

March 15, 2016
Board Meeting
Village of Sugar Grove
6:00 PM

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

Present: President Michels, Trustee Herron, Trustee Paluch, Trustee Montalto, Trustee Geary, Trustee Koch, and Trustee Johnson.

Quorum Established.

Also Present:

Administrator Eichelberger, Clerk Galbreath, Finance Director Chamberlin, Community Development Director Magdziarz, Public Works Director Speciale, Attorney Andersson, Attorney Julian.

PUBLIC HEARINGS

Establishing SSA #20 – College Corners

President Michels opened the Public Hearing to gather input on an Ordinance Establishing SSA #20, for College Corners and called for public input. Hearing no comments he then closed the Public Hearing at 6:02 p.m.

Establishing SSA #21 – 769 Heartland Drive

President Michels opened the Public Hearing to gather input on an Ordinance Establishing SSA #21, for 769 Heartland Drive and called for public input. Hearing no comments he then closed the Public Hearing at 6:03 p.m.

APPOINTMENTS AND PRESENTATIONS

None.

PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION

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

CONSENT AGENDA

- a. Approval: Minutes of the March 01, 2016 Village Board Meeting
- b. Approval: Vouchers
- c. Approval: Treasurer's Report
- d. Resolution: Authorizing Annual Road Salt Purchase #20160315E
- e. Ordinance: Amending Regulations Regarding Drive-Through Facilities #20160315A
- f. Ordinance: Amending the Administrative Towing Regulations to Allow Municipal Cooperation – STAR #20160315B
- g. Resolution: Approving an IGA for Due Process Hearings for Towed Vehicles - STAR #20160315A
- ~~h. Resolution: MFT Approving Bid #20160315B~~
- i. Proclamation: National Volunteer Week

Trustee Geary **moved to Approve the Consent Agenda.** Trustee Paluch seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

Resolution MFT Approving Bid #20160315B

Trustee Johnson **moved to Approve Resolution #20160315B, A Resolution approving the 2016 MFT Bid.** Trustee Montalto seconded the motion. President Michels asked if any extra funds will be used for extra patching. Engineer Piotrowski, EEI, replied that when using MFT funds the funds must be use in the area the MFT were proposed being used. The funds will be used in that area if possible. President Michels then called for a roll call vote.

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

Motion Carried.

GENERAL BUSINESS

Resolution Approving a SCADA System Upgrade #20160315C

Trustee Johnson **moved to Approve Resolution #20160315C Approving a SCADA System Upgrade.** Trustee Geary seconded the motion. Utilities Supervisor Merkel explained the project and how the system contacts PW for any issues that may occur. President Michels then called for a roll call vote.

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

Motion Carried.

Resolution Approving a SCADA System Analytical Instruments Upgrade #20160315D

Trustee Johnson **moved to Approve Resolution #20160315D Approving a SCADA System Analytical Instruments Upgrade.** Trustee Montalto seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

NEW BUSINESS

None

REPORTS

Trustee Geary complimented Community Development Director Magdziarz on his report regarding permits and asked if there was any way to track the number of calls per permit and how many calls regarding a permit turned into a permit being issued. Director Magdziarz stated that information is contained in the report. Most calls handled are regarding permits and inspections for a permit.

Trustee Montalto asked when yard waste pickup would begin. It was answered the first week of April.

President Michels stated he had attend the Sports Booster event at the Airport and that it was a great event. He also attended the EDC meeting and final planning was completed for the 5-1-16 State of the Village event at WCC.

PUBLIC COMMENTS

None

Closed Session

Trustee Koch **moved to adjourn to closed session as per the exceptions to the open meeting act to discuss Personnel and not take action, adjourning there from.** Trustee Johnson seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

ADJOURNMENT

Meeting adjourned by Trustee Johnson, seconded by Trustee Geary.

Respectfully submitted, Cynthia L Galbreath, Clerk

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Village of Sugar Grove
Committee of the Whole
6:30 PM

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

Present: President Michels, Trustee Herron, Trustee Paluch, Trustee Montalto, Trustee Geary, Trustee Koch, and Trustee Johnson.

Quorum Established.

Also Present:

Administrator Eichelberger, Clerk Galbreath, Finance Director Chamberlin, Community Development Director Magdziarz, Public Works Director Speciale, Attorney Andersson, Attorney Julian.

PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION

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

Discussion - Micro Antennas

Staff informed the Board that recently companies have been approaching villages and cities about attaching small micro antennas to municipal light poles. Staff is asking that the Board consider enacting an ordinance that would either 1) prohibit them, 2) regulate and lease (similar to cell towers) or 3) regulate in a less formal manner (existing permit process).

