

**Village of Sugar Grove  
Regular Board Meeting**

**December 18, 2007**

**6:00 P.M.**

President Michels opened the meeting at 6:00 p.m. and asked that Trustee Geary lead the Pledge. President Michels then asked that the roll be called.

**Present:** President Michels, Trustee Heineman, Trustee Renk, Trustee Heineman, Trustee Geary, Trustee Bohler, Trustee Taylor and Trustee Johnson

Quorum Established

**Also Present:**

Administrator Brent Eichelberger, Clerk Cynthia Welsch, Community Development Director Scott Buening, Attorney Steve Andersson, Director of Public Works Anthony Speciale, Finance Director Justin VanVooren, Planner Mike Ferencak, Utilities Supervisor Brad Merkel, Streets Supervisor Payton, and Chief of Police Brad Sauer.

**PUBLIC HEARINGS**

None

**APPOINTMENTS AND PRESENTATIONS**

**50<sup>th</sup> Anniversary Time Capsule**

At this time items that had been gathered through the anniversary year were placed and sealed in the time capsule.

**PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION**

President Michels called for any public comments on the items scheduled for action on the agenda. Deb Devore, Beverly Holmes-Hughes, Pat Graceffa and Barb Leigher all stepped forward and expressed their support of the library and requested that the Village Board approve the items on the agenda this evening for the library. No other member of the public stepped forward and this portion of the agenda was closed.

**CONSENT AGENDA**

1. Approval: Meeting Minutes of December 4, 2007
2. Approval: Vouchers
3. Approval: Treasurer's Report
4. Approval: Purchase of a Portable Generator for Wells #8 & #9
5. Ordinance: Ordinance Granting a Major PUD Amendment and Final PUD - The Landings Office Park Ord# 20071218A
6. Resolution: Approving a Preliminary and Final Plat for The Landings Lot 8 Res # 20071218A
7. Resolution: Supporting an Arterial Road North of I-88 Res # 20071218B
8. Resolution: Authorizing Execution of and Acceptance of Plats of Dedication and Grants of Easement for Municipal Drive Res # 20071218C

9. Resolution: Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact  
Res # 20071218D

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

AYE:	Geary	NAY:	None	ABSENT:	None
	Johnson				
	Bohler				
	Renk				
	Taylor				
	Heineman				

**Motion Carried.**

**GENERAL BUSINESS**

**Granting a Rezoning from R-2 SF PUD to B-2 General Business District PUD Ord # 20071218B**

Trustee Geary **moved to adopt Ord # 20071218B, an Ordinance Granting a Rezoning from R-2 SF PUD to B-2 General Business District PUD.** Trustee Johnson seconded the motion. Community Development Director Scott Buening state that 99% of all outstanding issues have been reconciled. The issue before the Board this evening is the access to Municipal Drive. The Board discussed the access and stated that the full access should be allowed at this point. Should the access become a problem at a later date the Library Board will be contacted and they and the Village Board will work together to make it a right in / right out only for safety purposes. President Michels asked that the developer and the library work together if possible to locate the subdivision signage on an alternate site. It is noted that the library has no say and it was in their land purchase contract that the developer has the right to locate their signage on the property. President Michels called for any additional comments and hearing none asked that at the role be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Taylor				
	Heineman				

**Motion Carried.**

**Granting a Major PUD Amendment, Final PUD and Special Use for the Sugar Grove**

**Library Ord# 20071218C**

Trustee Geary moved to adopt Ord# 20071218C, an Ordinance Granting a Major PUD Amendment, Final PUD and Special Use for the Sugar Grove Library, subject to attorney review. Trustee Johnson seconded the motion. President Michels called for any comments and hearing none asked that at the role be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Taylor				
	Heineman				

**Motion Carried.**

**Approving a Preliminary and Final Plat for the Sugar Grove Library Res# 20071218E**

Trustee Renk moved to approve Res# 20071218E, A Resolution Approving a Preliminary and Final Plat for the Sugar Grove Library. Trustee Johnson seconded the motion. President Michels called for any comments and hearing none asked that at the role be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Taylor				
	Heineman				

**Motion Carried.**

**Approving an Interchange Feasibility Study Res # 20071218F**

Trustee Johnson moved to approve Res# 20071218F, A Resolution Approving an Interchange Feasibility Study. Trustee Renk seconded the motion. President Michels called for any comments and hearing none asked that at the role be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Taylor				

	Heineman				
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**Motion Carried.**

**Approval the North Water Tower Repairs**

Trustee Johnson moved to **waive the bidding process and authorize the Public Works Director to enter into a contract with Newlins Welding and Tank Maintenance, Inc. for the North Water Tower repairs in an amount not to exceed \$37,850.00.** Trustee Geary seconded the motion. President Michels called for any comments and hearing none asked that at the role be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Taylor				
	Heineman				

Motion Carried.

