

Village of Itasca

550 W. Irving Park Rd., Itasca, Illinois 60143-2018

Village Board Meeting Agenda

May 10, 2016

7:00 p.m.

President: Jeffery J. Pruyne
Trustees: Jeff Aiani
Marty Hower
Michael J. Latoria
Ellen Leahy
Frank J. Madaras
Lucy Santorsola
Clerk: Melody J. Craven
Administrator: Evan Teich

Phone: 630.773.0835
FAX: 630.773.2505

1. Call to Order; Roll Call
2. Pledge of Allegiance
3. Audience Participation
4. Presentation of Village Board Meeting Minutes of April 19th, 2016

Documents: [20160419 VLG BD MTG MINUTES.PDF](#)

5. President's Comments

- a. Proclamation of Police Officer's Week

Documents: [NATIONAL PEACE OFFICERS MEMORIAL DAY 051516.PDF](#)

6. Community Development Committee
Trustee Latoria, Chairperson

- a. Discussion and possible concerning Resolution #859-16, "A Resolution Approving a Final Plat of Subdivision for 1640 Glenlake, 1625 Norwood, and 1657 Norwood, All Commonly Known as 1789 Norwood (Fellowes, Inc.)."

Documents: [RESOLUTION - APPROVAL OF PLAT OF SUBDIVISION \(1640 GLENLAKE AVE ETC AKA 1789 NORWOOD AVE \(FELLOWES\)\).PDF](#), [VB MEMO- FELLOWES- 1789 NORWOOD - 05.04.16.PDF](#)

7. Administration Committee
Trustee Santorsola, Chairperson
8. Environmental Committee
Trustee Leahy, Chairperson
 - a. Recap of 2016 GREEN Day Event
9. Finance Committee
Trustee Hower, Chairperson

- a. Discussion and possible action concerning Ordinance #1800-16, "An Ordinance to Dispose of Surplus Village Property (Obsolete Police Officer Equipment)."

Documents: [ORDINANCE - SURPLUS PROPERTY \(POLICE OBSOLETE OFFICE EQUIPMENT MAY 2016\).PDF](#)

10. Public Safety Committee
Trustee Madaras, Chairperson

11. Public Works/Infrastructure Committee
Trustee Aiani, Chairperson

12. Consent Agenda

- a. Approval of Resolution #861, "A Resolution Authorizing Installation of Remote Deposit with Itasca Bank & Trust Co."

Documents: [RESOLUTION - AUTHORIZING REMOTE DEPOSIT AT VILL HALL \(ITASCA BANK TRUST\).PDF](#)

- b. Approval of Ordinance #1801-16, "An Ordinance Granting a Variance for 100 N. Walnut (Old Village Hall)."

Documents: [ORDINANCE - VARIANCE - ELEVATOR SAFETY CODE FOR 100- N WALNUT STREET \(VOI\).PDF](#)

