

<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 Sean Herron Mari Johnson Rick Montalto David Paluch</p>
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July 02, 2013

**Special Meeting
5:00 p.m.**

1. Call to Order
2. Aurora Area Convention and Tourism Bureau Focus Group – AACVB Executive Director Chris Hamilton
3. Adjournment

**Regular 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. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
 - a. Approval: Minutes of June 18, 2013 Meeting
 - b. Approval: Vouchers
 - c. Approval: Treasurer's Report
8. General Business
 - a. Ordinance: Special Use for a Health Club – 760 Heartland Drive
 - b. Approval: Police Vehicle Purchase
 - c. Approval: Citizen Survey Worksheet
 - d. Discussion: Amending the Affordable House Plan
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
6:30 P.M.
Cancelled**

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

GENERAL CASEFILE INFORMATION

Commission Meeting Date: June 26, 2013

Petition Number: 13-005

Project Name: 760 N. Heartland Drive

Petitioner: Rebecca Martin and Kevin Garcia for MG Strength and Conditioning, LLC dba CrossFit, Inc.

Request: 1. Special Use for a health club, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance.

Location: 760 N. Heartland Drive, Unit 2 (of a 6-unit building)

Parcel Number(s): 14-08-251-004

Size: 56,628 square feet or 1.30 acres

Street Frontage: Approximately 192' along Heartland Drive

Current Zoning: M-1 Limited Manufacturing District Special Use

Contiguous Zoning: NORTH: B-3 Regional Business District
SOUTH: M-1 Limited Manufacturing District
EAST: (across Heartland Drive) M-1 Limited Manufacturing District
WEST: unincorporated Kane County F Farming District

Current Land Use: Multi-tenant warehouse / office building

Contiguous Land Use: NORTH: Open / Vacant
SOUTH: Open / Vacant
EAST: (across Heartland Drive) Open / Vacant
WEST: Agricultural

Comp Plan Designation: Business Park

Exhibits: Special Use Application
Responses to Special Use Standards / Statement

Public Hearing Notice
Publication Confirmation (Receipt)
Sign Confirmation (Photo)
Mailing Confirmation (applicant to submit green cards at meeting)
Area Map
Photo of tenant space
Multi-tenant parking table
Site Plan not dated
Floor Plan not dated
Plat of Survey (available in CD Dept.)

CHARACTER OF THE AREA

The subject property is located next to other lots in Sugar Grove Research Park that are undeveloped. Lots to the south and east are planned for business park uses. Lots to the north are planned for corridor commercial uses. The farm to the west of the property is planned for future business park development.

DEVELOPMENT PROPOSAL

The Planning Commission will consider a request for:

1. Special Use for a health club, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance.

HISTORY

The applicants, Rebecca Martin and Kevin Garcia (MG Strength and Conditioning, LLC) have submitted a request for a Special Use to allow a health club in one tenant space of the building at 760 N. Heartland Drive. The applicants would be doing business as CrossFit, Inc. This is an affiliation with the national company. CrossFit, Inc. advocates a mix of aerobic exercise, body weight exercise, gymnastics and weight lifting.

This site is Lot 17 of the Sugar Grove Research Park. The Sugar Grove Research Park annexation agreement has expired so the current Zoning Ordinance applies in this subdivision. Lot 17 is already developed as a multi-tenant building. The building is used by various businesses: Joe Dirt's Organics, Inc. (Unit 1), Nick's Furniture, (Units 3 and 6), H2O Technical Services, Inc. (Unit 4), and Microbloc Solution Center (Unit 5). Gymnasiums and health clubs are listed as a Special Use in the M-1 Limited Manufacturing District. They were made a Special Use with the 2005 request from Maximum Gymnastics to locate in the M-1 District at 689 N. Heartland Drive.

There are no plans involved with this request at this time, as no exterior improvements are proposed. The attached plans are just provided for reference. Any interior improvements or sign requests will require a building permit. A certificate of occupancy is required even if a

building permit is not needed.

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 and Corridor Commercial. The proposed health club could be compatible with surrounding uses, though it is not necessarily a use which defines a business park area. Gymnasiums and health clubs are sometimes found in business parks due to their requirements for a larger space.

ZONING ORDINANCE STANDARDS

Uses on this site are limited to the permitted and Special Uses allowed in the M-1 Limited Manufacturing District. Gymnasiums and health clubs are a Special Use in the M-1 Limited Manufacturing District.