**NEW BUSINESS**

None

**REPORTS**

President Michels congratulated Chief Building Inspector Michelle Noyes on passing her recent inspector test. CD Director Scott Buening stated that she is well on her way to becoming a master building inspector.

Trustee Renk asked who had jurisdiction over the exit onto Golfview off of I-56. Director of Public Works Tony Speciale stated that Golfview is a township roadway and the access on 56 is the jurisdiction of the state.

**PUBLIC COMMENTS**

President Michels called for any comments. Mr. David Frantz of 170 Maple Street addressed the Board and stated that he had received a letter regarding a berm he has in his back yard. Serval of his neighbors received a like letter and he would be speaking on behalf of all of them. Mr. Frantz stated he had approximately 2 ½ years ago contacted the building department and was told that a permit was not needed for landscaping however was advised that since he and his neighbors' wanted to put up a berm on their property near the railroad he should contact the police department, and the railroad. He / they did both and were informed there was no problem. They have since received a letter stating they were in violation of the weed and the storm water ordinance. Additionally he and his neighbors' fixed some issues as discovered by EEI to allow for additional drainage. They thought these issues were fixed. President Michels asked if anyone had spoken to staff.

Mr. Frantz stated that they were meeting with Mr. Ken Bauer tomorrow. President Michels stated that the Board would keep abreast and informed of the situation.

Hearing no additional other public comments President Michels closed this portion of the agenda.

### **Airport Liaison Report**

Mr. Joe Wolf stated that the last meeting of the Airport Advisory Board was cancelled due to inclement weather however he had spoken with Mr. Rieser and he stated that Honda Jet is still moving forward and should be doing a sight visit soon.

Community Development Director Scott Buening stated that he had sent a formal letter requesting action or information on shield for the runway lights.

### **ADJOURNMENT**

Trustee Johnson **moved to adjourn at 7:10**. Trustee Bohler seconded the motion. All members in attendance voted AYE. Motion Carried.

Respectfully submitted, Cynthia L. Welsch, Village Clerk

**Village of Sugar Grove  
Committee of the Whole**

**December 18, 2007**

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

**Quorum Established**

**Also Present:** Administrator Brent Eichelberger, Clerk Cynthia Welsch, Community Development Director Scott Buening, Attorney Peter Wilson, Finance Director Justin VanVooren, Public Works Director Speciale and Chief of Police Brad Sauer

**Prairie Glen Office Park Architecture**

The Board reviewed the information presented regarding the amended building architecture for the Prairie Glen Office Park. The Board approved of the amended designs and expressed their appreciation that the developer has come to them with a request for an upgrade in architecture and approved of the limited use of dryvit, 4 – 5% for decorative purposes.

**Municipal & Public Safety Center**

1. Administrator Brent Eichelberger stated that Mr. Mark Bushhouse would address the questions that were asked at the November 20, 2007 Committee of the Whole Meeting regarding the new Police Station/Municipal Facility.
  - 1) How much would it cost to go out to bid on the current design?  
*\$100,000.00*
  - 2) What are the anticipated annual increases associated with delaying the current design?  
*6 – 8 % per year*
  - 3) If the decision is made to build a smaller facility based on a population of 25,000 (for example):
    - a. What is the earliest the facility could be completed? *2009*
    - b. How much would the facility likely cost? *± or 14million*
    - c. What would the additional costs of design, etc. be? *Approximately 50%of the current costs*
  - 4) How much, if any, would the Village owe the architectural team if the entire project was delayed indefinitely? *There is a 7% penalty clause or approximately \$20,000.00*
  - 5) If the project is delayed indefinitely, what is the earliest that it is recommended that it be reconsidered? *Answered by Administrator Eichelberger*

*While the Board can so decide at any time to bring the building forward again it should be kept in mind that elections will occur in 2009. This*

*could put in place three new trustees and a new village president. Typically new boards will want to reconsider any type of large project, should the current board not desire to go forward soon it is recommended that a new building not be pursued/discussed until after the 2009 elections.*

- 6) What are the current population, design population and square footage, for recently built or planned facilities in the area?

*The costs of typical buildings are generally close to the per square footage building proposed for Sugar Grove. Certain variable such as a LEED certified building can make the cost of the SG facility appear higher but the long term upkeep will be significantly lower.*

The Village Board discussed the need for the building, the size of the building, the future population of Sugar Grove and their desire to remain fiscally responsible yet ensure that the future needs of the residents and the police department were not neglected. The desire to not have a combined building (that being having a combined Municipal Facility / Police Department) was also expressed. After much discussion and debate it was decided that the building of the facility would be shelved indefinitely. Staff and the Architectural team were further directed to look into rental space to house administrative staff in the future.

