

# Village of Itasca

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

## Village Board Meeting Agenda

**August 16, 2016**

**7:00 p.m.**

President: Jeffery J. Pruyn  
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 August 2nd, 2016

Documents:

[20160802 VLG BD MTG MINUTES.PDF](#)

5. President's Comments
  - a. Discussion and possible action concerning the appointment of a Historical Commissioner
  - b. Oath of Office to Richard Sasso to Historical Commission
  - c. Proclamation of Constitution Week

Documents:

[CONSTITUTION WEEK PROCLAMATION 0917 TO 0923.PDF](#)

- d. Call for Special Village Board Meeting on Tuesday, August 23rd
6. Community Development Committee  
Trustee Latoria, Chairperson
  - a. Discussion and possible action concerning Ordinance #1812-16, "An Ordinance Granting Special Use Permits with Exceptions, Plat of Subdivision and Class I Site Plan for the Vacant Real Estate Immediately North of the Medinah Woods

Townhomes (Route 53 Townhomes)"

Documents:

[ORD 1812-16 MEMO.PDF](#)  
[ORD 1812-16.PDF](#)

- b. Discussion and possible action concerning Ordinance #1813-16, "An Ordinance Granting Approval for an Amended Special Use Permit for 400 E. Orchard Street (Itasca Country Club)"

Documents:

[ORD 1813-16 MEMO.PDF](#)  
[ORD 1813-16.PDF](#)

- c. Discussion and possible action concerning a New Business License Application for Iron Mountain Information Management, LLC, a data storage and management company, at 1400-1410 W. Thorndale Ave., as recommended by the Community Development Department

Documents:

[ZONING CERTIFICATE REQUEST - IRON MOUNTAIN.PDF](#)

- d. Discussion and possible action concerning a New Business License Application for The Hair and Brow Studio, a hair salon, at 415 E. Irving Park Rd. in Itasca as recommended by the Community Development Department

Documents:

[ZONING CERTIFICATE REQUEST - HAIR AND BROW.PDF](#)

7. Administration Committee

Trustee Santorsola, Chairperson

- a. Discussion and possible action concerning Resolution #891-16, "A Resolution Revising Section 3 of the Village of Itasca Personnel Manual"

Documents:

[PERSONNEL MANUAL MEMO.PDF](#)  
[RES NO 891-16.PDF](#)

8. Environmental Committee

Trustee Leahy, Chairperson

9. Finance Committee

Trustee Hower, Chairperson

- a. Discussion and possible action concerning Resolution #893-16, "A Resolution Approving Illinois Funds Banking Agreement"

Documents:

[RES NO 893-16 MEMO.PDF](#)  
[RES NO 893-16.PDF](#)  
[APPLICATION AND SERVICE AGREEMENT.PDF](#)

- b. Discussion and possible action concerning Resolution #889-16, "A Resolution Appointing an Authorized Agent with Respect to the Illinois Municipal Retirement Fund"

Documents:

[AUTHORIZED AGENT APPOINTMENT IOANA.PDF](#)  
[RES NO 889 UNSIGNED.PDF](#)

10. Public Safety Committee  
Trustee Madaras, Chairperson
11. Public Works/Infrastructure Committee  
Trustee Aiani, Chairperson

- a. Discussion and possible action concerning Resolution #890-16, "A Resolution Accepting the Low Bid from Suburban Concrete, Inc. for the 2016 Concrete Sidewalk Maintenance Program"

Documents:

[2016 SIDEWALK REPLACEMENT BID MEMO.PDF](#)  
[RES NO 890-16.PDF](#)

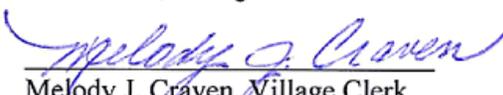
- b. Discussion and possible action concerning Resolution #892-16, "A Resolution Accepting the Low Bid from Schroeder Asphalt Services, Inc. for the 2016 Street Resurfacing Program"

Documents:

[RES NO 892-16.PDF](#)

12. Consent Agenda
13. Voucher dated August 16th, 2016
14. Department Head Reports
15. Executive Session
16. Adjournment

  
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Evan Teich, Village Administrator

  
\_\_\_\_\_  
Melody J. Craven, Village Clerk



## VILLAGE OF ITASCA BOARD OF TRUSTEES MEETING MINUTES

**August 2, 2016 – 7:30PM**

- Call to Order:** Mayor Jeff Pruyn called the Village Board Meeting to order at 7:41 PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Lucy Santorsola, Michael Latoria; Village Clerk – Melody Craven.
- Also present: Village Administrator – Evan Teich; Village Attorney – Yordana Wysocki; Community Development Director – Nancy Hill; Village Engineering Consultant – Aaron Fundich; Director of Public Works – Ross Hitchcock; Chris Strom – Community Development Intern.
- Absent: Trustees – Frank Madaras, Ellen Leahy; Village Attorney – Chuck Hervas; Chief of Police – Robert O’Connor; Finance Director – Julie Ciesla.
- Pledge of Allegiance:** Mayor Pruyn led everyone in saying the Pledge of Allegiance.
- Audience Participation:** None.
- Minutes:**  
(June 21, 2016) Mayor Pruyn asked if there were any questions or corrections regarding to the Village Board Meeting minutes of June 21, 2016 as presented. Hearing none, Trustee Santorsola made a motion to approve the minutes; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- Minutes:**  
(July 19, 2016) Mayor Pruyn asked if there were any questions or corrections regarding to the Village Board Meeting minutes of July 19, 2016 as presented. Hearing none, Trustee Santorsola made a motion to approve the minutes; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- President’s Comments:**  
(BASSET Training)  
(Mr. Casey Pacione) Mayor Pruyn reminded the Board about BASSETT Training at the Special Village Board Meeting on Tuesday, August 9, 2016 6:30 pm.
- Mayor Pruyn congratulated resident, Mr. Casey Pacione, for retiring after 61 years.
- Community Development Committee:**  
Trustee Latoria, Chairperson  
(Ordinance #1810-16) Trustee Latoria presented discussion and possible action concerning Ordinance #1810-16, “An Ordinance Grating Relief from the Itasca Building Code for 400 E. Orchard Street (Itasca County Club). Hearing no objections, Trustee Latoria made a motion to approve Ordinance #1810-16 as presented; Trustee Aiani seconded the motion. **Roll Call Vote:** Ayes- Trustee Aiani, Latoria; Mayor Pruyn; Nays – Trustee Santorsola, Hower; Absent – Trustee Leahy, Madaras; Abstain – None. Motion carried.
- (Ordinance #1811-16) Trustee Latoria presented discussion and possible action concerning Ordinance #1811-16, “An Ordinance Granting

Variances for 730 N. Catalpa (Franzen School).”  
Community Director Nancy Hill stated that the Plan Commission reviewed this issue at their July 2016 meeting. The Plan Commission recommended approval and staff was pleased with the proposed modifications at the Plan Commission meeting. Hearing no objections, Trustee Latoria made a motion to approve Ordinance #1811-16 as presented; Trustee Santorsola seconded the motion. **Roll Call Vote:** Ayes – Trustee Aiani, Latoria, Santorsola, Hower; Nays – None; Absent – Trustee Leahy, Madaras; Abstain – None.  
Motion carried.

**Administration Committee:** Trustee Santorsola had no report.  
Trustee Santorsola, Chairperson

**Environmental Committee:** Trustee Leahy was absent. There was no report.  
Trustee Leahy, Chairperson

**Finance Committee:** Trustee Hower presented the June 2016 Clerk’s Report as submitted.  
Trustee Hower, Chairperson  
(June 2016 Clerk’s Report)

**Public Safety Committee:** Trustee Madaras was absent. There was no report.  
Trustee Madaras, Chairperson

**Public Works/Infrastructure Committee:** Trustee Aiani presented discussion and possible action concerning Resolution #888-16, “A Resolution Authorizing Acceptance of Triangle Decorating Company’s Offer for Painting and Repairing Usher Park Gazebo and Swan House.” Hearing no objections, Trustee Aiani made a motion to approve Resolution #888-16 as presented; Trustee Hower seconded the motion. **Roll Call Vote:** Ayes – Trustee Latoria, Santorsola, Hower, and Aiani; Nays – None; Absent – Trustee Leahy, Madaras; Abstain – None.  
Motion Carried.  
Trustee Aiani, Chairperson  
(Resolution #888-16)

**Consent Agenda:** There were no items on the consent agenda.

**Voucher:** Trustee Hower made a motion to approve the voucher dated August 2, 2016 in the amount of \$286,832.62; Trustee Santorsola seconded. **Roll Call Vote:** Ayes – Trustees Hower, Aiani, Latoria, and Santorsola; Nays – None; Absent – Leahy, Madaras; Abstain – None.  
Motion carried.

**Department Heads:** Mayor Pruyne 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 8:00 PM; Trustee Santorsola seconded the motion.  
Motion carried by a unanimous voice vote.