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 proposed health club is consistent with the objectives of the Comprehensive Plan and the Zoning Ordinance. The proposed use could be considered compatible with existing and planned uses for the area. With the Special Use, the proposed use will be in conformance with the Zoning Ordinance.

- 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.

There will be no exterior changes and minimal interior changes to the building with this use and it should not alter the essential character of the area.

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

The use should not be hazardous or disturbing to existing or future neighboring

uses, as this area is primarily industrial and commercial in nature.

- 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 in an established business park with essential public facilities that can adequately serve the proposed use.

- 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 would not create excessive additional requirements at public cost and would not be detrimental to the economic welfare of the Village as it is a low-impact use.

- 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 smoke, fumes, glare, or odors. Traffic produced will not be excessive. The use will produce some noise, but mostly at times that will not conflict with neighboring tenants.

- 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.

The access points to Heartland Drive are already installed at this site. No exterior improvements are planned.

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

Stormwater management has been addressed as part of Sugar Grove Research Park development and at the time of development of this site. No exterior improvements are planned.

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

There are no natural, scenic, or historical features on this site. No exterior improvements are planned.

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.

1. Land Use / General – With a Special Use permit, a health club is allowed in the M-1 District.

2. Parking – There are 29 parking spaces existing on the site (including 2 handicap accessible parking spaces). Of these, 14 are required for other current uses in the building. This leaves 15 available parking spaces. CrossFit, Inc. would occupy about 2,152 square feet of the 20,000 square foot building. The parking requirement is 3 spaces per 1,000 square feet. Therefore, the parking requirement is 6 spaces. The site has enough parking to accommodate this use.

Though there is enough parking on the site, the 2 handicap accessible parking spaces are not located in the correct position. The Illinois Accessibility Code requires that they be the spaces located closest to the doors, but they are currently located in the row of parking closer to Heartland Drive. The building owner has stated he would restripe and sign the handicap accessible spaces in the row of parking closest to the doors. This work will need to be completed by September 30, 2013.

3. Signage / Interior Improvements – No signs or interior improvements are proposed at this time. If the applicant proposes a wall sign or tenant panel on the existing ground sign or interior improvements, a building permit is required. A certificate of occupancy will be required even if no improvements end up being proposed.

4. Trash – The site includes a trash enclosure at the north end of the building.

PUBLIC RESPONSE

Staff has received no public comment on this project.