13. Voucher dated May 10, 2016

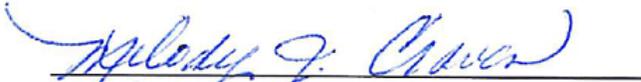
14. Department Head Reports

15. Executive Session

16. Adjournment



Evan Teich, Village Administrator



Melody J. Craven, Village Clerk

VILLAGE OF ITASCA BOARD OF TRUSTEES MEETING MINUTES

April 19, 2016 – 7:00PM

- Call to Order:** Mayor Jeff Pruyn called the Village Board Meeting to order at 7:04PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Mike Latoria, Frank Madaras, Ellen Leahy, Lucy Santorsola; Deputy Village Clerk – Jacob Lawrence.
- Also present: Village Administrator – Evan Teich; Village Attorney – Chuck Hervas; Community Development Director – Nancy Hill; Director of Public Works – Ross Hitchcock; Finance Director – Julie Ciesla; HR/Risk Management Coordinator – Cristina White; Village Engineering Consultant – Aaron Fundich.
- Absent: Village Clerk – Melody Craven.
- Pledge of Allegiance:** Mayor Pruyn led everyone in saying the Pledge of Allegiance.
- Audience Participation:** None.
- Minutes:** Mayor Pruyn asked if there were any questions or corrections regarding to the Village Board Meeting minutes of April 5, 2016 as presented. Hearing none, Trustee Hower made a motion to approve the minutes; Trustee Santorsola seconded the motion. Motion carried by a unanimous voice vote.
(April 5, 2016)
- President’s Comments:** Mayor Pruyn reported that the annual tree dedication will be on April 30th at 1PM on Arbor Day. Ceremonies will be held in the Village Board Room, beginning at 1:00 pm and will include the dedication of memorial and commemorative trees. Following the ceremonies, attendees will be able to view the trees in the arboretum, located to the south and west of the Village Hall.
(Arbor Day)
- Mayor Pruyn reported on the 25th annual Shape of Itasca town hall meeting. The 25th annual Shape of Itasca Town Hall meeting is scheduled for Monday, May 9 at 7 PM at the Holiday Inn. The Shape of Itasca is sponsored by Itasca Bank and Trust. Refreshments will be served.
(Shape of Itasca)
- The Shape of Itasca Town Hall meeting is an informal public meeting which gives the members of a community an opportunity to get together to discuss emerging issues and to voice concerns and preferences for our community. Attended by citizens, staff members and elected officials from each local taxing body, the Shape of Itasca provides everyone an opportunity to talk personally in a relaxed environment about the things which matter to them.
- (Call for Special Meeting) Mayor Pruyn reported that he and Evan Teich, Village

Administrator, will be joining the DuPage Mayors and Managers Conference in Springfield on May 3rd in order to pass important legislation. Therefore, he called for a special meeting for May 10th to replace the scheduled meeting on May 3rd; Trustee Aiani seconded the motion. Motion carried by a unanimous voice vote.

(Economic Interest Statements)

Mayor Pruyn reminded the Board that economic interest statements are due by May 2nd. Elected officials can file their statement online at <https://ei.dupageco.org/SEI/Login.aspx>.

Community Development Committee:

Trustee Latoria, Chairperson
(Refund Order of Cash Performance/Road Bond)

Mayor Pruyn presented discussion and possible action concerning Refund Order of Cash Performance/Road Bond for Permit #12865 to Robert Jurewicz for a residential room addition at 315 Bonnie Brae as recommended by the Community Development Department. Trustee Aiani made a motion to approve this Refund Order of Cash Performance/Road Bond for Permit #12865; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

(New Business License Application – Zippy Shell Storage Operations, LLC)

Mayor Pruyn presented discussion and possible action concerning a New Business License Application for Zippy Shell Storage Operations, LLC, a portable storage and moving company, to be located at 751 North Rohlwing Road. Trustee Aiani made a motion to approve this New Business License Application for Zippy Shell Storage Operations, LLC; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.

(New Business License Application – Family Entertainment Group, LLC)

Mayor Pruyn presented discussion and possible action concerning a New Business License Application for Family Entertainment Group, LLC, to be located at 1625 Hamilton Parkway. Trustee Aiani made a motion to approve this New Business License Application for Family Entertainment Group, LLC; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.

(New Business License Application – Baron Manufacturing Company, LLC)

Mayor Pruyn presented discussion and possible action concerning a New Business Application Request for Baron Manufacturing Company, LLC, a wholesale hardware fastener distributor to be located at 730 Baker Street. Trustee Aiani made a motion to approve this New Business Application for Baron Manufacturing Company, LLC; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Mayor Pruyn reported that DuPage Mayors and Managers Conferenced emailed him about joining an electronics recycling program that would cost each municipality \$4500.

Administration Committee:
Trustee Santorsola, Chairperson

Trustee Santorsola had no report.