Minutes by: Melody J. Craven, Village Clerk

# PROCLAMATION

**WHEREAS,** It is the privilege and duty of the American Public to commemorate the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** Public Law 915 guarantees the issuing of a Proclamation every year by the President of the United States of America designating September 17<sup>th</sup> through 23<sup>rd</sup> as **Constitution Week**;

**NOW, THEREFORE, I, Jeffery J. Pruyn**, Mayor of the Village of Itasca, in the State of Illinois, by virtue of the authority vested in me as Mayor, do hereby proclaim September 17<sup>th</sup> through 23<sup>rd</sup> as

## CONSTITUTION WEEK

in Itasca, Illinois, and urge all citizens to reflect on the privilege of being an American with all of the rights and responsibilities which that privilege involves.

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

Dated this 16th day of August, 2016.

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Jeffery J. Pruyn, Village President

ATTEST:

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Melody J. Craven, Village Clerk



## 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 16-007  
Route 53 Townhomes  
6N180 Route 53  
Planned Development with Exceptions,  
Plat of Subdivision, and Class I Site Plan

**FROM:** Shannon L. Malik, AICP  
Planner III

**COTW:** August 2, 2016

**CC:** File

**ENCL:** Plan Commission staff report  
w/attachments

### Background

The applicant proposes to construct a 16-unit townhome development on a currently vacant parcel of land on the west side of Route 53 just north of the Medinah Woods Townhomes. Extensive background information is available within the enclosed staff report which also summarizes all pertinent requests pertaining to the development and conformance with the Village of Itasca Comprehensive Plan.

Staff has been working with the applicant since late last year and has reviewed several iterations of the proposal since the start of 2016. Several rounds of extensive review comments have resulted in many revised submittals. Staff scheduled a Plan Commission workshop discussion for this item on May 18, 2016 to seek conceptual feedback prior to moving forward with the public hearing.

Following the May 18<sup>th</sup> workshop, the applicant made further revisions to address the major outstanding review comments as well as a number of concerns raised by the Plan Commission at the workshop. Staff was then comfortable with scheduling the public hearing, which took place on July 20, 2016.

The requests before the Village Board at this time are as follows:

- A. Planned Development by special use (*Section 14.12*) with the following exceptions:
  1. Height (*Section 7.06(9)*)
  2. Lot size/area (*Section 7.06.05 and Section 14.12(2)*)
  3. Setbacks (*Section 7.06(6)(c) and 7.06(7)*)
  4. Right-of-way width (*Section 6.03(A)(2)*)
  5. Signage (*Section 13.01(20)*)
  6. Driveway width (*Section 6.03(A)(8)(J)(1)*)
- B. Preliminary Plat of Subdivision including Dedication for Public Right-of-Way (*Ord. 616-86*)
- C. Class I Site Plan Approval for a 16-unit residential townhome development (*Section 14.13(2)(a)*)

An earlier request for a lot coverage variance was eliminated once the developer decided to proceed with a publically dedicated right-of-way instead of a private street based on staff review comments.

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## Plan Commission Recommendation

The Plan Commission conducted a public hearing on this matter on July 20, 2016. Two members of the public were present to inquire about the proposal and correspondence from the public was entered into the record.

The Plan Commission reviewed the required Findings of Fact for a Planned Development and recommended ***unanimous approval*** (5-0) of the variance subject to the following conditions, as recommended by staff and amended at the public hearing by the Plan Commission:

The Plan Commission reviewed the required Findings of Fact for Special Use and recommended ***unanimous approval*** (5-0) of the variance subject to the following conditions, as recommended by staff and amended at the public hearing by the Plan Commission:

The Plan Commission reviewed the required Findings of Fact for Variances and recommended ***unanimous approval*** (5-0) of all exceptions with the exception of A.2 regarding lot size/area, which received a favorable recommendation by a vote of 4-1.

Approvals were subject to the following conditions, as recommended by staff and amended at the public hearing by the Plan Commission:

1. Permit documents must be in substantial compliance with Plan Commission/Village Board submittal.
2. The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
3. Any favorable recommendation is subject to final engineering approval and incorporation of the recommendations within the engineering memos prepared by Amy S. McKenna, PE, dated January 18, 2016, March 23, 2016, and June 9, 2016.
4. Incorporation of Itasca Fire Prevention District No. 1 comments from Fire Prevention Bureau Director Leigh Fabbri, dated January 13, 2016, March 28, 2016, and June 9, 2016.
5. Incorporation of building review comments from Building Official Jerry Dell, dated January 14, 2016.
6. Incorporation of planning review comments from Shannon Malik, AICP, dated January 29, 2016, March 31, 2016, May 6, 2016, May 23, 2016, and June 21, 2016.
7. Incorporate required parkway trees on final engineering submittal where not in conflict with IDOT requirements or required site distance triangle.
8. Add 15' Utility and Drainage Easement along rear of Outlot B where required prior to submitting Final Plat for approval.
9. The development must incorporate "No Parking, Fire Lane" signs as indicated by the Fire District; this should be incorporated within the permit submittal. *Note: This will allow parking on one side of the street during hours permitted by Village Code.*
10. The play equipment and gazebo are to be reviewed and approved by staff during permit review.
11. The photometric plan should be revised to include readings up to the property lines including the Route 53 property line and the right-of-way lines in front of the units. These readings cannot

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exceed 0.0 at the property/right-of-way lines with the exception of those intersecting with Route 53.

12. Relocate bus stop pad to inside private property prior to permit application.
13. Provide evidence of IDOT's acceptance of the proposed curb cuts and traffic management plan during Final Engineering.
14. The developer must conform to any pre-existing recapture agreement that may include this property.
15. The developer should include a maximum building envelope for exterior patios at grade so that their addition over time is treated uniformly throughout the development as a planned development. Include adjustments to the currently proposed lot coverage calculations, being sure to stay within the maximum permitted coverage of 67%.

### **Additional Comments**

- During the public hearing, staff presented research on density (dwelling units per acre) for other Itasca multi-family developments. At the request of the Plan Commission, this included analysis of one unincorporated townhome project south of 1 & 2 Itasca Place at Route 53 and Nordic Road. This data is attached for your reference.
- The Plan Commission briefly discussed adding a condition of approval which would prohibit residents and visitors from parking on the public sidewalk over the driveway. Because the Village Code of Ordinances prohibits this, it is not necessary to include the condition unless the Village Board would like to draw extra attention to this requirement.
- Full sized sets of plans are available for review in the Community Development Department. If you would like to make an appointment to stop by and review them in closer detail, please contact Shannon.

**ORDINANCE NO. 1812 -16**

**AN ORDINANCE GRANTING SPECIAL USE PERMITS WITH EXCEPTIONS, PLAT OF SUBDIVISION AND CLASS I SITE PLAN FOR THE VACANT REAL ESTATE IMMEDIATELY NORTH OF THE MEDINAH WOODS TOWNHOMES (Route 53 Townhomes)**

WHEREAS, Quality Builders of Midwest, Inc. (hereinafter “Petitioner”) has filed a petition requesting (1) special use permit for Planned Development with exceptions from the provisions of the Itasca Zoning Ordinance as specified below, (2) plat of subdivision including dedication for public right-of-way, and (3) Class I Site Plan approval for a 16-unit townhome development for the vacant real estate immediately north of the Medinah Woods Townhomes at 6N180 Route 53 in the Village of Itasca (hereinafter “Subject Property”) in the R-3 General Residence District; and

WHEREAS, the exceptions from the Zoning Ordinance requested by the Petitioner as part of the Planned Development are as follows:

- (1) Height: Section 7.06(9) of the Zoning Ordinance states that building height is not to exceed 30 feet or 2.5 stories. Petitioner requests a height of 31.4 feet.
- (2) Lot size/area: Section 7.06.05 of the Zoning Ordinance states that townhomes with three bedrooms require a per unit lot area of 3,100 feet. Petitioner requests a per unit lot area of 2,000 feet. Section 14.12(2) requires a minimum of 3 acres for a Planned Development. The proposed development measures 1.8 acres.
- (3) Setbacks: Section 7.06(6)(c) of the Zoning Ordinance requires a minimum of 30-foot rear yard setback in the R-3 General Residences District. Section 7.06(7) requires a supplemental additional rear yard setback of 2 feet for each additional foot of height over 30 feet. Petitioner requests setbacks which vary between 30.01 feet and 31.97 feet.
- (4) Right-of-way width: Section 6.03(A)(2) of the Village’s Development Standards and Specifications require that minor streets include 66 feet of right-of-way. Petitioner requests a right-of-way for the proposed north-south street parallel to Route 53 to measure 60 feet.
- (5) Signage: Section 13.01(20) of the Zoning Ordinance states that subdivisions and Planned Developments area allowed a ground sign of up to 50 square feet. Petitioner requests a sign that is 56 square feet in total area including both sides.
- (6) Driveway width: Section 6.03(A)(8)(J)(1) of the Village’s Development Standards and Specifications requires a width of 21 feet where the edge of the driveway meets the curb. Petitioner is proposing 18-foot wide driveways.