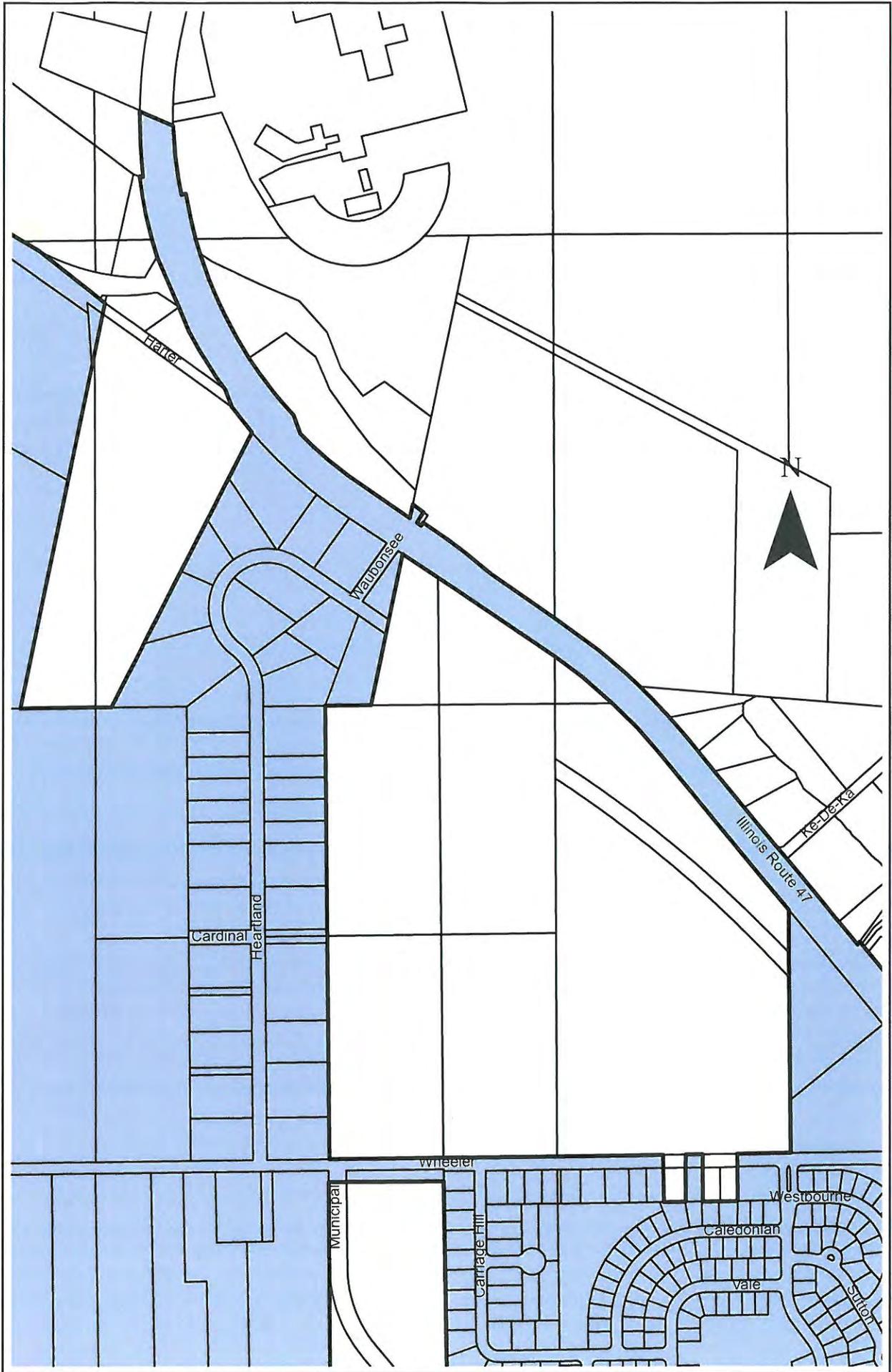
STAFF RECOMMENDATION

Staff recommends approval of the Special Use for a health club pursuant to Ordinance Section 11-10-2-B of the Sugar Grove Zoning Ordinance, subject to the following conditions:

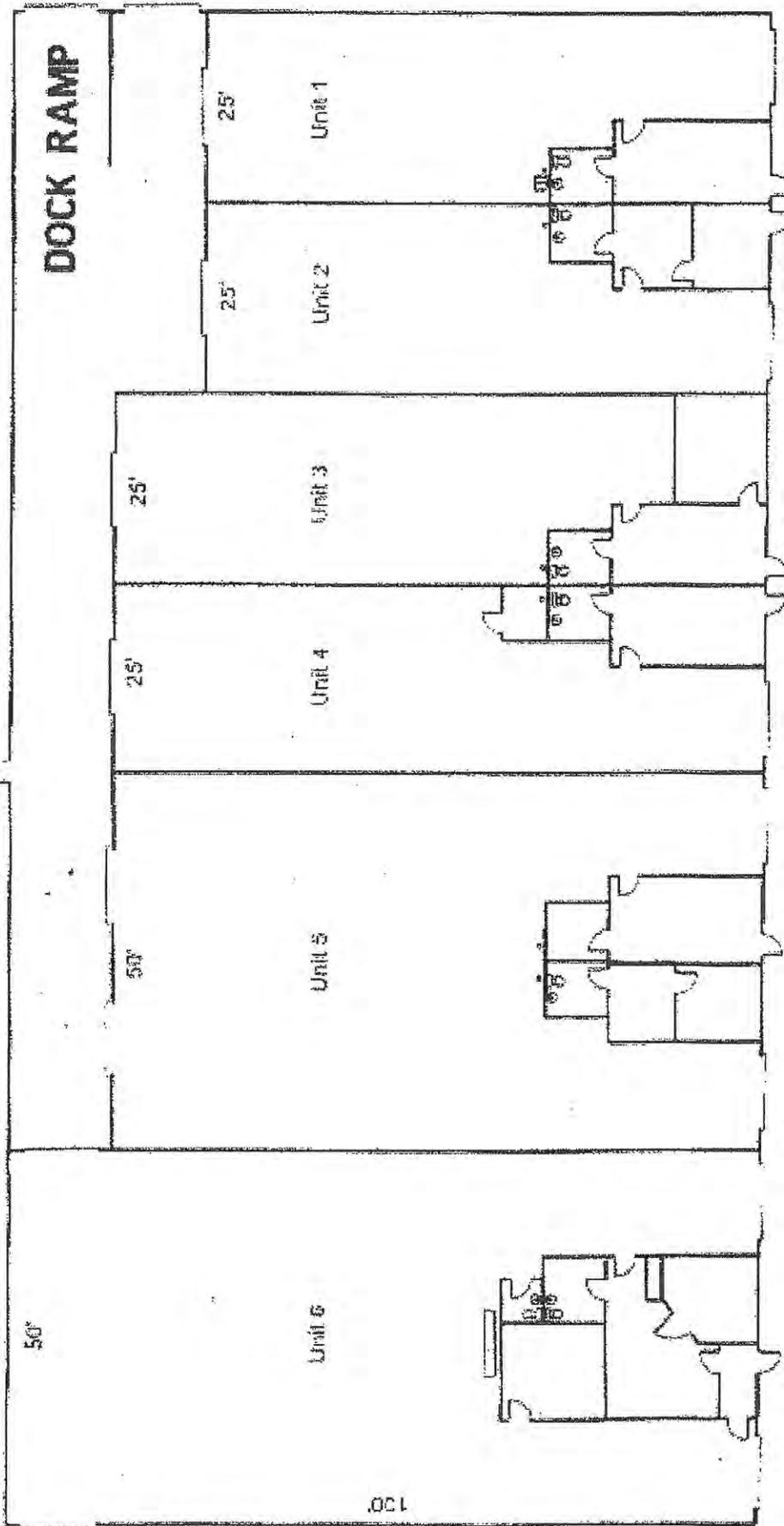
1. The Special Use is limited to Unit 2 of the building at 760 N. Heartland Drive and cannot be expanded unless the Special Use is amended.
2. The applicant shall secure all required building permits prior to any interior