Environmental Committee:

Trustee Leahy, Chairperson
(Green Day recycling event –
May 7, 2016)

Trustee Leahy reported that the 8th Annual Green Day recycling event will still occur on May 7th. May 7th, from 8:00 AM until noon, Itasca residents can once again get rid of a wide range of unwanted materials in an environmentally good way. The event will take place in the Itasca Metra Commuter parking lot across the street from the Itasca Bank and Trust Company. We ask that you have your recyclables organized to make unloading quick and easy. Due to major changes in the recycling market we are limiting the recycling of old style "CRT" televisions and monitors to one each per car.

Finance Committee:

Trustee Hower, Chairperson
(Ordinance #1798-16)

Trustee Hower presented discussion and possible action concerning Ordinance #1798-16, "An Ordinance to Dispose of Surplus Village Property." Hearing no objections, Trustee Hower made a motion to approve Ordinance #1798-16; Trustee Aiani seconded the motion. Roll Call Vote: Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

Public Safety Committee:

Trustee Madaras, Chairperson

Trustee Madaras had no report.

Public Works/Infrastructure Committee:

Trustee Aiani, Chairperson

(Payment Estimate #2, Happy Acres)

Trustee Aiani presented discussion and possible action concerning Payment Estimate #2 due to Martam Construction Inc. in the amount of \$125,121.60 for Happy Acres. Hearing no objections, Trustee Aiani made a motion to approve this Payment Estimate #2; Trustee Santorsola seconded the motion. Motion carried by a unanimous voice vote.

(Accepting a Quote for Storm Sewer Structure Repairs)

Trustee Aiani presented discussion and possible action concerning a recommendation to accept a quote from Neslund & Associates for Storm Sewer Structure Repairs in the Commercial Manufacturing District (CMD) SSA. Trustee Aiani reported that he foresees chronic financial issues with the CMD SSA, especially with getting the funds to achieve the necessary infrastructure to that place. Hearing no objections, Trustee Aiani made a motion to accept a quote from Neslund & Associates for storm sewer structure repairs in the CMD SSA; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Consent Agenda:

Trustee Aiani made a motion to approve items "a" through "f" on the Consent Agenda as follows; Trustee Latoria seconded the motion. Roll Call Vote: Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

- a. Approval of Ordinance #1799-16, "An Ordinance Increasing the Number of Class D Liquor Licenses from Five to Six (Bucky's 1400 N. Arlington Heights Road)
- b. Approval of Resolution #854-16, "A Resolution Authorizing Acceptance of a

- Proposal of Insurance from Arthur J. Gallagher & Co."
- c. Approval of Resolution #855-16, "A Resolution Adopting a New Village of Itasca Personnel Policies and Procedure Manual."
 - d. Approval of Resolution #856-16, "A Resolution Waiving the Bidding Requirements and Extending a Contract for Lawn Mowing Services from Classic Landscaping Limited."
 - e. Approval of Resolution #857-16, "A Resolution Waiving the Formal Bidding Requirements and Extending a Contract for Street Sweeping Services form Hoving Clean Sweep, LLC."
 - f. Approval of Resolution #858-16, "A Resolution Waiving the Formal Bidding Requirements and Extending a Contract for Tree Trimming Services from Ciosek Tree Services."

Voucher: Trustee Hower presented the voucher dated April 19, 2016. He reported that 40% of the voucher consists of the Village's water bill to the DuPage Water Commission and also engineering and lawyer expenses. Trustee Hower made a motion to approve the voucher dated April 19, 2016 in the amount of \$389,506.27; Trustee Aiani seconded. Roll Call Vote: Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

Department Heads: Mayor Pruyn stated he would hear Department Head reports at the Committee of the Whole Meeting following the Village Board Meeting.

Adjournment: Trustee Hower made a motion to adjourn the Village Board meeting at 7:19PM; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.