WHEREAS, Petitioner has submitted an application in support of its petition, attached hereto as Exhibit A, and a public hearing was held by the Itasca Plan Commission on July 20, 2016, pursuant to public notice as required by law with respect to Petitioner's application; and

WHEREAS, the Plan Commission made the following findings of facts with respect to the special use permit for Planned Development:

- (1) The approval of the special use is in the public interest and not solely for the interest of the applicant.
- (2) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.
- (3) Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.
- (4) The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

WHEREAS, the Plan Commission made the following findings of fact with respect to the recommended exceptions:

- (1) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
- (2) The plight of the owner is due to unique circumstances.
- (3) The variations, if granted, will not alter the essential character of the locality.

WHEREAS, the Itasca Plan Commission voted to recommend that the Village authorities grant the requested petition for: (1) special use permit for Planned Development with the above-listed exceptions and (2) Class I Site Plan approval, subject to the following conditions:

- (1) Permit documents must be in substantial compliance with Plan Commission/Village Board submittal.
- (2) The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
- (3) Any favorable recommendation is subject to final engineering approval and incorporation of the recommendations within the engineering memos prepared by Amy S. McKenna, PE, dated January 18, 2016, March 23, 2016, and June 9, 2016.

- (4) Incorporation of Itasca Fire Prevention District No. 1 comments from Fire Prevention Bureau Director Leigh Fabbri, dated January 13, 2016, March 28, 2016, and June 9, 2016.
- (5) Incorporation of building review comments from Building Official Jerry Dell, dated January 14, 2016.
- (6) Incorporation of planning review comments from Shannon Malik, AICP, dated January 29, 2016, March 31, 2016, May 6, 2016, May 23, 2016, and June 21, 2016.
- (7) Incorporate required parkway trees on final engineering submittal where not in conflict with IDOT requirements or required site distance triangle.
- (8) Add 15 feet Utility and Drainage Easement along rear of Outlot B where required prior to submitting Final Plat for approval.
- (9) The development must incorporate “No Parking, Fire Lane” signs as indicated by the Fire District; this should be incorporated within the permit submittal.
- (10) The play equipment and gazebo are to be reviewed and approved by staff during permit review.
- (11) The photometric plan should be revised to include readings up to the property lines including the Route 53 property line and the right-of-way lines in front of the units. These readings cannot exceed 0.0 at the property/right-of-way lines with the exception of those intersecting with Route 53.
- (12) Relocate bus stop pad to inside private property prior to permit application.
- (13) Provide evidence of IDOT’s acceptance of the proposed curb cuts and traffic management plan during Final Engineering.
- (14) The developer must conform to any pre-existing recapture agreement that may include this property.
- (15) The developer should include a maximum building envelope for exterior patios at grade so that their addition over time is treated uniformly throughout the development as a Planned Development. Include adjustments to the currently proposed lot coverage calculations, being sure to stay within the maximum permitted coverage of 67%.

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 make the following findings of fact:

- (1) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
- (2) The plight of the owner is due to unique circumstances.
- (3) The variations, if granted, will not alter the essential character of the locality.
- (4) The approval of the special use is in the public interest and not solely for the interest of the applicant.
- (5) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.
- (6) Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.
- (7) The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

SECTION TWO: The corporate authorities hereby approve Petitioner's Class I Site Plan.

SECTION THREE: The corporate authorities hereby approve Petitioner's Preliminary Plat of Subdivision, including dedication for public right-of-way, attached hereto as Exhibit B.

SECTION FOUR: The corporate authorities hereby grant Petitioner a Planned Development by special use for a 16-unit residential townhome development with the exceptions listed below, Sections Five to Eleven.

SECTION FIVE: The corporate authorities hereby grant Petitioner an exception from Section 7.06(9) to permit a height of 31.4 feet.

SECTION SIX: The corporate authorities hereby grant Petitioner an exception from Section 7.06.05 to allow a per unit lot area of 2,000 feet.

SECTION SEVEN: The corporate authorities hereby grant Petitioner an exception from Section 14.12(2) to allow a Planned Development on 1.8 acres.

SECTION EIGHT: The corporate authorities hereby grant Petitioner an exception from Sections 7.06(6)(c) and 7.06(7) to allow a rear yard setbacks between 30.01 feet and 31.97 feet.

SECTION NINE: The corporate authorities hereby grant Petitioner an exception from Section 6.03(A)(2) of the Village’s Development Standards and Specifications to allow the right-of-way for the proposed north-south street parallel to Route 53 to measure 60 feet.

SECTION TEN: The corporate authorities hereby grant Petitioner an exception from Section 13.01(20) to allow a ground sign that is 56 square feet in total area including both sides.

SECTION ELEVEN: The corporate authorities hereby grant Petitioner an exception from Section 6.03(A)(8)(J)(1) of the Village’s Development Standards and Specifications to allow 18-foot wide driveways.

SECTION TWELVE: The special use and variances approved in Sections Four to Eleven are subject to the following conditions:

- (1) Permit documents must be in substantial compliance with Plan Commission/Village Board submittal.
- (2) The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
- (3) Any favorable recommendation is subject to final engineering approval and incorporation of the recommendations within the engineering memos prepared by Amy S. McKenna, PE, dated January 18, 2016, March 23, 2016, and June 9, 2016.
- (4) Incorporation of Itasca Fire Prevention District No. 1 comments from Fire Prevention Bureau Director Leigh Fabbri, dated January 13, 2016, March 28, 2016, and June 9, 2016.
- (5) Incorporation of building review comments from Building Official Jerry Dell, dated January 14, 2016.
- (6) Incorporation of planning review comments from Shannon Malik, AICP, dated January 29, 2016, March 31, 2016, May 6, 2016, May 23, 2016, and June 21, 2016.
- (7) Incorporate required parkway trees on final engineering submittal where not in conflict with IDOT requirements or required site distance triangle.
- (8) Add 15 feet Utility and Drainage Easement along rear of Outlot B where required prior to submitting Final Plat for approval.
- (9) The development must incorporate “No Parking, Fire Lane” signs as indicated by the Fire District; this should be incorporated within the permit submittal.

- (10) The play equipment and gazebo are to be reviewed and approved by staff during permit review.
- (11) The photometric plan should be revised to include readings up to the property lines including the Route 53 property line and the right-of-way lines in front of the units. These readings cannot exceed 0.0 at the property/right-of-way lines with the exception of those intersecting with Route 53.
- (12) Relocate bus stop pad to inside private property prior to permit application.
- (13) Provide evidence of IDOT's acceptance of the proposed curb cuts and traffic management plan during Final Engineering.
- (14) The developer must conform to any pre-existing recapture agreement that may include this property.
- (15) The developer should include a maximum building envelope for exterior patios at grade so that their addition over time is treated uniformly throughout the development as a Planned Development. Include adjustments to the currently proposed lot coverage calculations, being sure to stay within the maximum permitted coverage of 67%.

SECTION THIRTEEN: All other aspects of the Subject Property are to be in compliance with all Village Ordinances, including but not limited to the Itasca Zoning Ordinance and the Building Code, unless otherwise modified by ordinance.

SECTION FOURTEEN: 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 FIFTEEN: 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 SIXTEEN: 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 August, 2016.

APPROVED:

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Village President Jeffery J. Pruyn

ATTEST:

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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 16-010  
Itasca Country Club  
400 E. Orchard St.  
Special Use Amendment

**FROM:** Shannon L. Malik, AICP  
Planner III

**COTW:** August 2, 2016

**CC:** File

**ENCL:** Plan Commission staff report  
w/attachments

**Background**

Itasca Country Club (ICC) seeks an amendment to their existing special use permit to expand their recreational offerings to offer paddle ball (platform tennis) and pickleball. They plan to construct 4 paddle ball courts and 2 pickleball courts. The petitioner plans to construct the courts over time, beginning with one paddle ball court.

At staff's request, ICC showed all 6 future courts on the plan, in order to avoid having to amend the plan as they add each individual court. For this reason, you will note that special consideration has been given to grant the petitioner up to 5 years to complete all associated improvements.

Staff had initially suggested a 3 year time period as a condition of approval, acknowledging the applicant had indicated that the typically recommended 1-year time frame would not be enough time to complete the work.

After reviewing the proposed conditions, the petitioner came back to staff and asked for 5 years instead of 3. Staff and the Plan Commission were generally comfortable with this request due to the nature of the work and the increase was made a part of the motion at the public hearing.

The request before the Village Board is as follows:

- A. Amend special use to allow for the construction of four paddle courts and two pickleball courts (Section 4.04(2)(d)).

**Plan Commission Recommendation**

The Plan Commission conducted a public hearing on this matter on July 20, 2016. No members of the public were present to speak for or against the proposal. The Plan Commission reviewed the required Findings of Fact and recommended ***unanimous approval*** (5-0) of the variance subject to the following conditions, as recommended by staff and amended at the public hearing by the Plan Commission:

1. Permit documents must be in substantial compliance with Plan Commission/Village Board submittal. Work on each court must be approved by permit.

