

**VILLAGE of SUGAR GROVE
Regular Board Meeting
February 20, 2007 6:00 P.M.**

1. CALL TO ORDER

President Michels opened the meeting at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

The Pledge of Allegiance was given by those in attendance. President Michels then asked that the roll be called.

3. ROLL CALL

Present: President Michels, Trustee Wolf, Trustee Geary, Trustee Renk, Trustee Bohler, Trustee Heineman, and Trustee Johnson.

Quorum Established

Also Present: Administrator Brent Eichelberger, Community Development Director Scott Buening, Attorney Peter Wilson, Public Works Director Tony Speciale, Finance Director Justin VanVooren, Police Chief Brad Sauer and Village Engineer David Burroughs.

4. PUBLIC HEARINGS

- a. None

5. APPOINTMENTS and PRESENTATIONS

- a. None

6. PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION

President Michels called for public comments on the items scheduled for action on the agenda. No member of the public stepped forward. This portion of the agenda was closed at 6:07 p.m.

7. CONSENT AGENDA

- a. Approval: Minutes of the February 6, 2007 meeting.
- b. Approval: Vouchers
- c. Approval: Treasurer's Report
- d. Ordinance: Approving an Annexation Agreement - Kaneland Harter Road School.
- e. Ordinance: Annexing Property - Kaneland - Harter Road School Site
- f. Ordinance: Rezoning Kaneland - Harter Road School Site
- g. Resolution: Accepting Public Improvements at Windsor West Units 1 and 2
- h. Approval: Release of Subdivision Bonds - Windsor West
- i. Approval: Appointment of Deputy Clerks

Trustee Geary moved **to approve the consent agenda as presented.** Trustee Johnson seconded the motion. President Michels then called for a roll call vote.

<u>AYE:</u>	<u>NAY:</u>	<u>ABSENT:</u>
Geary	None	None
Renk		
Heineman		

Motion Carried

President Michels then gave the floor to Tom Runty, Assistant Superintendent Kaneland Community School District. Runty thanked the Board for its approval of the Ordinances approving the Annexation Agreement, Annexation and Ordinance rezoning the Kaneland School site. Mr. Runty stated that the District is happy to have the approval and believes the location is great and expressed appreciation to the Board for working with the School District.

President Michels said he was asked by one of the school referendum committee members if the Board would pass a resolution in favor of the referendum. Attorney Wilson advised that is something the Board probably should not do. However, Wilson said the Board could pass a resolution supporting the need for a referendum.

8. GENERAL BUSINESS

- a. None

9. NEW BUSINESS

a. Sugar Grove Emergency Management Plan

President Michels informed the Board that he had invited Michael Fagel, Certified Emergency Manager and Police Chief Sauer to talk about the Emergency Management Plan on which they collaborated.

Fagel addressed the Board and stated that on January 7, 2007 the Kane County Office of Emergency Management approved and signed the 2007 Emergency Management Guidelines, which is a critical step. Some of the Trustees were in possession of a copy of the guidelines. Others were not. Chief Sauer stated he would have copies made and distributed to those who did not as yet have a copy to review.

The next step in the process, Fagel said, was to educate and train key officials and staff members, including the Fire Department, on how to react in a disaster. The plan works towards improving methods of communication during an emergency. He has been working closely with the Fire Department in formulating the plan and praised the Department as being the best trained in the region.

Every Board member and employee will have a kit in their car. The kit will contain an action guide and action sheets so in the event of a crisis all will be able to refer to these action steps. The Chief and Mr. Fagel are working on getting a schedule for meetings with staff and senior officials to explain policy, response, preparation, and recovery in cases of emergencies.

Sites are being considered for a place for those involved in reacting to the emergencies to gather, the Village Hall being the main location with the two alternate meeting sites being the Fire Department and the Public Works Facility. President Michels asked for clarification. Mr. Fagel explained that Village Hall would be the primary meeting location. If the Village Hall was lost or telephone service or infrastructure breaks down, the meeting site would have to be moved to one of the alternate sites.