Minutes by: Jacob A. Lawrence, Deputy Village Clerk

PROCLAMATION

WHEREAS, in 1962 President Kennedy proclaimed May 15 as **National Peace Officers Memorial Day** and the calendar week in which May 15 falls as **National Police Week**. Established by a joint resolution of Congress in 1962, **National Police Week** pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of the Itasca Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Village of Itasca; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the Itasca Police Department has grown to be a progressive and professional law enforcement agency which unceasingly provides a vital public service.

NOW, THEREFORE, I, Jeffery J. Pruyn, President of the Village of Itasca, call upon all citizens of the Village of Itasca and upon all patriotic, civic and educational organizations to observe the week of May 15 – 21, 2016 as

NATIONAL POLICE WEEK

in the Village of Itasca with appropriate ceremonies and observances in which all of our people may join in commemorating police officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the Village of Itasca to observe the May 15, 2016 as

NATIONAL PEACE OFFICERS MEMORIAL DAY

to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Itasca to be affixed.

Dated this 10th day of May, 2016.

Jeffery J. Pruyn, Village President

ATTEST:

Melody J. Craven, Village Clerk

RESOLUTION NO. 859-16

**A RESOLUTION APPROVING A FINAL PLAT OF SUBDIVISION FOR
1640 GLENLAKE, 1625 NORWOOD, AND 1657 NORWOOD,
ALL COMMONLY KNOWN AS 1789 NORWOOD (FELLOWES, INC.)**

WHEREAS, Fellowes, Inc. (hereinafter "Petitioner") filed a petition for approval of a preliminary Plat of Subdivision to revise lot lines for 1640 Glenlake, 1625 Norwood, and 1657 Norwood, all commonly known as 1789 Norwood, in Itasca, Illinois (hereinafter referred to as the "Subject Property"), which is located in the Village's M Manufacturing District; and

WHEREAS, the Corporate Authorities of the Village of Itasca approved Fellowes' request for preliminary Plat of Subdivision and Class I site Plan on January 19, 2016; and

WHEREAS, Petitioner has proceeded through the engineering review process and now seeks approval of final Plat of Subdivision to revise lot lines.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities hereby approve the Final Plat of Subdivision to revise lot lines, attached hereto as Exhibit A.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this ____ day of May, 2016.

APPROVED:

Village President Jeffery J. Pruyn

ATTEST:

Village Clerk Melody J. Craven



Village of Itasca
Community Development Department

550 WEST IRVING PARK RD. ITASCA, IL 60143
PHONE: 630/773-5568 FAX: 630/773-0852
e-mail: smalik@itasca.com
www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: PC 15-027
Fellowes- 1640 Glenlake, 1625 Norwood,
and 1657 Norwood, all commonly known
as 1789 Norwood

FROM: Shannon L. Malik, AICP
Planner III

VB: May 10, 2016

CC: File

ENCL: Plan Commission staff report
w/attachments

Background

On January 19, 2016, the Village Board approved requests for preliminary plat of subdivision, zoning variances, and Class I Site Plan approval for Fellowes.

The applicant has proceeded through the engineering review process. The final plat of subdivision has received final engineering approval.

The request before the Village Board at this time:

1. Final plat of subdivision to revise lot lines

Staff Recommendation

Staff recommends approval of the final plat of subdivision.

ORDINANCE NO. 1800-16

**AN ORDINANCE TO DISPOSE OF SURPLUS
VILLAGE PROPERTY (Obsolete Police Office Equipment)**

WHEREAS, the corporate authorities of the Village of Itasca determined that certain office and police property owned by the Village of Itasca (collectively, "Surplus Property") is now obsolete and of no useful value to the Village; and

WHEREAS, the corporate authorities of the Village of Itasca desire to dispose of the Surplus Property owned by the Village pursuant to 65 ILCS 5/11-76-4, which governs the sale of personal property owned by a village with a population less than 500,000; and

WHEREAS, the Surplus Property has residual value and may be sold at a nominal price or turned in as partial payment for a similar article of property.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The following property owned by the Village of Itasca is obsolete and of no practical use to the Village of Itasca:

- (3) Bramic Vision 5 8383 (Product# FX8383DL) electronic height adjustable dispatch consoles;
- Sony Wega 42" rear projection television with remote (Model# KDF-42E2000); and
- Canon Realis SX50 projector.