modifications or exterior sign installation.

3. The applicant shall secure a certificate of occupancy prior to occupancy.
4. The building owner shall restripe and sign the handicap accessible parking spaces in the correct location nearer the building doors, as specifically identified by staff. The same number of total parking spaces shall be maintained as currently exist on the site (29, including 2 handicap accessible parking spaces). This work shall be completed by September 30, 2013.







150'

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

ORDINANCE NO. 20130702

**An Ordinance
Granting a Special Use
for a health club
at 760 N. Heartland Drive
in the Village of Sugar Grove, Kane County, Illinois
(CrossFit)**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 2nd day of July, 2013.

Published in Pamphlet Form
by authority of the Board of Trustees
of the Village of Sugar Grove, Kane County,
Illinois, this 2nd day of July, 2013.

ORDINANCE NO. 20130702

**AN ORDINANCE GRANTING
A SPECIAL USE
FOR A HEALTH CLUB
AT 760 N. HEARTLAND DRIVE
IN THE VILLAGE OF SUGAR GROVE
(CrossFit)**

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, Rebecca Martin and Kevin Garcia have requested a Special Use for a health club at 760 N. Heartland Drive on property legally described in SECTION ONE; and,

WHEREAS, a public hearing has been conducted on the request by the Plan Commission of the Village of Sugar Grove on June 26, 2013, and the Commission recommended 6-0 conditional approval of the Special Use; and

WHEREAS, the Village Board has reviewed the request and has deemed that approval of the Special Use would be in compliance with the Zoning Ordinance of the Village of Sugar Grove.

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

SECTION ONE: SPECIAL USE

The subject property described in **Exhibit A** is hereby granted a Special Use pursuant to Section 11-10-2-B of the Village of Sugar Grove Zoning Ordinance. Said Special Use is conditioned upon compliance with the conditions enumerated on **Exhibit B** which is attached and made a part of this ordinance.

SECTION TWO: REPEALER

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

SECTION THREE: 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.

SECTION FOUR: EFFECTIVE DATE

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

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 2nd day of July, 2013.

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

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

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

EXHIBIT A- LEGAL DESCRIPTION

LOT 17 OF SUGAR GROVE RESEARCH PARK, VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS, IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.

