

**September 03, 2013
Village of Sugar Grove
Regular Board Meeting
6:00 PM**

President Michels opened the meeting at 6:00 PM and asked that Trustee Paluch lead the Pledge. The roll was then called.

Present: Trustee Paluch, Trustee Johnson, Trustee Herron, Trustee Montalto, and Trustee Geary.

Absent: Trustee Bohler.

Quorum Established.

Also Present:

Administrator Eichelberger, Chief Rollins, Clerk Galbreath, Public Works Director Speciale, Attorney Wilson, Community Development Director Young, Planner Mike Ferencak

PUBLIC HEARINGS

None

APPOINTMENTS AND PRESENTATIONS

None.

PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION

President Michels called for any public comment and hearing, none this portion of the agenda was closed.

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

Trustee Johnson **moved to approve the Consent Agenda.** Trustee Herron seconded the motion. President Michels then called for a roll call vote.

AYE:	Geary	NAY:	None	ABSENT:	Bohler
	Paluch				
	Montalto				
	Herron				
	Johnson				

Motion Carried.

GENERAL BUSINESS

Discussion Special Use and Variances in the Waubensee Corporate Center – Metro Lift

Mr. James White, representative for the applicant, Metro Lift, addressed the Board. He stated that Metro Lift will now occupy 3 units on Heartland Drive. They are requesting, a text amendment for a special use, a special use, and variances for setbacks and landscaping requirements.

Community Development Director Richard Young, pointed out that the text amendment would apply to the entire district. President Michels asked if the equipment to be stored outside would be the same equipment that is already on site. The answer was, yes, the equipment would not change.

The Board reviewed the application and the requests and found that all was in order and approved of the items moving forward to the next consent agenda for approval.

Discussion PUD Amendment for Signage in the Landings Office Park – Cadence Health

Community Development Richard Young explained the request. 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. Wall signage is prohibited as a part of the PUD as the types of uses originally envisioned in this 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”. 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.

Trustee Geary asked if there is a property management group for this park. Director Young answered no because of the foreclosure on the development Trustee Johnson asked if anyone else had any plans for building in the area and if the landscaping would be trimmed and how long the PUD was good for. Director Young answered, no other plans, the current owner have been asked to maintain property and the PUD runs with the land is it is the zoning for development.

The Board reviewed the request and felt that it was appropriate and approved of the request moving forward to the next consent agenda for approval.

Discussion PUD Amendment for Architectural Plans at 47 & Wheeler – American Heartland Bank

Mr. James White representing American Heartland Bank addressed the Board. He stated that the petitioner is requesting a minor PUD amendment (as required) for approval of the architecture. Signage for the building will be engraved and mounted on the bank. There will be cross access with Healy Chapel.

President Michels asked about sidewalk/bike path. Staff stated that it will be put in. President Michels asked that the lighting be similar to that already in place at Healy Chapel for continuity of lighting. The Board reviewed the request and felt that it was appropriate and approved of the request moving forward to the next consent agenda for approval.

Discussion Personnel Policies Manual

The Board reviewed the revised Human Resources manual and approved of the proposed changes.

Discussion Accomplishments & Action Plans

The Board reviewed the accomplishment and action plans for Community Development, Police and Public Works Departments. The asked that Community Development look at the possibility of obtaining a grant to update the Comp Plan and that it be considering updating the plan in quadrants. They further asked that CD look at the possibility of upgrading to a GIS program that could include all the Village maps. The Police Department was asked to encourage community members to join the Kane County CERT program. The Public Works Department was asked to add planning for large events such as the International Crown.

The Board requested detailed information on the Parkway tree 50/50 program and an explanation of how patching was done.

The Board also discussed the possibility of adding a staff member (laborer) to the Public Works Department.

NEW BUSINESS

None.

REPORTS

President Michels asked how the Cross St. and Route 47 project was progressing. Engineer Burroughs stated it should be completed soon.

President Michels stated that he had a good meeting with Calamos regarding development.

President Michels asked how the drainage at the Park/School was coming along. Director Speciale stated that it should be completed this fall.