- 
2. The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
  3. Any favorable recommendation is subject to final engineering approval and the recommendations within the engineering memo prepared by Amy S. McKenna, PE, dated June 28, 2016.
  4. The variance will become null and void if all related permits have not been applied for within five years.
  5. Restore to landscaping any areas where asphalt parking or drive aisles are removed to accommodate the new courts.
  6. Any favorable recommendation is conditioned upon conformance with the recommendation of the Historical Commission.
  7. Light readings at the lot lines may not exceed 0.0 at any time.

**Historic Commission Recommendation**

The Historical Commission gave a favorable recommendation on July 21, 2016.

**ORDINANCE NO. 1813 -16**

**AN ORDINANCE GRANTING APPROVAL FOR AN AMENDED SPECIAL USE PERMIT FOR 400 E ORCHARD STREET (Itasca Country Club)**

WHEREAS, Itasca Golf Holdings, LLC, with Itasca Golf LLC (d/b/a Itasca Country Club) (hereinafter “Petitioner”) has filed a petition requesting an amendment to its special use permit for 400 E. Orchard Street in the Village of Itasca (hereinafter “Subject Property”) in the R-1 Single Family Residence District; and

WHEREAS, Petitioner seeks an amendment to its special use permit pursuant to Section 7.04(2)(d) of the Itasca Zoning Ordinance to allow for the construction of four paddle courts and two pickleball courts; and

WHEREAS, Petitioner has submitted an application, attached hereto as Exhibit A, for the amendment to its special use permit, and a public hearing was held by the Itasca Plan Commission on July 20, 2016, pursuant to public notice as required by law, with respect to Petitioner’s application; and

WHEREAS, the Plan Commission made the following findings of facts with respect to the amendment to Petitioner’s special use permit:

- (1) The approval of the special use is in the public interest and not solely for the interest of the applicant.
- (2) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.
- (3) Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.
- (4) The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

WHEREAS, the Itasca Plan Commission voted to recommend that the Village authorities grant the amendment to the Petitioner’s special use permit to allow for the construction of four paddle courts and two pickleball courts, subject to the following conditions:

- (1) Permit documents must be in substantial compliance with Plan Commission/Village Board submittal. Work on each court must be approved by permit.

- (2) The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
- (3) Any favorable recommendation is subject to final engineering approval and the recommendations within the engineering memo prepared by Amy S. McKenna, PE, dated June 28, 2016.
- (4) The variance will become null and void if all related permits have not been applied for within five years.
- (5) Restore landscaping to any areas where asphalt parking or drive aisles are removed to accommodate the new courts.
- (6) Any favorable recommendation is conditioned upon conformance with the recommendation of the Historical Commission.
- (7) Light readings at the lot lines may not exceed 0.0 at any time.

WHEREAS, the Itasca Historical Commission gave a favorable recommendation to Petitioner's petition on July 21, 2016.

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 make the following findings of fact:

- (1) The approval of the special use is in the public interest and not solely for the interest of the applicant.
- (2) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.
- (3) Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.
- (4) The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

SECTION TWO: The corporate authorities hereby grant Petitioner an amendment to its special use permit to allow for the construction of four paddle courts and two pickleball courts in the R-1 Single Family Residence District, subject to the following conditions:

- (1) Permit documents must be in substantial compliance with Plan Commission/Village Board submittal. Work on each court must be approved by permit.
- (2) The project must comply with all Village Ordinances, Building Codes, and the DuPage County Stormwater Ordinance.
- (3) Any favorable recommendation is subject to final engineering approval and the recommendations within the engineering memo prepared by Amy S. McKenna, PE, dated June 28, 2016.
- (4) The variance will become null and void if all related permits have not been applied for within five years.
- (5) Restore landscaping to any areas where asphalt parking or drive aisles are removed to accommodate the new courts.
- (6) Any favorable recommendation is conditioned upon conformance with the recommendation of the Historical Commission.
- (7) Light readings at the lot lines may not exceed 0.0 at any time.

SECTION THREE: All other aspects of the Subject Property are to be in compliance with all Village Ordinances, including but not limited to 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 August, 2016.

APPROVED:

\_\_\_\_\_  
Village President Jeffery J. Pruyn

ATTEST:

\_\_\_\_\_  
Village Clerk Melody J. Craven



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# 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](mailto:smalik@itasca.com)  
[www.itasca.com](http://www.itasca.com)

## MEMORANDUM

**TO:** President Jeff Pruyn  
Village Board of Trustees

**RE:** New Business Application Request  
Iron Mountain Information Management  
1400-1410 W. Thorndale Ave.

**FROM:** Shannon L. Malik, AICP  
Planner III

**VB:** August 16, 2016

**CC:** Nancy Hill  
File

**ENCL:** Business License Application

---

I recommend approval of the following Zoning Certificate Request:

**Company Name:** Iron Mountain Information Management, LLC  
**Address:** 1400-1410 W. Thorndale Ave.  
**Zoning:** M- Manufacturing

Iron Mountain Information Management, LLC specializes in data storage and management. This use is permitted within the M-Manufacturing District and parking appears to be adequate.

M

\$430<sup>00</sup>  
(330 Inspector  
1.00BL



# VILLAGE OF ITASCA NEW BUSINESS APPLICATION

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

### General Information

Today's Date: 7/12/2010 Move-In Date: \_\_\_\_\_ Date you assume(d) control of property through lease or purchase: \_\_\_\_\_

Business Name: IRON MOUNTAIN INFORMATION MANAGEMENT, LLC #17103

Current Address: 1400-1410 W. THORNDALE AVE ITASCA IL 60143

Proposed Itasca Address: SAME

Mailing Address (if different from Itasca Address): C/O VFSI PO BOX 460 BRASELTON GA 30517

Phone: Shelley Hartow Fax: \_\_\_\_\_ Illinois Business Tax Number: \_\_\_\_\_

Email: SHARLOW@VISIONARYFS.COM Website: \_\_\_\_\_

Does your business collect retail sales tax?  Yes  No

Description of Business: DATA STORAGE & MANAGEMENT

### Owner/Principal/Site Manager Information      Contact Information (if different from owner/principal/site manager)

Name: IRON MOUNTAIN INFO MGMT, LLC Name: JOHN TOMOVCSIK

Title: \_\_\_\_\_ Title: CO-PRESIDENT

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Site Information

Sq. Ft. of Retail Space: 0

Sq. Ft. of Office Space: 0

Sq. Ft. of Warehousing / Industrial Space: 48,000

Sq. Ft. of Other Space: 0

Total Sq. Ft. of Facility: 48,000

Number of Company Vehicles Parked On-Site: 2

Number of Vending Machines On-Site: 0

Total # of Parking Spaces Assigned to Your Business: \_\_\_\_\_

Total # of Employees at Location: 2

Number of Shifts: \_\_\_\_\_

Number of Employees On-Site During Peak Shift: \_\_\_\_\_

## Iron Mountain Information Management, LLC Officers

### Exhibit A

Name	Title
Eileen Sweeney	Co-President, General Manager, Data Management
John Tomovcsik	Co-President, General Manager, Records & Information Management
Simon Golesworthy	Vice President and Chief Financial Officer
Anastasios Tsolakis	Executive Vice President, Chief Information and Global Services Officer
Ernest Cloutier	Executive Vice President, General Counsel and Secretary
Patrick Keddy	Executive Vice President and General Manager, North America and Western Europe
Roderick Day	Executive Vice President
Theodore MacLean	Executive Vice President, Chief Marketing Officer
Deirdre Evens	Executive Vice President, Chief People Officer
Andrew Brown	Senior Vice President, Sales
Blaine Rigler	Senior Vice President, Global Solutions
Carole Meixsell	Senior Vice President and Chief Operating Officer, Emerging Markets
Deborah Marson	Senior Vice President and Deputy General Counsel, Developed Markets and Assistant Secretary
Garry Watzke	Senior Vice President, Real Estate, Legal Services and Government Affairs and Assistant Secretary
Glen Williams	Senior Vice President, Customer Care
Greg McIntosh	Senior Vice President & General Manager, Records Management
Gregory VonDerVellen	Senior Vice President, Global Tax
Jack Faer	Senior Vice President & Chief Security Officer

**Tenants**

Do or will you lease space to another company at the proposed Itasca location?  Yes  No

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

	Tenant Name	Phone Number
1.	N/A	
2.		

**Other Itasca Sites (if applicable)**

Do you occupy more than one location in Itasca?  Yes  No

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

	Address	Square Feet
1.	1440 W. THORNDALE AVE	27,000 *CURRENT ADDRESS!
2.		

**Fee Calculator**

Please use the below table to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

<b>New Tenant Inspection</b>	1	Using the table included on page 9, please enter the <b>New Tenant Inspection Fee</b> . This fee is paid to the Village of Itasca, Community Development Department.	1	330.00
<b>Licensing</b>	2	<b>Business License:</b> Using the table included on page 9, please enter the Business License Fee for the business.	2	100.00
	3	<b>Live Entertainment License:</b> If the business will have live entertainment, please enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3	—
	4	<b>Tobacco Seller's License:</b> If the business will sell tobacco, please enter \$100. Additionally, please complete and submit a Tobacco Seller's License Application (available on-line at <a href="http://www.itasca.com/newbusiness">www.itasca.com/newbusiness</a> and at the Itasca Village Hall).	4	—
	5	<b>Vending Machine License:</b> If the facility will have vending machines on-site, enter \$25 per machine.	5	—
	6	Please add lines 2 through 6, this is your <b>Total Licensing Fee</b> . This fee is paid to the Village of Itasca.	7	430.00

per Shelley in Com. Dev.