EXHIBIT B- CONDITIONS OF APPROVAL

1. The Special Use is limited to Unit 2 of the building at 760 N. Heartland Drive and cannot be expanded unless the Special Use is amended.
2. The applicant shall secure all required building permits prior to any interior modifications or exterior sign installation.
3. The applicant shall secure a certificate of occupancy prior to occupancy.
4. The building owner shall restripe and sign the handicap accessible parking spaces in the correct location nearer the building doors, as specifically identified by staff. The same number of total parking spaces shall be maintained as currently exist on the site (29, including 2 handicap accessible parking spaces). This work shall be completed by September 30, 2013.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICH YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
MIKE FERENCAK, VILLAGE PLANNER
SUBJECT: ORDINANCE: REQUEST FOR SPECIAL USE FOR A
PROPOSED HEALTH CLUB AT 760 N. HEARTLAND DRIVE, LOT
17 IN SUGAR GROVE RESEARCH PARK
AGENDA: JULY 2, 2013 REGULAR VILLAGE BOARD MEETING
DATE: JUNE 27, 2013

ISSUE

Should the Village Board consider a Special Use for a proposed health club at 760 N. Heartland Drive, Lot 17 in the Sugar Grove Research Park.

DISCUSSION

This project was not reviewed at a Committee of the Whole meeting. The applicants, Rebecca Martin and Kevin Garcia (MG Strength and Conditioning, LLC), are requesting a Special Use to allow a health club that would occupy one unit of the six units within this existing multi-tenant building that sits on a 1.30 acre lot. The applicants would be doing business as CrossFit, Sugar Grove. This is an affiliation with the national company, CrossFit, Inc. No exterior improvements are proposed with this request. The attached plans are only provided for reference. The background and details of the project can be found in the Plan Commission's staff report (attached).

REQUEST

The specific requests are as follows:

1. Special Use for a health club, pursuant to Section 11-10-2-B of the Sugar Grove Zoning Ordinance.

A public hearing was held on this request at the June 26, 2013 special Plan Commission meeting. There was no public comment. The Plan Commission voted 6-0 with to approve the request, subject to 4 conditions as recommended by staff. Listed below are the conditions passed by the Plan Commission.

1. The Special Use is limited to Unit 2 of the building at 760 N. Heartland Drive and cannot be expanded unless the Special Use is amended.
2. The applicant shall secure all required building permits prior to any interior modifications or exterior sign installation.
3. The applicant shall secure a certificate of occupancy prior to occupancy.
4. The building owner shall restripe and sign the handicap accessible parking spaces in the correct location nearer the building doors, as specifically identified by staff. The same number of total parking spaces shall be maintained as currently exist on the site (29, including 2 handicap accessible parking spaces). This work shall be completed by September 30, 2013.

The applicant and building owner are in agreement with the four conditions.

The following items are attached for your information:

1. Draft Special Use Ordinance
2. Minutes of the June 26, 2013 Plan Commission (not yet available)
3. Staff Report to the June 26, 2013 Plan Commission
4. Area Map
5. Photo of tenant space
6. Site Plan not dated
7. Floor Plan not dated

COSTS

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

RECOMMENDATION

That the Board approve of an Ordinance granting a Special Use to allow a health club at 760 N. Heartland Drive subject to the conditions in the attached Ordinance.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: AFFORDABLE HOUSING PLAN AMENDMENT
AGENDA: JULY 2, 2013 COMMITTEE OF THE WHOLE
DATE: JUNE 27, 2013

ISSUE

Should the Village amend the Affordable Housing Plan in order to add additional properties suited for affordable senior apartments.

DISCUSSION

The Illinois Housing Development Authority (IHDA) has responded to PIRHL and The North West Housing Partnership's (NWHP) request for tax credit financing for the proposed Sugar Grove Senior Living Community planned for the location west of IL Rt. 47, and north of Galena Boulevard. One of the items that IHDA noted was that the project does not meet the requirements of the Sugar Grove Affordable Housing Plan ("the Plan") because the proposed project location is outside of the areas designated for affordable housing as shown on Exhibit A of the Plan. IHDA has stated that Exhibit A of the Plan would need to be amended to include the proposed project site as an approved affordable housing area.

PIRHL and NWHP have requested that the Village amend Exhibit A of the Affordable Housing Plan to include the proposed project site location as an area approved for affordable housing. PIRHL and NWHP plan to resubmit their application the last week of July and would like to include the amended plan as a part of their submittal.

In as much as the Village Board has reviewed the location of this proposed development and agreed that the proposed use was acceptable for this site, an amendment to Exhibit A is recommended.