SECTION TWO: The Chief of Police is hereby authorized to dispose of or direct the disposal of the aforementioned property by sale or as partial payment for a similar article of property pursuant to 65 ILCS 5/11-76-4 on behalf of the Village of Itasca.

SECTION THREE: SEVERABILITY. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED and ADOPTED by the Village President and Board of Trustees of the
Village of Itasca this _____ day of May, 2016.

APPROVED:

Village President Jeffery J. Pruyn

ATTEST:

Village Clerk Melody J. Craven

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Itasca, DuPage County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. _____-16 enacted on _____, 2016 and approved on _____, 2016 as the same appears from the official records of the Village of Itasca.

Melody J. Craven, Village Clerk

RESOLUTION NO. 861-16

**A RESOLUTION AUTHORIZING INSTALLATION OF
REMOTE DEPOSIT WITH ITASCA BANK & TRUST CO.**

WHEREAS, the Village of Itasca wishes to enter into an agreement with Itasca Bank & Trust Co., attached hereto as Exhibit A, concerning the installation of remote deposit at Village Hall in order to deposit checks from Village Hall.

NOW, THEREFORE, BE IT RESOLVED by the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby authorize installation of remote deposit with Itasca Bank & Trust Co. in order to deposit checks from Village Hall.

SECTION TWO: The Village President, or his designee, is hereby authorized to sign and execute the agreement with Itasca Bank & Trust, Exhibit A, on behalf of the Village.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED and ADOPTED by the Village President and Board of Trustees of the
Village of Itasca this _____ day of April, 2016.

APPROVED:

Village President Jeffrey J. Pruyn

ATTEST:

Village Clerk Melody J. Craven

ORDINANCE NO. 1801-16

AN ORDINANCE GRANTING A VARIANCE FOR 100 N. WALNUT (Old Village Hall)

WHEREAS, a 2015 amendment to the Illinois Elevator Safety and Regulation Act, 225 ILCS 312/1, et al. (herein “Elevator Act”), requires pit ladder installation in accordance with Section 2.2.4.2 of ASME A17.1-2007, 225 ILCS 312/35(h)(vii); and

WHEREAS, Village of Itasca’s property at 100 N. Walnut Street (herein “Subject Property”) is not in compliance with the required pit ladder installation because the side and wall clearance is not large enough to accommodate any type of pit ladder; and

WHEREAS, under Section 35(b) of the Elevator Act, 225 ILCS 312/35(b), the Village of Itasca has the authority to grant exceptions and variances from the requirements of the Elevator Act in cases where such variances would not jeopardize the public safety and welfare.

WHEREAS, the Subject Property is otherwise in compliance with the Elevator Act, 225 ILCS 312/1, et al.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities hereby grant a variance from Section (h)(vii) of the Elevator Act, 225 ILCS 312/35(h)(vii), by not requiring pit ladder installation in accordance with Section 2.2.4.2 of ASME A17.1-2007.

SECTION TWO: The corporate authorities hereby find that this variance does not jeopardize public safety and welfare.

SECTION THREE: All other aspects of the Subject Property are to be in compliance with all Village ordinances, including but not limited to the remaining provisions of the Illinois Elevator Safety and Regulation Act and the Itasca Zoning Ordinance, unless otherwise modified by ordinance.

SECTION FOUR: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FIVE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: 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.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED and ADOPTED by the Village President and Board of Trustees of the
Village of Itasca this ____ day of May, 2016.

APPROVED:

Village President Jeffery J. Pruyn

ATTEST:

Village Clerk Melody J. Craven