Trustee Bohler was much in favor of the plan being put into effect this year. He asked that those working on the plan let the Board know what the Village needs to budget for the budget season is upon the Village now. Trustee Geary was in agreement and asked

that consideration be given to the inclusion (in the plan a kit) to first responders that contained items such as a radio, triage supplies, neck braces, etc.

Fagel explained that there would eventually be two different emergency management books. In the plan there is a statement of purpose, an ordinance giving legal authority to do what needed to be done and hazards in the community will be listed. The Village's Building and Zoning Department would be called on to engage in building inspections and condemnations. Public Works would be engaged in debris removal and management. Financial services would be responsible to determine that the spending caps and budget procedures to provide for emergency supplies. Each entity involved in the plan would have to work together and know where the equipment that is needed is located.

Trustee Geary asked Fagel to clarify the term disaster. Fagel said a disaster is when something occurs that overtaxes the resources of the community. Under the State Statutes, the President or designee would have the ability to declare a disaster or emergency for up to seven days. That ability should also be a part of the local ordinance. Also, the Village can move up the chain of command and receive assistance through the Kane County Emergency Operations Plan by way of a mutual aid agreement through a memorandum of understanding. The Village should have its own stockpile of emergency equipment for those first few moments or hours.

Trustee Bohler noticed portions of the EOM mentioned Homeland Security. He questioned how the Village could address those security issues and if so the plan be confidential. Mr. Fagel answered that there will be things that are.

The plan is contained in a book entitled "Continuity of Operations Planning" and is a guidance document indicating what the Village would need to do to stay in business, i.e. getting out water bills, issuing building permits, etc. Chief Sauer said he would make this book available after the proof reading of the document has been completed.

Mr. Fagel said in the tool kit previously mentioned, there will also be a resource guide as to where the Village would go to get certain things. Kane County Emergency Operations is compiling a database that will be available via software.

Trustee Geary read an article in the newspaper that talked about a reverse 911 that the County is getting ready to launch. Chief Sauer said Sugar Grove has been working on that for the past couple of years and that whatever system the County puts in place, Sugar Grove would be included in it as well.

President Michels reviewed the procedures the Emergency Management Plan has gone through and what actions have yet to take place. The Village Board has not as yet approved the plan and also needs to adopt the ordinance as well as a letter of approval. President Michels instructed Chief Sauer and Mr. Fagel to get the plan in final form and present it to the Village at a Committee-of-the-Whole meeting so it can be formally approved on April 1, 2007. Chief Sauer and Fagel indicated they could accomplish it by that date.

President Michels noted the Village was over budget on the Emergency Operations Management Plan so some type of budget numbers need to be gone over. He spoke about the Village investigating purchase of radios for the Public Works Department, as is the Fire Department. If possible it would be beneficial for the Village to team up with

another entity in the purchase so services aren't duplicated. The Village has been waiting for Aurora to do table tops on the ice storm and has agreed to give Sugar Grove feedback on the exercise. To date that information hasn't been received.

Trustee Geary asked that dates be set for the plan practice runs mentioned by Fagel. Eichelberger suggested that a topic be chosen and dates set indicating attendance at those meetings be mandatory.

Trustee Wolf thought before the Village passes an ordinance related to the emergency plans that a complete budget of what things associated with the plan are going to cost. President Michels said that a budget had been approved by the Board to get this plan. The plan should be approved with what has been budgeted for this year, even though it is approximately \$2,000.00 over the budgeted amount. It was his opinion that the Emergency plan could be approved within this budget year.

Mr. Fagel noted, in respect to the ordinance, it gives the Village emergency powers and would not come at a high cost. Drafting the ordinance would be one of the next steps in formalizing the plan. Mr. Fagel said he would work with the Board and Staff on the ordinance and have the Homeland Security piece in place for the Board's review.