ATTACHMENTS

- Affordable Housing Plan Exhibit A

COST

The cost of attorney review of this item is estimated at less than \$100 and will be charged to account #01-55-6301

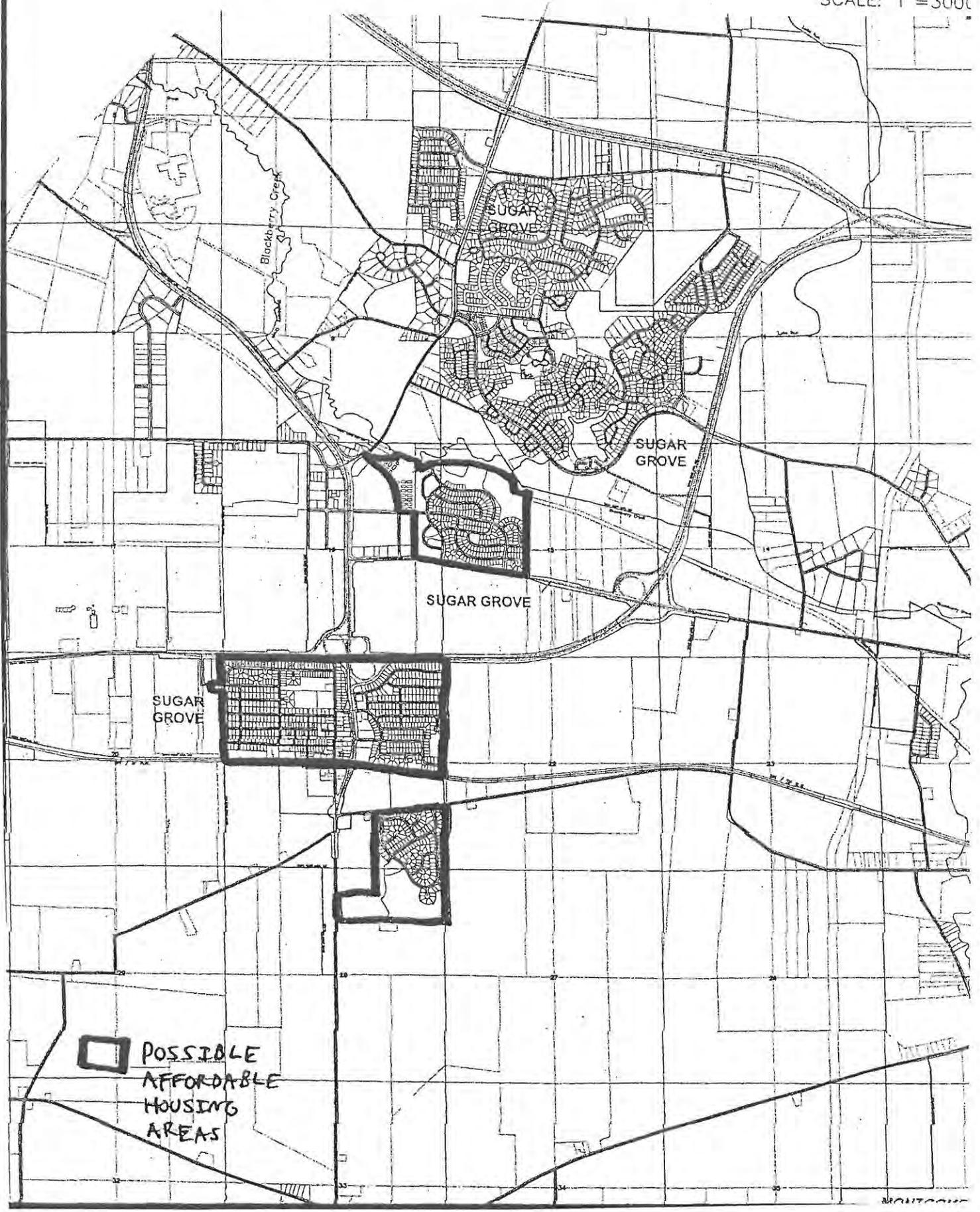
RECOMMENDATION

That the Board direct staff to place a Resolution authorizing the amendment to the Sugar Grove Affordable Housing Plan, Exhibit A on the July 16, 2013 Regular Meeting Agenda.

Exhibit A

Village of Sugar Grove Affordable Housing Plan, 2005

SCALE: 1" = 3000'



**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: CYNTHIA L. GALBREATH, VILLAGE CLERK
SUBJECT: APPROVAL: CITIZEN SURVEY WORKSHEET
AGENDA DATE: JULY 2, 2013 REGULAR AGENDA
DATE: JUNE 25, 2013

ISSUE

Does the Village Board approve the Worksheet for the NRC National Citizen Survey.