### **FY 2007-08 Budget Update**

Finance Director Justin VanVooren presented a report on items that are projected to be over/under budget by \$25,000 or more. He further stated that the General Fund expects to receive \$1,315,773 less than budgeted, but also expects to spend \$1,378,341 less than budgeted, resulting in a \$62,568 increase in the budgeted surplus. The following are explanations for selected items of significance:

- Building permits, transition fees, review and inspection fees, and reimbursement – lower than anticipated due to reduction in building activity
- Salaries – deferral of staff hiring
- Administration other professional services – deferral of Village beautification program
- Streets landscaping supplies – lower than anticipated due to less parkway trees being planted by developers
- Community Development legal, engineering, and other professional services – developer reimbursed costs, lower than anticipated due to reduction in building activity

The General Capital Projects Fund expects to receive \$10,872,035 less than budgeted, but also expects to spend \$7,517,572 less than budgeted, resulting in a \$3,354,463 decrease in the budgeted surplus.

- Improvement donations (capital improvement fees), life safety police, and life safety streets – lower than anticipated due to reduction in building activity

- Bond proceeds, Administration financial services, and Police interfund transfer – no bonds will be issued within fiscal year 2007 – 2008 which will negate the need for additional transfers for debt service
- Administration architectural services – beginning of the services for the new Village Hall will be delayed and will not begin in fiscal year 2007 – 2008
- Police engineering, architectural services, and building improvements – new Police Station costs are being incurred slower than originally anticipated
- Streets building improvements – painting of the interior and exterior of the Public Works building will be completed in the next fiscal year
- Streets automotive equipment – purchase of one vehicle was delayed from fiscal year 2006 – 2007 into the current fiscal year
- Streets interfund transfer – transfer out of bond proceeds for Municipal Drive costs

The Infrastructure Fund expects to receive \$19,063 more than budgeted and also expects to spend \$125,322 less than budgeted, resulting in a \$144,385 decrease in the budgeted deficit.

- Road impact fees – lower than anticipated due to reduction in building activity
- Transfers in – transfer in of bond proceeds for Municipal Drive costs
- Transfers out – transfer out of non-home rule sales tax to pay for debt principal and interest

The Debt Service Fund expects to receive \$827,201 less than budgeted resulting in a \$827,201 decrease in the budgeted surplus. This is due to not issuing additional debt during fiscal year 2007 – 2008 which will negate the need for additional transfers for debt service

The Waterworks and Sewerage Fund expects to receive \$667,059 less than budgeted, but also expects to spend \$3,099,418 less than budgeted, resulting in a \$2,432,359 decrease in the budgeted deficit.

- Water and sewer sales, water and sewer tap-on fees, and meter sales – lower than anticipated due to reduction in building activity
- Debt principal – no payments on Fox Metro “bonds” for land
- Depreciation – unanticipated acceptance of developer donations of public improvements
- Full-time Public Works Administration salaries – deferral of staff hiring
- Water Operations specialized supplies – less meters due to reduction in anticipated building activity
- Water Capital engineering services and water system improvements – water main improvements to school site delayed due to referendum failure in April 2007

The Refuse Fund expects to receive \$31,803 more than budgeted, but also expects to spend \$54,203 more than budgeted, resulting in a \$22,400 decrease in the budgeted surplus. This is due to the increase in the refuse charge to residents for the new totes and an increase in the cost due to the new contract.

The Police Pension Fund expects to receive \$7,351 less than budgeted and also expects to spend \$10,718 more than budgeted, resulting in an \$18,069 decrease in the budgeted surplus.

The Board asked if they could see the sales tax information. Finance Director VanVooren explained that the agreement with the state does not allow for more than two people within the Village, due to proprietary information to access this report. As such it is utilized only to determine if the proper amount is collected and that all businesses are paying.

The Board questioned why the utility tax was so much lower than expected. It was answered that due to residential units lower than projected and the to date higher winter temps.

The Board also questioned why the Water/Sewer projects were so much different than projected. It was answered that it was anticipated that the School District would pass their spring referendum and there would be a need to do significant water system improvements. This will continue to be “rolled over or appear” in the budget but not spent until such time until the School District is ready to build at the Harter Road site.

**Closed Session**

Trustee **Geary** moved to adjourn to Executive Session to discuss personnel as per the exceptions to open meetings act to not take action and to adjourn there from.

Trustee Johnson seconded the motion. President Michels called for the roll to be called.

AYE:	Geary	NAY:	None	ABSENT:	None
	Renk				
	Johnson				
	Bohler				
	Heineman				
	Taylor				

Motion Carried

Meeting adjourned at 9:35 p.m.