10. REPORTS

a. Staff Reports

- i. Administrator Eichelberger gave a reminder that a budget workshop was scheduled for February 27, 2007.

b. Trustee Reports

- i. Trustee Johnson announced that the Chamber of Commerce would be holding its regular membership lunch Thursday, March 8 at the Community House at noon. The Chamber will also host a Candidates Night Thursday March 22.
- ii. Trustee Heineman announced that the Village had a swimmer, Justin Patterman, representing Kaneland High School at a State meet. Trustee Johnson added that the Kaneland High School wrestlers made it to State but did not place. The Kaneland High School boys' basketball team beat Batavia and Geneva.
- iii. Trustee Geary noted that the Corn Boil meetings have begun and will meet the 3rd Thursday of each month at the EEI building. He invited anyone interest in helping to come.
- iv. President Michels announced that the McNultys were celebrating their 50th Wedding Anniversary Thursday night and welcomes guests to join them.

He asked if the Ordinance approving the appointment of Deputy Clerks included a term length of time? Eichelberger thought the term went beyond Clerk Welsch's term.

An open invitation for February 27 was received from Rose Spears of the City of Yorkville to learn of the accessibility and visibility of homes to be built in the area.

He spoke to a parent of a student driver recently who was asking if the Village could supply a sign or sticker to be placed on a car being driven by a Student Driver. Apparently her Son, as a student driver, has found others sharing the roads with him being quite impatient with him. If there was a sign on the car students were driving indicating they were student drivers, it might alleviate the problem. Chief Sauer thought that at one point in time the Police Department might have had such a sign.

He said he would try to find if any remained. Usually a private organization supplies the signs along with a special kit for new drivers.

President Michels asked Public Works Director Speciale if he had any knowledge of when the streetlight taken down at the Gordon and Galena when Kimball Hill was putting up their subdivision sign would be reinstalled. He had heard from a citizen that that corner without the light was quite dark and unsafe. Director Speciale said Kimball Hill was in the process of getting streetlights installed on Gordon Road.

11. PUBLIC COMMENT

None

12. ADJOURNMENT

Trustee Johnson **moved to adjourn the regular meeting at 6:30 p.m.** Trustee Renk seconded the motion. All members in attendance voted **AYE**.

**Respectfully submitted,
Nancy Zak
Recording Secretary**

February 20, 2007
Committee of the Whole Meeting
6:45 p.m.

Call to Order: President Michels called the Committee of the Whole Meeting to order at 6:45 p.m.

Present: President Michels, Trustee Wolf, Trustee Geary, Trustee Renk, Trustee Bohler, Trustee Heineman and Trustee Johnson
Quorum Established

Also Present: Administrator Brent Eichelberger, Community Development Director Scott Buening, Attorney Peter Wilson, Public Works Director Tony Speciale, Finance Director Justin VanVooren and Engineer David Burroughs

Police Facility Site Rezoning

Community Development Director Buening explained the following was a two-part request. One the rezoning to B-2 and the second a text amendment to the Zoning Ordinance. Currently in most of the districts Village owned and operated buildings are considered a Special Use. If the Village Board was going to choose a building's location it should be able to grant itself permission to use that building. That is why the text amendment was proposed. There were some issues about this request with a couple of Plan Commission/ZBA members, however they did vote in favor of the text amendment and rezoning. The Village Board Trustees had no issue with the rezoning and text amendment petition

Police Facility Site Work

Mr. Burroughs of EEI, addressed the Board and to reviewed the site work revisions made to the Police Facility site plan. Changes were made to the detention that was up at the northwest corner. The flow now will be directed from the large parking lot in the back out into the open space to the west. There were water quality issues that determined that detention needed to be larger.

The detention in the front got smaller, which made it more flexible as far as that future road from the building, future extension of the building and the existing road. The southerly loop of the water main has been eliminated. The water now will be running on the North side and then coming down Municipal Drive to the existing dead end stub that is across the street.

Discussion has taken place with the Airport Board regarding its concern about the secondary entrance. They were concerned about the detention pond attracting geese, so the detention must have a dry bottom. Trustee Wolf attended the Airport's Building Committee meeting. He said there were also concerns about the number, placement and species of the trees on the plan in regard to birds nesting in the trees. Burroughs said another concern was construction traffic coming out onto their piece of the roadway. A small construction access was drawn on the plan.