The Village Attorney was present and the recommendation is that the Village Board consider option 2 to allow for appropriate technology benefits while maintaining public safety and a high quality of life. The Board needs to insure that anything that is to attached to municipal property is done properly while providing a benefit for the residents. The Board discussed the matter and directed staff to work with the Village Attorney to draft an ordinance incorporating Option 2 and to bring the ordinance back for discussion and possible approval.

Discussion - Web Site Upgrade

The Board reviewed the information provided by staff on E-Gov Link for a redesign of the web. As the project meets all items requested in the RFP and more the Board staff negotiating with E-Gov Link for web designs services. The Board asked that the contract to be placed on the next Consent agenda for approval.

Discussion - Financial Software Upgrade

The Board reviewed the information provided by staff on BSA for accounting software for; General Ledger, Accounts Payable, Cash Receipting, Miscellaneous Receivables, Fixed Assets, Work Orders, Utility Billing, Payroll, Building Department, Field Inspection, Time Sheets, Business Licensing, Citizen Request for Action, AccessMyGov/Employee Self Service, and AccessMyGov/Building. As the project meets all items requested in the RFP and more the Board staff negotiating with BSA. The Board asked that the contract to be placed on the next Consent agenda for approval.

Discussion - FY 2016-17 Budget

Finance Director Pat Chamberlin presented information on the proposed FYE 17 Budget.

The General Fund was discussed as Budget Workshop #1 which took place on March 1, 2016. Based on that discussion, and any information received since, no changes are recommended to the proposed General Fund Budget. The items discussed to be amended as discussed at Workshop #1 and their budgetary impact was discussed by the Board. They agreed with all changes.

This evening the Board reviewed the following information.

Fund 50 Waterworks and Sewerage Fund

FY 15-16 – The Waterworks and Sewerage Fund is projected to finish with an overall deficit of \$913,700 versus the budgeted deficit of \$3,630,100. Operating revenues will be higher than budgeted by approximately \$41,200 due to a reimbursement from IRMA for damage to our water treatment building roof. However, water and sewer revenues are \$28,900 lower than budget because of a decrease in the amount of water being used. Operating expenses are \$2,675,300 lower than budget as a result of projects not being completed in the current fiscal year.

FY 16-17 – Compared to estimated actual revenues of FY 16, revenues are anticipated to increase by \$93,800 as a result of the water and sewer rate increase of 6.25% and an increase in water tap-on fees for new development of \$20,400. Expenditures are anticipated to increase by \$2,070,600 compared to the FY 16 estimated actual of \$4,685,700. The major increases are in information technology of \$28,500 (50-49-6307) with the replacement of a server and hosted software maintenance, insurance premium (50-50-6514) increase of \$26,100, transfer to equipment replacement (50-50-7010) of \$24,000 (updated cost of replacement vehicles which are higher than anticipated), other professional services (50-60-6309) of \$542,800 with the purchase of water meters and well 10 and 11 repairs, repair and maintenance services-buildings (50-60-6406) to rehab the exteriors of wells 5 and 6 for \$30,000, automotive equipment of \$92,000 (50-71-7006) to replace a 2000 Ford 350 and 2004 Ford Explorer, and other equipment and machinery (50-71-7007) of \$80,000 for financial software. On-going projects (50-71-7011) consist of Settlers Ridge to Hankes water main improvement construction of \$2,096,000, Fays Lane and Sugar Lane of \$60,400, Mallard Point to Settlers Ridge water main improvements \$17,600, and US 30 at Dugan water main project. Sanitary sewer system improvements (50-72-7012) will rehab lift station 6 and install a generator. Sanitary sewer system improvements (50-72-7012) will increase \$49,300 to rehab lift station #6 and for a generator installation.

There were decreases in SCADA services (50-59-6313) of \$57,000 because of the hardware and software replacement and the replacement of the Strafford Woods sanitary sewer lining in FY 16.

These major projects will result in deficit spending for this year and then show a positive cash flow next year but then show a deficit in the third year.

Fund 30 General Capital Projects Fund

FY 15-16 - Revenues - Projected to be \$131,400 higher than what was budgeted. Revenue is higher because of improvement donations (30-00-3850) from the assisted living facility.

FY 15-16 Expenditures – Expenditures are expected to be \$224,900 lower than budget. In the Administration Department, expenditures were lower than budget as a result of not making buildings improvements (30-50-6309 and 7002) on the 140 S. Municipal Drive building. In the Public Works Department, the department will purchase the dump truck (budgeted in FY 15) and the pickup truck (budgeted in FY 16) in account 30-53-7006. In the Finance Department, there are funds budgeted for the financial software and web site upgrades (30-56-7007).

FY 16-17 Revenues – Budgeted revenues will be higher than last year’s budget by \$67,700. Improvement donations (30-00-3850) increased because of an increase in the number of new homes in various subdivisions or \$44,400.