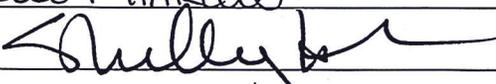
**NOTE: IF PAYING BY CHECK, PLEASE PROVIDE TWO CHECKS: ONE FOR THE NEW TENANT INSPECTION FEE AND ONE FOR THE TOTAL LICENSING FEE.**

**Certification**

By signing below, the applicant certifies or affirms that:

- the information provided in the New Business Application is true and accurate to the best of his or her knowledge, and
- the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance. A copy of Section 11.02 is available online at [www.itasca.com/comdev](http://www.itasca.com/comdev).

Name: SHELLEY HARLOW Title: ACCT/AGENT

Signature:  Date: 7/12/2016

**OFFICE USE ONLY**

Fee	Amount Paid	Date	Received By
New Tenant	\$330 CK 5995	8-2-16	SOE
Total Licensing	\$100 CK 5998	8-2-16	SOE

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## Visionary Financial Solutions, Inc.

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July 13, 2016

Village of Itasca  
Community Development Department  
550 West Irving Park Road  
Itasca, IL 60143

Recall Total Information Management, Inc. #17103  
1400-1410 & 1440 West Thorndale Ave  
Itasca, IL 60143  
License #: 393

To Whom It May Concern:

Please be advised that Recall Total Information Management, Inc. was acquired by Iron Mountain Information Management, LLC effective May 1, 2016. Please update your records to reflect the new corporate address, FEIN and NAICS code as follows:

Iron Mountain Information Management, LLC  
1101 Enterprise Drive, Royersford, PA 19468  
FEIN #: 04-3038590  
NACIS: 493110  
Illinois Sales Tax: 2265-9439

The mailing address for all business tax / license related correspondence will remain:

C/O VFSI  
PO Box 460  
Braselton, GA 30517

Please send an updated license to reflect these changes at your earliest convenience. If you have any questions please contact our office at the number below.

Regards,



Juliette Talley  
Administrative Assistant  
Visionary Financial Solutions, Inc. for  
Iron Mountain Information Management, LLC  
jtalley@visionaryfs.com



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## 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](mailto:smalik@itasca.com)  
[www.itasca.com](http://www.itasca.com)

### MEMORANDUM

**TO:** President Jeff Pruyn  
Village Board of Trustees

**RE:** New Business Application Request  
The Hair and Brow Studio  
415 E. Irving Park Rd.

**FROM:** Shannon L. Malik, AICP  
Planner III

**VB:** August 16, 2016

**CC:** Nancy Hill  
File

**ENCL:** Business License Application

---

I recommend approval of the following Zoning Certificate Request:

**Company Name:** The Hair and Brow Studio  
**Address:** 415 E. Irving Park Rd.  
**Zoning:** B-6 Irving Park Road District

The Hair and Brow Studio will provide hair salon and waxing services within the Itasca Plaza shopping center tenant space which formerly housed a dry cleaner. The use is permitted within the B-6 Irving Park Road District and parking appears to be adequate.



# VILLAGE OF ITASCA NEW BUSINESS APPLICATION

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

### General Information

Today's Date: 7-18-16 Move-In Date: 9-1-16 Date you assume(d) control of property through lease or purchase: 9-19-16

Business Name: The Hair & Brow Studio

Current Address: 6.

Proposed Itasca Address: 415 Irving Park Rd. Itasca, IL 60143

Mailing Address (if different from Itasca Address): 6001 N. Walnut St. Itasca, IL 60143

Phone: 630-267-2030 Fax: \_\_\_\_\_ Illinois Business Tax Number: 36-3942818

Email: Wendy.b601@yahoo.com Website: \_\_\_\_\_

Does your business collect retail sales tax?  Yes  No

Description of Business: Hair Salon and Waxing Services

### Owner/Principal/Site Manager Information

### Contact Information (if different from owner/principal/site manager)

Name: Wendy Barrett

Name: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Phone: 630-267-2030

Phone: \_\_\_\_\_

E-mail: wendy.b601@yahoo.com

E-mail: \_\_\_\_\_

### Site Information

Sq. Ft. of Retail Space: \_\_\_\_\_

Number of Company Vehicles Parked On-Site: \_\_\_\_\_

Sq. Ft. of Office Space: \_\_\_\_\_

Number of Vending Machines On-Site: \_\_\_\_\_

Sq. Ft. of Warehousing / Industrial Space: \_\_\_\_\_

Total # of Parking Spaces Assigned to Your Business: 5

Sq. Ft. of Other Space: 650

Total # of Employees at Location: 2

Total Sq. Ft. of Facility: 650 sq ft

Number of Shifts: 1

Number of Employees On-Site During Peak Shift: 2-3

**Tenants**

Do or will you lease space to another company at the proposed Itasca location?  Yes  No

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

	<u>Tenant Name</u>	<u>Phone Number</u>
1.	_____	_____
2.	_____	_____

**Other Itasca Sites (if applicable)**

Do you occupy more than one location in Itasca?  Yes  No

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

	<u>Address</u>	<u>Square Feet</u>
1.	_____	_____
2.	_____	_____

**Fee Calculator**

Please use the below table to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

<b>New Tenant Inspection</b>	1	Using the table included on page 9, please enter the <i>New Tenant Inspection Fee</i> . This fee is paid to the Village of Itasca, Community Development Department.	1	<del>\$430.00</del>
<b>Licensing</b>	2	<i>Business License</i> : Using the table included on page 9, please enter the <i>Business License Fee</i> for the business.	2	\$37.50
	3	<i>Live Entertainment License</i> : If the business will have live entertainment, please enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3	
	4	<i>Tobacco Seller's License</i> : If the business will sell tobacco, please enter \$100. Additionally, please complete and submit a Tobacco Seller's License Application (available on-line at <a href="http://www.itasca.com/newbusiness">www.itasca.com/newbusiness</a> and at the Itasca Village Hall).	4	
	5	<i>Vending Machine License</i> : If the facility will have vending machines on-site, enter \$25 per machine.	5	
	6	<i>Commercial Vehicle License(s)</i> : If the business owns, operates, and/or keeps vehicles in Itasca, please complete the attached Commercial Vehicle form and enter in the applicable fee.	6	
		7	Please add lines 2 through 7, this is your <i>Total Licensing Fee</i> . This fee is paid to the Village of Itasca.	7

**NOTE: IF PAYING BY CHECK, PLEASE PROVIDE TWO CHECKS: ONE FOR THE NEW TENANT INSPECTION FEE AND ONE FOR THE TOTAL LICENSING FEE.**

**Certification**

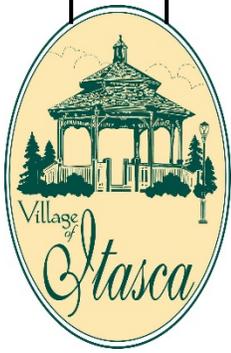
By signing below, the applicant certifies or affirms that:

- the information provided in the New Business Application is true and accurate to the best of his or her knowledge, and
- the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance. A copy of Section 11.02 is available online at [www.itasca.com/comdev](http://www.itasca.com/comdev).

Name: Wendy L. Barrett Title: President  
 Signature: Wendy L. Barrett Date: 7-19-16

**OFFICE USE ONLY**

Fee	Amount Paid	Date	Received By
New Tenant	N/A		
Total Licensing	\$37.50 CK 7006	7-19-16	ALC



## Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143  
630.773-0835 • Fax 630.773.2505 • www.itasca.com

### MEMORANDUM

**TO:** Mayor Pruyn and Village Trustees  
**FROM:** Julie Ciesla, Finance Director  
**DATE:** July 13, 2016  
**SUBJECT:** Personnel Manual Update

Two updates have been added to Itasca's Personnel Manual for 2016, since your last review. First, language on HMO as a medical option has been added under Health Insurance. Second, there has been a change in language for the 60 hours max under Sick Leave Buyback.

The Sick Leave Buyback correction was brought to the Village's attention during union negotiations when discussions regarding language interpretation was being questioned. Employees earn 12 sick days (one (1) day per month) beginning in January of each year, and if unused, a long-term employee could have accumulated unused sick leave of seventy-two (72) days at the end of the calendar year. The Village is clarifying the language in the personnel manual to state that at the end of the calendar year, the intent of the sick leave buyback is to bring employees back to sixty (60) days of sick leave accrual.

Each section below summarizes the changes made to the latest version of the Personnel Manual.

#### BCBS HMO (page 39)

Language was updated to include the HMO medical plan option offered by the Village through IPBC. The language differentiates between the PPO and HMO plans, in terms of deductibles, premium amounts, out of pockets, and copays.