A letter has been written to IDOT to determine if there was any concern with having a temporary construction access. The airport's concern is they want the road open for fire and police protection and how its use as a construction access would impact airport operations.

There has been discussion about what was going to happen to the open space area. Basically it is desirable to keep it as open space as it is now. The only thing shown now is its being used for a

temporary topsoil stock pile. The site is going to be stripped when grading takes place on the site. Most of the soil will be eventually relocated to the West End berm and a small berm in front.

Some discussion took place regarding Municipal Drive being shown as a five-lane cross section and the location of a bikepath along the East Side and sidewalk along the West Side of Municipal Drive. The bike path would eventually link up with the Virgil Gilman trail. There would also be a bike path along the south side of Route 30 and a sidewalk along the north side.

The drive between the east parking lot to the west is planned to be 22'. It would not necessarily have curb and gutter. There may be a curb edging. It will have minimal use and be more in the nature of a driveway.

The suggestion was made to have a driveway at the front of the building that could be part of the parking lot. Mr. Burroughs was asked if this drive could be included in the bid package and that the architect was working on the design development of the building. The design development will be finished around mid-March and be presented to the Board for approval, possibly at April 17 meeting.

It was suggested the Park District be consulted as far as using the north portion of the property for soccer fields. The grading is about perfect for a sport field. Mr. Burroughs said there is no intention to do heavy screening in the front of the building. That would pose security issues.

A lengthy discussion followed in regard to proceeding with the development of the site and by which method or methods the project could be financed. Of particular concern was the drop in the number of anticipated building permits. Administrator Eichelberger informed the Board that staff was in the process of gathering more information regarding financing for the project. He asked that the Board study that information before making a decision whether or not to proceed with the project.

Thought was expressed to request that the architects working on the building design suggest how the building could possibly house a second user, perhaps as a Village Hall. This type of use would only be during the interim period of the Village's population growth. When the Police Department had need for the entire building the second user would leave. Because this possibility was mentioned before, Finance Director VanVooren said in meetings with the architect this concept has been discussed, but not fully explored at this point in time. They will continue to explore the double use option.

There was concern expressed about the double use since the Village had made a commitment to Forest City to build a Village Hall in tandem with their development.

Thought was given to the timing of going out for bid on the Police Facility project. A bid packet could be prepared, but the publication and letting of it should be delayed rather than putting it out for bid and making a rejection because the Village is not ready to proceed. If a bid does not go out now, the next opportune time to do so at the latest would be July 1st. If construction was not anticipated for this year, a bid could go out in January of next year.

President Michels thanked Mr. Burroughs for the work done and that the changes to the site plan look good. Next week staff will be looking for the Board to approve a request to go to bid. Eichelberger said that a bid packet should be put together now regardless if the bid goes out now or at a future date. Staff will provide the further information to assist the Board in making a

decision. The decision could be delayed up to the first meeting in May, as long as the bids were back in June to give contractors a July 1st start date. That would give them time to finish it this year.

Medical Facilities Parking Standards

Director Buening explained that this was a proposed change to the Zoning Ordinance regarding medical facilities. A number of office parks have come into the Village recently. When discussing parking rates currently in our ordinance with the Village planning consultant, it was felt that the rates for medical/dental type uses were very low in comparison to what is being experienced and the trend in most of this area. Staff believes that changing the parking space rate to 5 parking spaces per 1,000 S.F. of building space from the existing 3 spaces per 1,000 S.F. would be a better situation to make sure there will be adequate parking in these types of developments. Staff also took into consideration information from the Institute of Transportation Engineers which supported an increase in the required number of parking spaces as Staff proposed.