FY 16-17 Expenditures – Budgeted expenditures will be lower than last year’s budget by \$417,000. The most significant change is in the Administration Department where the building improvements at 140 S. Municipal Drive did not occur in FY 16 in the amount of \$516,900 (30-50-6309 and 7002). In the Street Department, a pickup truck was budgeted for \$70,000 in FY 16 (30-53-7006). In the Finance Department FY 17 budget, there are expenses for financial software and web site (30-56-7007), as well as a transfer out (30-56-9003) of \$90,000 (\$20,000 for sidewalks and \$70,000 for parkway trees).

Fund 32 Industrial Tax Increment Financing District #1

TIF #1 is south and west of the airport near the intersection of U.S. Route 30 and Dugan Road.

FY 15-16 revenues are higher than budget because of a grant for the Dugan Road project, \$4,716. Expenditures are expected to be higher than the budget because of the Dugan Road project that wasn't completed in FY 15.

FY 16-17 Revenues – There is a slight increase in the amount of property taxes that the TIF will receive.

FY 16-17 Expenditures – The decrease is a result of the Dugan Road project being completed in FY 16.

Fund 33 Industrial Tax Increment Financing District #2 (north of airport)

TIF #2 is north and east of the airport near the intersection of Wheeler Road and Heartland Drive.

FY 15-16 Revenues – No revenues were received and expenditures were used to prepare the TIF plan.

FY 15-16 Expenditures – Costs were incurred to establish this TIF and the cost to demolish the Airport house.

FY 16-17 – Property taxes will be collected in FY 17. It is anticipated that the TIF will receive \$4,600 in property taxes. Expenditures will be used to install fiber.

Fund 35 Infrastructure Capital Projects Fund

FY 15-16 Revenues – Revenues are projected to be lower than budget by \$473,400. As part of that lower amount, the Village did not receive the Dugan and Granart and IL 47 and I 88 grant payment reimbursements. The reimbursement (35-00-3761) came in higher as a result of a payment from American Heartland Bank for a traffic signal and the Settler's Ridge settlement.

FY 15-16 Community Development expenditures are expected to be \$53,900 higher in both legal (35-55-6301) and engineering services (35-55-6303) because of the Settler's Ridge settlement.

FY 16-17 Revenues – Projected to be lower than the FY 16 budget by \$3,916,000. The grants line item (35-00-3440) will decrease because of lower anticipated funding for road projects: Denny Road (Surface Transportation Program) STP project of \$273,900 and Bliss and 47 STP grant of \$1,285,200. FY 16 grants consisted of STP grant for Bliss and 47 of \$693,555, Phase I engineering for IL 47 and I 88 of \$1,141,700, and grant funds for Dugan & Granart of \$3,400,000. There is a reduction in interfund transfers (35-00-3990) is because the transfer for FY 16 was for street lights and the Calkins and Grove road project and there won't be any transfers in FY 17.

FY 16-17 Expenditures – The Motor Fuel Tax street projects will be lower than last fiscal year because of reduced funding.

Fund 41 Debt Service Fund

This fund pays the debt service on the 2009 Public Works Facility refunding bonds and the 2013A/B Building Program refunding bonds. Revenues to cover the bonds are received from a transfer from the Waterworks and Sewerage Fund, Infrastructure Capital Projects Fund, and General Capital Projects Fund.

Fund 47 SSA #10 – Sugar Grove Center

FY 16-17 Revenues and Expenditures - This SSA was established for maintaining the area near Jewel. The property taxes collected will be used for Storm Water and Detention Basin Maintenance.

Fund 57 Refuse Fund

FY 15-16 – The Refuse Fund is projected to be slightly below budget.

FY 16-17 – The Village Board approved a new contract with Waste Management effective August 2012. In accordance with the contract, increases will be in line with the Chicago Metropolitan Area Consumer Price Index increase, with a minimum of 3% and maximum of 5%. Staff has projected a price increase of 3.0% based on historical data. Staff recommends an increase of \$0.68 from \$22.66 to \$23.34.

Fund 80 Police Pension Fund

FY 15-16 - Revenues and expenditures are generally projected to be in line with what was budgeted.

FY 16-17 – Revenues are expected to increase as a result of an increase in the Village’s contribution of \$61,000. Expenditures for pension benefits is anticipated to be \$42,000 higher because of a Police Officer’s retirement.

The Board requested no changes to any of the above funds and thanked staff for their hard work on the budget this year.

ADJOURNMENT

Meeting adjourned at 7:30 p.m. by Trustee Johnson, seconded by Trustee Geary.

Respectfully submitted, Cynthia L Galbreath, Clerk