#### SICK LEAVE BUYBACK (page 37)

It is the intent of the Board that all employees who have accrued sick leave days, sick leave may be requested for pay out per the chart before November 15<sup>th</sup> of the current year, with the actual payout on the first full pay period in December once approved by the Village. However, for those hired AFTER January 1, 2004, this buyback will be the only buyback available. Therefore, for employees hired AFTER January 1, 2004 once the annual buyback has occurred, if their remaining sick leave exceeds 60 days, they will have their sick leave banks adjusted to sixty (60) days without compensation.

If you have any questions regarding the changes made, please contact me at (630) 228-5629.

**RESOLUTION NO. 891 -16**

**A RESOLUTION REVISING SECTION 3 OF  
THE VILLAGE OF ITASCA PERSONNEL MANUAL**

WHEREAS, the Village of Itasca (hereinafter “Village”) currently has a Personnel Manual, last updated in April 2016; and

WHEREAS, the Village Board has been apprised that there are questions regarding the interpretation and application of the Village’s Sick Leave Buyback Policy for employees hired after January 1, 2004, (hereinafter “Policy”);

WHEREAS, it has always been the intent of the Village’s Policy that employees hired after January 1, 2004 who accrued more than 60 days of sick leave were eligible for an annual sick leave buyback but not to carry forward to the next year any remaining sick leave days in excess of 60;

WHEREAS, the Village Board finds that it has always been the intent of the Policy that for employees hired after January 1, 2004, once the annual sick leave buyback period is complete, any sick leave days in excess of 60 days are lost and the employee’s sick leave bank is reduced to 60 days without compensation;

WHEREAS, by adopting the amended language there is no substantive change to the Policy or the practice regarding the Policy, and the changes are meant to eliminate any questions regarding the application and interpretation of the Policy and incorporate the practice and application of the Policy into the Personnel Policy Manual;

WHEREAS, the Village now wishes to make the following changes to Section 3, Benefits and Approved Absences to the Personnel Manual:

**BCBS HMO (page 39)**

Language was updated to include the HMO medical plan option offered by the Village through IPBC. The language differentiates between the PPO and HMO plans, in terms of deductibles, premium amounts, out of pockets, and copays.

**SICK LEAVE BUYBACK (page 37)**

It is the intent of the Board that all employees who have accrued sick leave days, sick leave may be requested for payout per the chart before November 15th of the current year, with the actual payout on the first full pay period in December once approved by the Village. However, for those hired AFTER January 1, 2004, this buyback will be the only buyback available. Therefore, for employees hired AFTER January 1, 2004, once the annual buyback has occurred, if their remaining sick leave exceeds 60 days, they will have their sick leave banks adjusted to sixty (60) days without compensation.

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

SECTION ONE: The corporate authorities of the Village of Itasca hereby approve and adopt the above revisions to Section 3, Benefits and Approved Absences to the Village of Itasca Personnel Manual.

SECTION TWO: 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 THREE: 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 FOUR: EFFECTIVE DATE. This Resolution shall be in effect immediately upon its passage and approval.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

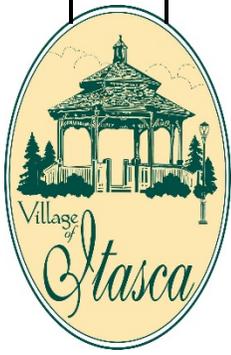
APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this \_\_\_\_ day of August, 2016.

APPROVED:

\_\_\_\_\_  
Village President Jeffery J. Pruyn

ATTEST:

\_\_\_\_\_  
Village Clerk Melody J. Craven



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## Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143  
630.773-0835 • Fax 630.773.2505 • www.itasca.com

### MEMORANDUM

**TO:** Mayor Pruyn & Village Trustees  
**FROM:** Julie Ciesla, Finance Director  
**DATE:** August 11, 2016  
**SUBJECT:** Illinois Funds & E-Pay

The Village of Itasca uses the Illinois State Treasurer's Illinois Funds and Illinois E-Pay as part of our banking solutions. Illinois Funds is set up to receive state remitted revenues such as sales tax, income tax, and the like. The Village uses Illinois E-Pay to allow residents and customers to electronically pay their water bill, parking ticket, and other payments that are owed to the Village. Earlier this year, Illinois Funds and Illinois E-Pay switched banking institutions, and the application packet is part of their "repapering project". The Illinois State Treasurer's office is asking that all participants complete and return the newest version of their application and the appropriate merchant service agreements.

Attached you will find the application, merchant service agreement, and the resolution adopting the agreement. If you have any questions, please contact me directly.

**RESOLUTION NO. 893 -16**

**A RESOLUTION APPROVING ILLINOIS FUNDS BANKING AGREEMENT**

WHEREAS, the Illinois State Treasurer is authorized to facilitate electronic payment processing through a program commonly referred to as the Illinois Funds/E-Pay Program; and

WHEREAS, the Village of Itasca (hereinafter “the Village”) wishes participate in the Illinois Funds/E-Pay Program for electronic payment processing services.

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 participation in the Illinois Funds/E-Pay Program for electronic payment processing services.

SECTION TWO: The Village President and Village Clerk, or his/her designee, are hereby authorized to sign and execute the Illinois Funds/E-Pay Program application, Banking Authorization Document, Merchant Services Agreement, and Vantiv Merchant Services Agreement for Sub-Merchants, attached hereto as Group 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 August, 2016.

APPROVED:

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Village President Jeffrey Pruyn

ATTEST:

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Village Clerk Melody Craven

# ILLINOIS FUNDS ELECTRONIC PAYMENTS APPLICATION

Mail to: Illinois State Treasurer Michael W. Frerichs  
 THE ILLINOIS FUNDS E-PAY  
 400 WEST Monroe STREET Suite 401  
 SPRINGFIELD, ILLINOIS 62704



New Account Application     Adding Services     Change of Information

The Government described herein seeks to participate through the Electronic Payment Services Program within The Illinois Funds Money Market Fund, pursuant to Section 17 of the State Treasurer Act (15 ILCS 505/17) which authorizes the State Treasurer to establish a Public Treasurers' Investment Pool.

Existing US Bank Fund Services Account # (if applicable): _____	Type Code : <u>03</u>
Existing Illinois National Bank Account # (if applicable): _____	(Office Use Only)

**Name of Public Agency -** Village of Itasca 36-6005935  
(TIN Number)

**Epay Clearing -** 630-773-0835 630-773-2505  
 (Optional Subtitle - Account Description - Payment Type) (Telephone Number) (Fax Number)

550 W. Irving Park Road Itasca DuPage 60143  
 (Physical Street Address, no PO Boxes) (City) (County) (Zip Code)

1. Type of Service	2. Fee Type	3. Payment Type	4. Equipment	Qty
<input checked="" type="checkbox"/> Internet	<input type="checkbox"/> Absorbing Fees	<input checked="" type="checkbox"/> American Express	<input type="checkbox"/> VX520 Phone (Absorbing Fees Only):	
<input type="checkbox"/> Secure Web Pay Integration	<input checked="" type="checkbox"/> 2.35%, \$1.00 min. Service Fee	<input checked="" type="checkbox"/> Discover	<input type="checkbox"/> VX520 Ethernet (Absorbing or Passing):	
<input type="checkbox"/> 3rd Party Integration:	<input type="checkbox"/> \$1.00 flat fee, E-Checks	<input checked="" type="checkbox"/> MasterCard	<input type="checkbox"/> VX520 Hybrid Integrated Software Combo (Passing Fee Only):	
<input checked="" type="checkbox"/> Point-of-Sale	<input type="checkbox"/> \$1.22 E-Check w/ATM Verify	<input checked="" type="checkbox"/> Visa for future	<input type="checkbox"/> VX805 Pin-pad (Absorbing Fees Only):	
<input type="checkbox"/> IVR/Touch-Tone	<input type="checkbox"/> \$3.95 flat fee (Visa debit only-Visa Tax Program)	<input type="checkbox"/> Debit	<input type="checkbox"/> VX680 Mobile (Absorbing Fees Only):	
		<input type="checkbox"/> E-Check (include Limits) Per Item: \$ _____ Daily: \$ _____ Monthly: \$ _____		

Provide gross revenue on an annual basis for payable(s)? \_\_\_\_\_ Average Ticket \$ \_\_\_\_\_

### E-Pay Processing Contacts

	INB Contact? (Y/N)	Printed Name	Title	Telephone Number	E-Mail Address
<b>Primary Contact (required)</b>					
Chargeback Activity					
Fiscal					
Information Technology					
Additional Contact					
Additional Contact					

Participant accepts the terms and conditions of The Illinois Funds E-Pay ("E-Pay") set forth herein. By signing this agreement, the undersigned hereby gives the Office of the Illinois State Treasurer and its E-Pay contractual vendor's permission to communicate with and receive information from the E-Pay settlement account bank. The Office of the Illinois State Treasurer makes no representations or warranties as to the information loaded at any given time onto the web server for the advanced service option. It is the responsibility of the participant to verify the accuracy of its information on its E-Pay web site. The undersigned hereby certifies that he/she is eligible and authorized to open and close an account(s) in E-Pay.