Perry Clark, Executive Director of the Economic Development Corporation for Sugar Grove, was given the floor. He presented the EDC's case against raising the required number of parking spaces for medical, dental users. A letter was distributed to Plan Commission/ZBA members offering a formula for determining the number of parking spaces certain uses would require. The objection to the increase is that it places the Village at a disadvantage competition-wise in attracting developers to come to Sugar Grove. Another view taken was in relation to mixed uses while Staff is assuming 50% would be medical. EDC respectfully disagrees with going up to 5 per 1,000. President Michels noted that the expert EDC called upon to give opinion of the number of parking spaces medical facilities needed was in concert with what Staff was proposing, that being 5 or 5.5 parking spaces per 1,000 S.F.

Director Buening explained that the 50% medical mentioned by Staff was only a guideline. This would not be a requirement, nor would it appear in any ordinance drafted.

Upon discussing the issue of raising the number of parking spaces for medical users, the Trustees had varying opinions and argued their points. Some said they recognized the need for the raise to 5; some believed by raising the number of spaces it would deter developers from choosing to locate projects in Sugar Grove and felt the number should remain at 3; some recognized the need for a raise but felt 5 was too high, some thought if a problem became evident that there was indeed not enough parking spaces allotted for medical users, the number of required spaces could be increased as was necessary.

President Michels, although in his opinion he agreed with the number of parking spaces recommended by staff, suggested meeting in the middle ground of going with an increase to 4 parking spaces for 1,000 s.f. of building space. This was agreed upon by all but Trustee Wolf who said he would not vote for anything more than 3 spaces. Buening then asked if in drafting the ordinance approving an amendment to the Zoning Ordinance, the number of spaces would be 4. President Michels confirmed that.

Transportation Projects List

Director Buening explained this project to prioritize the various project in the Village was done over two years ago. It consists of two sections. The one starting on page 184 is proposing revisions. Staff has taken out commentary and costs and shows the projects themselves as to where they are and where they should be. The liberty has been taken to reorder some of the projects based on what has been seen with new development happening. The need for some has lowered. Route 47 was divided into two additional projects. Broken down into the Forest City

area and the areas north of that are still Route 47, but now separate. Director Buening asked that the Board review the revised project list and feel free to make known what projects they believe should be reordered. He asked them to look at the original proposal and get a general idea of where it fits in the whole cost estimate.

Municipal Drive appears on the project list. The question was asked on the old 2004 list, what portion of the Municipal Drive was earmarked with bonding dollars? Administrator Eichelberger stated that there was no allocation of flexibility of a portion of the funds for that project specifically. Discussion took place about moving Municipal Drive up on the priority list and possibly use bond financing to accomplish improvement. The Board discussed a recapture of some funds for its improvement from developers whose projects were directly associated with Municipal Drive. Also, if Municipal Drive was to be considered an economic development the 1% tax referendum monies would be a helpful funding source to pay back bonds.

In conclusion, Buening asked that after reviewing the revised projects list Trustees give him feedback on the ranking as proposed.

Budget Update- 3rd Quarter

Finance Director VanVooren compiled any items that are projected to be over/under budget by \$25,000 or more based on the Detailed Revenue and Expense Reports. Amounts noted as a positive means the Village is projecting to receive more money or spend less money than budgeted. Amount noted as a negative means the Village is projecting to receive less revenue or spend more money than budgeted.

The Board implemented fiscal measures to decrease expenditures in the General Fund due to the reduction in building permits. Staff will continue to track the volume of building permits and keep the Board informed of changes.

The General Fund expects to receive \$1,303,420 less than budgeted, but also expects to spend \$1,392,566 less than budgeted, resulting in an \$89,146 increase in the budgeted surplus.

The following are explanations for selected line items:

- Building permits, plan review fees, transition fees, and review and inspection fees - lower than anticipated building activity
- Salaries - deferral of staff hiring
- Administration Other Professional Services - Village Identity/Beautification will be started in fiscal year 2007-2008.
- Streets Interfund Transfer - Matching of expected MFT revenues.

Adjournment

A motion was made by Trustee Gear **that the Committee of the Whole meeting be adjourned.** Trustee Johnson seconded the motion. **The motion carried by unanimous voice vote.**

Respectfully submitted

Nancy Zak
Recording Secretary