DISCUSSION

The Board last discussed the National Research Center (NRC) Citizen Survey on June 18, 2013. The worksheet for the survey has been received and the NRC has requested that it be returned by July 8th. At this time the Board needs to finalize the open ended question, the policy questions and determine whether or not to include Demographic Variables Cross tabulations (DVC), at an additional cost of \$900.

The DVC allows comparisons based on four variables. Staff recommends that DVC be included using Length of Residency, Age, Household Income and Housing Tenure (own/rent).

Based on the prior Board discussion, the following open ended and policy questions are recommended. Staff believes they will be allowed under the survey format, but if changes must be made, staff is requesting permission to adjust as necessary while trying to maintain the intent.

1. "What do you like best / least about Sugar Grove?"

2. To what extent do you support a Park and Ride facility in Sugar Grove?

Strongly Support Somewhat Support Neutral Somewhat Oppose
 Strongly Oppose

3. To what extent do you support a Metra Commuter Rail Station in Sugar Grove?

Strongly Support Somewhat Support Neutral Somewhat Oppose
 Strongly Oppose

4. How much additional annual property tax, if any, would you be willing to pay per year to support the following efforts?

	\$50+	\$26 - \$50	\$1 - \$25	\$0
Street Improvements	1	2	3	4
Storm Water Improvements	1	2	3	4
Sidewalk Improvements	1	2	3	4
Bike Trail Improvements	1	2	3	4
Parkway Tree Program	1	2	3	4
Fiber Optic / High Speed Internet	1	2	3	4
Construction of a Police Station	1	2	3	4
Construction of a Village Hall	1	2	3	4
Construction of a Park & Ride Facility	1	2	3	4
Construction of a Metra Rail Station	1	2	3	4

COSTS

A total of \$15,000 was budgeted in GF – Boards and Commission, Other Professional Services 01-57-6309 for the Citizen Survey. The total cost for the basic survey (\$10,300), one additional open-ended question (\$1,500), the custom bench mark (\$1,100) the web survey (\$900), and the return of the surveys (450) is a total cost of \$13,800. Should the Board decided to included the Demographic Variables Cross tabulations (\$900) the total cost would be \$14,750.

RECOMMENDATION

That the Board approve the worksheet questions for the 2013 NCR National Citizens Survey with the addition of the Demographic Variables Crosstabulations at total cost of \$14,750.

Bids for 2014 Ford Interceptor Sedans
Marked car package

Bidder	Currie Motors	Landmark Ford	Morrow Brothers Ford	Terry's Ford
Price	\$24,133	\$24,784	\$25,145	\$25,290

Bids for 2014 Ford Interceptor Sedans
Unmarked car package

Bidder	Currie Motors	Landmark Ford	Morrow Brothers Ford	Terry's Ford
Price	\$24,249	\$24,822	\$25,243	\$26,651

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RON MOSER, CHIEF OF POLICE
SUBJECT: APPROVAL: PURCHASE OF REPLACEMENT POLICE INTERCEPTOR SEDANS
AGENDA: JULY 2, 2013 REGULAR BOARD MEETING
DATE: JUNE 27, 2013

ISSUE

Should the Village/Board approve the purchase of one replacement 2014 Police Interceptor Sedan for patrol and two replacement 2014 Police Interceptor Sedans for administration and investigations.

DISCUSSION

In accordance with the rotation of our police vehicles, the Fiscal Year 2013-2014 Budget included funds to purchase three replacement Police Interceptor Sedans.

Staff recommends that the Police Interceptor Sedans be purchased this fiscal year as scheduled. Staff requested proposals for the replacement sedans from local dealerships and compared these to pricing secured by the Northwest Municipal Conference Suburban Purchasing Cooperative. Four dealerships submitted proposals.

Currie Motors, the dealership selected by the Suburban Purchasing Cooperative, was the lowest proposal with one marked car package at \$24,133 and two unmarked car packages at \$24,249 each. The unmarked car packages have a slightly different interior. Attached is a comparison of the bids received. Delivery date is estimated to be twelve weeks after order is placed.

COST

The cost for three 2014 Police Interceptor Sedans is \$72,631. An additional \$17,289 is budgeted to provide emergency lighting, radios, laptop computer, partition, striping for one, radar for one. The reduction from previous years in the amount budget to replace equipment in and on the cars is because the two unmarked vehicles are less costly to equip. The Fiscal Year 2013-2014 Capitol Projects Fund, (account 30-51-7006) Automotive Equipment, includes \$89,920 for the replacement Police Interceptors.