**Primary Account Authority Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Printed Name: Melody Craven Position/Title: Village Clerk



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**MERCHANT SERVICES AGREEMENT**

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This Merchant Services Agreement (“Agreement”) is made by and between the Office of the Illinois State Treasurer (“Treasurer”), Forte Payment Systems, Inc. (“Forte”) and Village of Itasca (“Merchant”).

**WHEREAS**, the Treasurer is authorized to facilitate electronic payment processing through a program commonly referred to as The Illinois Funds/E-PAY Program and has entered into an Agreement for Electronic Payment Processing (“Master Agreement”), which sets forth the fees in Appendix G (“Pricing Schedule”), with Forte to provide to all participants in The Illinois Funds/E-PAY Program with electronic payment processing services through all payment channels; and

**WHEREAS**, the Pricing Schedule and Forte Payment Systems, Inc. Terms and Conditions (“Processing Agreements”) are available online at [www.illinoisepay.com](http://www.illinoisepay.com) and are hereby incorporated herein; and

**WHEREAS**, Merchant desires to participate in the Illinois Funds/E-PAY Program for electronic payment processing services; and

**WHEREAS**, Merchant has completed and submitted the Illinois Funds Electronic Payments Merchant Application.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions hereinafter set forth, the undersigned agree as follows:

1. **INCORPORATION.** The parties incorporate by reference the WHEREAS clauses set forth above as if fully set forth herein.

2. **MERCHANT WARRANTIES.** Merchant represents, warrants, and agrees

- A. it has received, read, and understood this Agreement and has had the opportunity to review the Processing Agreements;
- B. it is a “Merchant” as that term is described and used in the Forte Terms and Conditions;
- C. to be bound by the Processing Agreements and any other terms, policies or procedures Merchant may receive from the Treasurer; and
- D. it is authorized to enter into this Agreement.

**IN WITNESS WHEREOF**, Merchant, Forte, and Treasurer have each caused this Agreement to be executed, sealed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(“Merchant”)

(“Forte”) Forte Payment Systems, Inc.

Organization: Village of Itasca

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Its: Village Clerk

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(“Treasurer”) Office of the Illinois State Treasurer

By: \_\_\_\_\_  
(Signature)

Its: Director of Illinois Funds Investments & E-Pay Operations

Date: \_\_\_\_\_

## VANTIV MERCHANT SERVICES AGREEMENT for SUB-MERCHANTS

In connection with Merchant's agreement with Forte Payment Systems, Inc, Vantiv, LLC and its designated Member Bank (collectively "Vantiv") will provide Merchant with certain payment processing services ("Services") in accordance with the terms of this Vantiv Merchant Services Agreement ("Agreement"). In consideration of Merchant's receipt of credit or debit card funded payments, and participation in programs affiliated with MasterCard International Inc. ("MasterCard"), VISA U.S.A. Inc. ("VISA"), Discover ("Discover"), and certain similar entities (collectively, "Associations"), Merchant is required to (i) enter into a direct relationship with an entity that is a member of the Associations and (ii) agree to comply with Association rules as they pertain to applicable credit and debit card payments. By executing this Agreement, Merchant is fulfilling the Association rule of entering into a direct relationship with a Member of the Associations; however, Vantiv understands that Merchant may have contracted with Forte to obtain certain processing services and that Forte may have agreed to be responsible to Merchant for all or part of Merchant's obligations contained herein.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises contained herein, the parties agree as follows:

### **1. Certain Merchant Responsibilities.**

Merchant agrees to participate, and to cause third parties acting as Merchant's agent ("Agents"), to participate, in the Associations in compliance with, and subject to, the by-laws, operating regulations and/or all other rules, policies and procedures of the Associations (collectively "Operating Regulations"). Merchant also agrees to comply with all applicable state, federal, and local laws, rules, and regulations ("Laws"). Without limiting the foregoing, Merchant agrees that it will fully comply with VISA, MasterCard, Discover, and/or Other Networks, including but not limited to the Payment Card Industry Data Security Standard, the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, and any other program or requirement that may be published and/or mandated by the Associations. For purposes of this section, Agents include, but are not limited to, Merchant's software providers and/or equipment providers.

If appropriately indicated in Merchant's agreement with Forte, Merchant may be a limited-acceptance Merchant, which means that Merchant has elected to accept only certain Visa and MasterCard card types (i.e., consumer credit, consumer debit, and commercial cards) and must display appropriate signage to indicate the same. Vantiv has no obligation other than those expressly provided under the Operating Regulations and applicable law as they may relate to limited acceptance. Merchant, and not Vantiv, will be solely responsible for the implementation of its decision for limited acceptance, including but not limited to policing the card type(s) accepted at the point of sale.

Merchant shall only complete sales transactions produced as the direct result of bona fide sales made by Merchant to cardholders, and is expressly prohibited from presenting sales transactions which are produced as a result of sales made by any person or entity other than Merchant, or for purposes related to financing terrorist activities.

Merchant may set a minimum transaction amount to accept a card that provides access to a credit account, under the following conditions: i) the minimum transaction amount does not differentiate between card issuers; ii) the minimum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand; and iii) the minimum transaction amount does not exceed ten dollars (or any higher amount established by the Federal Reserve). Merchant may set a maximum transaction amount to accept a card that provides access to a credit account, under the following conditions: Merchant is i) department, agency or instrumentality of the U.S. government; ii) corporation owned or controlled by the U.S. government; or iii) Merchant whose primary business is reflected by one of the following MCCs: 8220, 8244, 8249 –Schools, Trade or Vocational; and the maximum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand.

### **2. Merchant Prohibitions.**

Merchant must not i) require a cardholder to complete a postcard or similar device that includes the cardholder's account number, card expiration date, signature, or any other card account data in plain view when mailed, ii) add any tax to transactions, unless applicable law expressly requires that a Merchant impose a tax (any tax amount, if allowed, must be included in the transaction amount and not collected separately), iii) request or use an account number for any purpose other than as payment for its goods or services, iv) disburse funds in the form of travelers checks if the sole purpose is to allow the cardholder to make a cash purchase of goods or services from Merchant, v) disburse funds in the form of cash unless Merchant is dispensing funds in the form of travelers checks, TravelMoney cards, or foreign currency (in such case, the transaction amount is limited to the value of the travelers checks, TravelMoney cards, or foreign currency, plus any commission or fee charged by the Merchant), or Merchant is participating in a cash back service, vi) submit any transaction receipt for a transaction that was previously charged back to Vantiv and subsequently returned to Merchant, irrespective of cardholder approval, vii) accept a Visa consumer credit card or commercial Visa product issued by a U.S. issuer to collect or refinance an existing debt, viii) accept a card to collect or refinance an existing debit that has been deemed uncollectable by Merchant, or ix) submit a transaction that represents collection of a dishonored check. Merchant further agrees that, under no circumstance, will Merchant store cardholder data in violation of the Laws or the Operating Regulations including but not limited to the storage of track-2 data. Neither Merchant nor its Agent shall retain or store magnetic-stripe data subsequent to the authorization of a sales transaction.

### **3. Settlement.**

Upon receipt of Merchant's sales data for card transactions through Forte Services, Vantiv will process Merchant's sales data to facilitate the funds transfer between the various Associations and Merchant. After Vantiv receives credit for such sales data, Vantiv will fund Merchant, either directly to the Merchant-Owned Designated Account or through Forte to an account designated by Forte ("Forte Designated Account"), at Vantiv's sole option, for such card transactions. Merchant agrees that the deposit of funds to the Forte Designated Account shall discharge Vantiv of its settlement obligation to Merchant, and that any dispute regarding the receipt or amount of settlement shall be between Forte and Merchant. Vantiv

will debit the Forte Designated Account for funds owed to Vantiv as a result of the Services provided hereunder, unless a Merchant-owned account is otherwise designated below. Further, if a cardholder disputes a transaction, if a transaction is charged back for any reason, or if Vantiv reasonably believes a transaction is unauthorized or otherwise unacceptable, the amount of such transaction may be charged back and debited from Merchant or Forte.

Merchant-Owned Designated Account

Name of Bank: Illinois National Bank  
ABA No.: 081225707  
Account No. \_\_\_\_\_  
Account Name: Village of Itasca

**4. Term and Termination**

This Agreement shall be binding upon Merchant upon Merchant’s execution. The term of this Agreement shall begin, and the terms of the Agreement shall be binding upon Vantiv, on the date Vantiv accepts this Agreement by issuing a merchant identification number, and shall continue until either party gives at least thirty (30) days prior written notice to the other party.

Notwithstanding the foregoing, Vantiv may immediately cease providing Services and/or terminate this Agreement upon five (5) day notice unless otherwise mandated by Association if (i) Merchant or Forte fails to pay any amount to Vantiv when due, (ii) in Vantiv's opinion, provision of a service to Merchant or Forte may be a violation of the Operating Regulations, or any applicable state, federal, or local laws, rules, and regulations (“Laws”), (iii) Vantiv believes that Merchant has violated or is likely to violate the Operating Regulations or the Laws, (iv) Vantiv’s agreement with Forte terminates, (v) Vantiv ceases to be a member of the Associations or fails to have the required licenses, or (vi) Vantiv is required to do so by any of the Associations.

