60563 P-(630) 328-4433 F-(630) 428-4449 www.accuraterepro.com</p>	<p>Client Name: Cadence Health Location: Sugar Grove 414 Division Drive Sugar Grove, IL</p>	<p>Start Date: 02/26/2013 Last Revision: 06/20/2013 Job#: N/A Drawing#: Sugar_Grove_Ver4 Page: 2 of 2</p>	<ul style="list-style-type: none"> Client Approval Landlord Approval 	<p>Sales Rep: Scott Ladendorf Designer: Scott Ladendorf</p> <p>MEMBER OF THE INTERNATIONAL SIGN ASSOCIATION LISTED</p>
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**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CINDY GALBREATH
SUBJECT: APPOINTMENT OF IMRF & IRMA DELEGATES AND
AUTHORIZATION OF AMENDED SIGNATORY CARDS
AGENDA: SEPTEMBER 03, 2013 REGULAR BOARD MEETING
DATE: AUGUST 28, 2013

ISSUE

Should appointments to IMRF, IRMA, Village Treasurer, and revisions made to all fund signatory cards be authorized.

DISCUSSION

The Illinois Municipal Retirement Fund (IMRF) and the Intergovernmental Risk Management Agency (IRMA) require that delegates from the Village be appointed to their agencies. Additionally the appointment of a new Finance Director will require the need to update the bank signatory cards.

The primary role of the IRMA delegate is to receive, distribute and gather information for IRMA and follow up on any claims made. The primary role of the IMRF Authorized Agent is to sign all documentation as it pertains to IMRF.

As these functions are overseen by the Finance Department it is recommended that the Village Treasurer, Finance Director Zaida Torres be appointed as the authorized agent for IMRF, and as the delegate to IRMA. It is further recommended that the Jennifer Milewski be re-appointed as the alternate to IRMA and that authorization be given to update all signatory cards for banking accounts and any Illinois Funds.

COSTS

There is no cost associated with the appointments of these positions or the revisions to the signatories.

RECOMMENDATION

That the Board adopts Resolution 20130903A, A Resolution Appointing an Authorized Agent for the Illinois Municipal Retirement Fund.

That the Board adopts Resolution 20130903B, A Resolution Appointing a Delegate and an Alternate Delegate to the Intergovernmental Risk Management Agency.

That the Village Board authorizes the signatory cards for banking and Illinois Funds to be revised, authorizing, President P. Sean Michels, Finance Director Zaida Torres, Village Administrator Eichelberger, and Clerk Cynthia Galbreath as signatories for all banking and State of Illinois fund accounts.