RECOMMENDATION

That the Village Board approves the purchase of three 2014 Police Interceptor Sedans at a cost of \$72,631, and equipment to include emergency lighting (3 vehicles with minimal lighting packages for Chief and Investigative vehicles), radios (3 vehicles), laptop computer (1 marked vehicle), partition (1 marked vehicle), striping (1 marked vehicle), and radar (1 marked vehicle) in an amount not to exceed \$17,289 (total vehicles and equipment not to exceed \$89,920).

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
SUBJECT: MONTHLY TREASURER'S REPORT
AGENDA: JULY 2, 2013 REGULAR BOARD MEETING
DATE: JUNE 27, 2013

ISSUE

Should the Village Board approve the May 2013 monthly Treasurer's report.

DISCUSSION

The Summarized Revenue & Expense Reports are attached (pages 1 - 9). At May 31, 2013 we are through 1 month of the year (8.3%).

The General Fund revenues and expenditures are at 7.6% and 8.1%, respectively. 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>	
01-51-6209	Uniform Allowance	9,675	4,400	45.5%	A
01-51-6307	I.S Services	9,840	4,035	41.0%	B
01-51-6309	Other Professional Svc.	7,475	4,850	64.9%	C
01-56-6307	I.S. Services	5,471	5,394	98.6%	D
01-57-6208	Training & Membership	9,975	3,899	39.1%	E

- A Pol – This is due to the timing of payments for uniform allowance.
- B Pol – This is due to the timing of the annual payment for the New World Software maintenance agreement.
- C Pol – This is related to contractual costs of temporary personnel.
- D Fin – This is due to the timing of payment for the Village's financial software maintenance agreement.
- E Brd – This is due to the timing of payment of Metro West COG dues.

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

The General Capital Projects Fund revenues are at 8.7% and expenditures are at 2.8%. The expenditures are low due to projects not starting yet this year.

The Industrial TIF #1 Fund expenditures are at 0.0%. The expenditures are low due to projects not starting yet this year.

The Industrial TIF #2 Fund expenditures are at 0.0%. The expenditures are low due to projects not starting yet this year.

The Infrastructure Capital Projects Fund revenues are at 4.1% and expenditures are 1.6%. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made.

The Debt Service Fund revenues are at 7.3% and the expenditures are at 0.1%. The expenditures are low due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 7.0% and 14.0%, respectively. The capital revenues and expenses are at 3.6% and 14.6%, respectively. The main reason for the expenses being high is the timing of debt payments throughout the year. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-6307	I.S. Services	10,831	5,394	49.8%	F
50-50-8002	Debt – Principal	600,816	255,000	42.5%	G
50-50-8003	Debt – Interest	186,085	55,013	29.6%	H
50-71-8002	Debt – Principal	60,000	60,000	100.0%	I
50-71-8003	Debt – Interest	203,929	110,325	54.1%	J

F Adm – This is due to the timing of payment for the Village’s financial software maintenance agreement.

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

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

I Water Ops. – This is high due to the timing of debt payments throughout the year and will not exceed budget.

J Water Ops. – This is high due to the timing of debt payments throughout the year and will not exceed budget.

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

Staff projected and included 10 residential and 6 commercial, and 350 miscellaneous permits in the fiscal year 2013 – 2014 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of June 27, 2013, 6 of the residential, 0 of the commercial, and 75 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	47,550	7,943	16.7%
01-00-3320	Cert of Occupancy Fees	1,600	500	31.3%
01-00-3330	Plan Review Fees	2,965	558	18.9%
01-00-3340	Reinspection Fees	1,615	80	5.0%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	0	0.0%
01-00-3760	Review and Dev. Fees	120,950	3,189	2.7%
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	1,875	0	0.0%
30-00-3853	Life Safety-Streets	1,875	0	0.0%
30-00-3856	Commercial Fee	0	0	0.0%
35-00-3854	Traffic Pre-emption Donate	0	0	0.0%
35-00-3855	Road Impact Fee	46,600	13,980	30.0%
50-00-3310	Meter Reinspections	1,178	80	6.8%
50-00-3670	Meter Sales	13,550	1,597	11.8%
50-01-3651	Water Tap-On Fees	34,903	5,250	15.1%
50-01-3652	Sewer Tap-On Fees	7,684	453	5.9%
50-01-3791	Fire Suppr Tap-On Fee	17,403	0	0.0%

COST

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

RECOMMENDATION

That the Board approve the May 2013 monthly Treasurer's reports.