**5. Limits of Liability.**

Merchant agrees to provide Vantiv with written notice of any alleged breach by Vantiv of this Agreement, specifically detailing any alleged failure, within thirty (30) days of the date on which the alleged failure or error first occurred; failure to so provide notice shall be deemed an acceptance by Merchant and a waiver of any and all rights to dispute such failure or error. Vantiv shall bear no liability and have no obligations to correct any errors resulting from Merchant’s failure to comply with the duties and obligations of the preceding sentence

Vantiv’s liability related to or arising out of this Agreement shall in no event exceed \$5,000. Merchant’s sole and exclusive remedy for any and all claims against Vantiv arising out of or in any way related to the transactions contemplated herein shall be termination of this Agreement. Merchant acknowledges that Vantiv is not liable for any action or failure to act by Forte, and that Vantiv shall have no liability whatsoever in connection with any products or services provided to Merchant by Forte. In the event that Merchant has any claim arising in connection with the Services, rights, and/or obligations defined in this Agreement, Merchant shall proceed against Forte and not against Vantiv, unless otherwise specifically set forth in the Operating Regulations. In no event shall Vantiv have any liability to Merchant with respect to this Agreement or the Services. For avoidance of doubt, the immediately two preceding sentences will not limit Vantiv’s obligation to settle funds due to Forte and/or Merchant under this Agreement.

**6. Miscellaneous.**

This Agreement is entered into, governed by, and construed pursuant to the laws of the State of Illinois without regard to conflicts of law provisions. This Agreement may not be assigned by Merchant without the prior written consent of Vantiv. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, transferees and assignees. This Agreement is for the benefit of, and may be enforced only by, Vantiv and Merchant and is not for the benefit of, and may not be enforced by, any other party. Vantiv may amend this Agreement upon notice to Merchant in accordance with Vantiv’s standard operating procedure. If any provision of this Agreement is determined to be illegal or invalid, such illegality or invalidity of that provision will not affect any of the remaining provisions and this Agreement will be construed as if such provision is not contained in this Agreement. “Member Bank” as used in this Agreement shall mean a member of VISA, MasterCard and/or Discover, as applicable, that provides sponsorship services in connection with this Agreement. As of the commencement of this Agreement, Member Bank shall be Fifth Third Bank, an Ohio Banking Corporation, located in Cincinnati, OH 45263. The Member Bank is a party to this Agreement. The Member Bank may be changed, and its rights and obligations assigned to another party by Vantiv at any time without notice to Merchant.

(“Merchant”)

(“Vantiv”) Vantiv, LLC

Organization: Village of Itasca

By: \_\_\_\_\_  
(Signature)

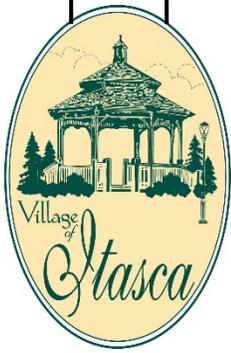
By: \_\_\_\_\_  
(Signature)

Its: Village Clerk

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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## Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143  
630.773-0835 • Fax 630.773.2505 • www.itasca.com

### MEMORANDUM

**TO:** Mayor Pruyn and Village Trustees  
**FROM:** Julie Ciesla, Finance Director  
**DATE:** August 4, 2016  
**SUBJECT:** IMRF Authorized Agent

Please see the attached Resolution submitted for discussion and recommended for approval at the August 16, 2016 Village Board Meeting. It is the recommendation of Mayor Pruyn and Village Administrator Teich to appoint Ioana Ardelean, Human Resources Manager as the Authorized Agent for Illinois Municipal Retirement Fund (IMRF).

**RESOLUTION NO. 889-16**

**A RESOLUTION APPOINTING AN AUTHORIZED AGENT WITH RESPECT TO THE ILLINOIS MUNICIPAL RETIRMENT FUND**

WHEREAS, the Village of Itasca participates in the Illinois Municipal Retirement Fund (“IMRF”) pursuant to the Illinois Pension Code § 7-132 (40 ILCS 5/7-132); and,

WHEREAS, the Illinois Pension Code requires that each municipality participating in the IMRF appoint an Authorized Agent vested with the powers and duties set forth in Illinois Pension Code § 7-135 (40 ILCS 5/7-135); and,

WHEREAS, the corporate authorities of the Village of Itasca wish to appoint Ioana Ardelean as the Village’s Authorized Agent with respect to the IMRF.

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

SECTION ONE: The corporate authorities of the Village of Itasca hereby appoint Ioana Ardelean as the Village’s Authorized Agent with all of the powers and duties set forth in Illinois Pension Code § 7-135, including but not limited to the authority to file petitions for nominations of an executive trustee of the IMRF and the authority to cast a ballot for election of an executive trustee of the IMRF.

SECTION TWO: 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 THREE: 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

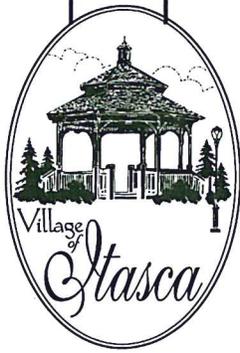
Village of Itasca this 16<sup>th</sup> day of August, 2016.

APPROVED:

\_\_\_\_\_  
Village President Jeffery J. Pruyn

ATTEST:

\_\_\_\_\_  
Village Clerk Melody J. Craven



## **PUBLIC WORKS**

411 N Prospect Ave  
Itasca, Illinois 60143-1795  
Tel: 630-773-2455 Fax: 630-773-9856  
www.itasca.com

### **MEMORANDUM**

Date: August 10, 2016

To: Village President  
Board of Trustees  
Village Administrator

From: Ross Hitchcock, Director of Public Works *R.H.*

RE: 2016 Sidewalk Replacement Program

On August 9<sup>th</sup> we opened bids for our 2016 Sidewalk Replacement Program. We had seven qualified bidders participate. Suburban Concrete Inc. provided the low bid at \$5.95 a square foot for sidewalk R/R. The program includes curb and ADA detectable warning tiles replacement/installation. Sidewalk replacement (estimated 8,000 to 12,000 sf) is the bulk of our program and the basis for this bid.

I recommend accepting Suburban Concrete's low bid of \$5.95 a square foot for sidewalk removal and replacement throughout the Village.

Attached please find a list of participating bidders with pricing.



**RESOLUTION NO. 890 -16**

**A RESOLUTION ACCEPTING THE LOW BID FROM SUBURBAN CONCRETE, INC. FOR THE 2016 CONCRETE SIDEWALK MAINTENANCE PROGRAM**

WHEREAS, the Village of Itasca (hereinafter “Village”) advertised for bids for the 2016 Concrete Sidewalk Maintenance Program, which is designed to eliminate sidewalk trip hazards throughout the Village and was based on approximately 10,000 to 14,000 square feet of sidewalk replacement, 50 to 200 linear feet of curb replacement, and 30 to 30 IDOT certified ADA tiles installed; and

WHEREAS, the Village now wishes to accept the lowest qualified bid from Suburban Concrete, Inc. at the amounts of \$5.95 per square foot of sidewalk, \$20.00 per linear foot of curb, and \$18.00 per square foot of ADA tiles.

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

SECTION ONE: The corporate authorities of the Village of Itasca hereby accept the bid from Suburban Concrete, Inc. at the amounts of \$5.95 per square foot of sidewalk, \$20.00 per linear foot of curb, and \$18.00 per square foot of ADA tiles.

SECTION TWO: The Village President, or his designee, is hereby authorized to execute any necessary documents to accept the bid from Suburban Concrete, Inc.

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 August, 2016.

APPROVED:

---

Village President Jeffery J. Pruyn

ATTEST:

---

Village Clerk Melody J. Craven

**RESOLUTION NO. 892-16**

**A RESOLUTION ACCEPTING THE LOW BID FROM SCHROEDER ASPHALT SERVICES, INC. FOR THE 2016 STREET RESURFACING PROGRAM**

WHEREAS, the Village of Itasca (hereinafter "Village") advertised for bids for the 2016 Street Maintenance Program; and

WHEREAS, the Village now wishes to accept the lowest qualified bid from Schroeder Asphalt Services, Inc. in the amount of \$228,727.85.

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

SECTION ONE: The corporate authorities of the Village of Itasca hereby accept the bid from Schroeder Asphalt Services, Inc. for the 2016 Street Maintenance Program in the Village of Itasca in the amount of \$228,727.85.

SECTION TWO: The Village President, or his designee, is hereby authorized to execute any necessary documents to accept the bid from Schroeder Asphalt Services, Inc.

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 August, 2016.

APPROVED:

\_\_\_\_\_  
Village President Jeffery J. Pruyn

ATTEST:

\_\_\_\_\_  
Village Clerk Melody J. Craven