UPDATES

Trustee Johnson gave an EDC and Chamber updated. Trustee Paluch updated all on Corn Boil

PRESIDENTS REPORT

President Michels stated he will be speaking with the Forest Preserve about a pedestrian briage for Bliss Road.

PUBLIC COMMENTS

None.

CLOSED SESSION

Closed Session Land Acquisition, Personnel, Litigation

Trustee Geary **moved to adjourn to Closed Session to discuss Litigation, taking no action and to adjourn there from.** Trustee Johnson seconded the motion. President Michels called for any further discussion and hearing none called for a roll call vote.

AYE:	Paluch	NAY:	None	ABSENT:	Bohler
	Geary				
	Montalto				
	Herron				
	Johnson				

Motion Carried

Adjournment

Meeting was adjourned at 8:15 p.m.

Respectfully submitted, Cynthia L Galbreath, Clerk

August 20, 2013
Village of Sugar Grove
Committee of the Whole
6:45 PM

President Michels opened the meeting and asked that the roll be called.

Present: Trustee Paluch, Trustee Johnson, Trustee Herron, Trustee Bohler, Trustee Montalto, and Trustee Geary.

Quorum Established.

Also Present:

Administrator Eichelberger, Chief Rollins, Clerk Galbreath, Public Works Director Speciale, Attorney Wilson, Community Development Director Young, Planner Mike Ferencak, Finance Director Justin VanVooren.

Discussion: Comprehensive Sign Ordinance Update

Planner Ferencak gave an overview of Sections 2, 6 and 12 of the proposed amendment to the sign code. The Board asked about nonconforming signs and if it was typical to give a time frame for the signs to meet new code. Director Young answered yes as if you do not then there is no reason to update the code. If the Board is okay with signage as it is in the Village, there would be no reason to amend the code. President Michels asked if staff had completed an inventory of excising signs and if not could it be done prior to the passage of the sign code amendment. He also asked about nostalgic signs and if they could be grandfathered permanently. Director Young stated yes, you could grandfather a geographic area. Trustee Geary stated that the sign code could be detrimental to some businesses that have box signs on small units. It was discussed doing back lighted signs that could replace the current box signs and extending the time period.

Director Young stated that staff would do some research on the questions brought up this evening.

Discussion: Personnel Policies Manual

Finance Director VanVooren stated the manual has had many revisions that were needed to reflect federal and state mandates and best practices in a municipal environment. He then highlighted some of the major changes. President Michels asked if the changes had already been put into the place. It was answered no, as this is a fairly comprehensive staff is looking for a consensus from the Board on implementing the new manual. President Michels stated he was not in favor of another holiday (Columbus Day). Director VanVooren stated that the holidays reflected are mirroring the represented employees' contracts. President Michels stated then perhaps another floating holiday but the Village needs to be open. Trustee Geary asked about a confidentiality statement. Director VanVooren stated that he knows there is one in there however will have to review to let the Board know what section it is in. Trustee Geary also asked if employees needed to sign to acknowledge receipt. The answer was yes. The Board asked about comp time, Administrator Eichelberger stated no comp time is allowed. This item will be discussed again at the next meeting of the Board.

Discussion: Accomplishments & Action Plans

The Board reviewed the accomplishments and action plans of the Administration and Finance Departments. The Board first asked if a different format could be used next year and these items be presented at budget time. They asked that Administration add to their action plan, providing for economic incentives and that Finance add investigating online bill pay for vendors.

Closed Session Land Acquisition, Personnel, Litigation

Trustee Johnson **moved to adjourn to Closed Session to discuss Personnel, taking no action and to adjourn there from.** Trustee Bohler seconded the motion. President Michels called for any further discussion and hearing none called for a roll call vote.

AYE:	Paluch	NAY:	None	ABSENT:	None
	Geary				
	Montalto				
	Bohler				
	Herron				
	Johnson				

Motion Carried.

Meeting adjourned at 8:30 p.m.

Respectfully Submitted, Cynthia L. Galbreath, Village Clerk