

# VILLAGE OF ITASCA BOARD OF TRUSTEES MEETING MINUTES

May 17, 2016 – 7:00PM

- Call to Order:** Village Clerk Melody Craven called the Village Board Meeting to order at 7:05 PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Mike Latoria, Frank Madaras, Ellen Leahy, Lucy Santorsola; Village Clerk – Melody Craven.
- Also present: Village Administrator – Evan Teich; Village Attorney – Chuck Hervas; Chief of Police – Robert O’Connor; Director of Public Works – Ross Hitchcock; Finance Director – Julie Ciesla; HR/Risk Management Coordinator – Cristina White; Village Engineering Consultant – Aaron Fundich.
- Absent: Mayor Jeff Pruyn
- President Pro-Tem:** In the absence of Mayor Jeff Pruyn, Clerk Craven asked for a motion for President Pro-Tem. Trustee Leahy made a motion that Trustee Aiani preside as President Pro-Tem; Trustee Latoria seconded the motion. Motion carried by unanimous voice vote.
- Pledge of Allegiance:** Trustee Aiani led everyone in saying the Pledge of Allegiance.
- Audience Participation:** None
- President’s Comments:** Mayor Pruyn was absent. There was no report given on his behalf.
- Community Development Committee:** Trustee Latoria presented Ordinance #1803-16 “An Ordinance Granting Approval of a Class 1 Site Plan, a Special Use Permit, and Variances for 100 South Walnut Street (Itasca Tap House).” Attorney Hervas stated that Sections 14, 15 16 and 17 were denied by Itasca Plan Commission. He further stated that, if the Board desired to overturn the Plan Commission’s denial, it would take a motion and a super majority vote, 2/3 vote of the voting members of the Board. At this meeting it would take 5 votes as the Village President was absent, who is counted as a voting member of the Board. Trustee Madaras recused himself from the discussion and vote as he had a conflict of interest. Attorney Hervas stated that if there was desire to overturn Sections 14, 15, 16 and 17, it would be necessary for someone to make a motion for each section individually or all or any of them together. Trustee Latoria recognized the petitioner, Mr. Michael Valente who was present in the audience along with Mr. John Carlson of Carlson Landscape Associates. Mr. Carlson addressed the Board regarding the size of the lettering on the proposed front kiosk stating that 17” lettering was acceptable. He further explained that there was some possible confusion on the Plan

Commission's approval of 24" lettering on the west side of the kiosk. Following Mr. Carlson's explanation, he stated that the petitioner would forego the request for 24" lettering on the front of the kiosk, but would like to keep 24" on the back or west side of the kiosk. Trustee Santorsola questioned why the ordinance was not consistent with the drawing that was included in the packet. Ms. Nancy Hill, Community Development Director stated that the plans don't actually have dimensions. She gathered from the transcripts that the Plan Commission recommended that the east (front) side of the building should be in total conformance with the Village's Zoning Ordinance. The Plan Commission was okay with size of the lettering on the west (rear) side as it was not as visible from the street. Trustee Latoria asked Mr. Carlson if the petitioner was okay with 18" letter size on the east (front side). Mr. Carlson explained that the petition was originally written for 24" font size and overall mass of the sign. The first vote was for the setbacks... He further stated that the order of the vote caused the negative result because the sign was too big. The petitioner acknowledged that fact and was agreeable to reduce the size of the lettering and the brown background was eliminated. The new graphic with those changes was provided to the Board for this meeting. Attorney Hervas asked Mr. Carlson if the petitioner was asking for the Village Board to overturn the Plan Commission's negative recommendation of Section 14. Mr. Carlson responded "yes." He asked Mr. Carlson if the petitioner was asking for the Board to overturn the negative recommendation of Section 15. Mr. Carlson responded "yes." With reference to Section 16, Mr. Carlson responded "no" and that request could be withdrawn from the request. Attorney Hervas stated that the denial could remain for Section 16. With respect to Section 17, Mr. Hervas asked for confirmation that Mr. Carlson stated that the petitioner indicated that the petitioner does want more than 49.375 square feet, but he was uncertain to the exact size requested, but it would be less than 100 square feet. Mr. Carlson stated that the graphic image provided to the Board for this meeting was what was currently being requested. Ms. Hill commented that the graphic provided had no dimensions on it and, without dimensions, the overall size could not be determined. Mr. Carlson stated that, when the petition was originally submitted, the lettering on the west side of the sign was 24" and the lettering on the east sign of the sign was at 24" with a large colored background and was illuminated. The colored background was eliminated and the font size was reduced. After some clarification between Mr. Hervas and Mr. Carlson, Mr. Carlson answered "yes" to whether or not the request would be for the Board to overturn the Plan Commission's recommendation to deny Section 17.

Mr. Gerald Danzer of 104 S. Walnut Street addressed the Board concerning easement that runs across the building at 100 S. Walnut Street. He stated that he had brought this to the attention of Village staff and Trustee Madaras. There is a sewer line that has to be rodded out every year due to existing

shrubby. He suggested that the line be looked at with a camera and, if it is not in good shape, there should not be anything built on top of it. He was concerned about the proposed deck that would extend to Gigi Gruber Lane as the sewer line would run underneath it. Mr. Danzer also addressed a concern about the proposed kiosk (silo) impinging on the window in his building to the south and a gas line leading to the kiosk being very close to the building. He further commented that he is certain these issues can be resolved and is excited about the proposed business as he felt it would be an asset to the Walnut Street business district and the Village residents as a whole would benefit. Trustee Aiani expressed his concern over the easement going through the property as it did not show up on the Plat of Survey. Staff had not yet seen the results of research done regarding the easement; Trustee Aiani asked that the petitioner provide staff with that information so they could give a recommendation to the Board before a vote was taken. Ms. Hill agreed that any structure built on top of any kind of service line would be of concern to Village staff. Mr. Danzer stated that the sewer main was private and services both buildings, but taps into the Village's sewer line along Gigi Gruber Lane. Ms. Hill stated that she was not comfortable giving any further recommendation without having more information about the easement. Mr. Carlson stated that Mr. Danzer provided a recorded document from 1985 but it is not a typical easement. It's a permission for the sanitary line to cross. The two lines leading to the two buildings "Y" together and connect to the Village sewer main. He was not aware of the location, but does know where the cleanouts are. He further stated that both property owners acknowledged that there was an easement and discussed the matter, so they didn't think there was anything the Village would want to get involved in. Trustee Aiani recommended the vote be tabled two weeks until staff had time to review the document and render an opinion. Trustee Latoria agreed. Mr. Hervas stated that the recorded document could be a private license agreement rather an easement. Ms. Kathleen Egan, petitioner, addressed the Board and asked if copies of the recorded document was all that would be required before the Board could make an informed decision and take an educated vote. Trustee Latoria stated that the Board just wants to be certain that the Village would not be involved should an issue arrive within the easement. Trustee Aiani recommended the petitioners to provide Village staff with a copy of the recorded document and also calculate the cumulative square footage of the signs and provide staff with that information as well. Trustee Santorsola asked what exactly would be required to be provided to Village staff in order for them to make a recommendation to the Board that would be acceptable to the Board in order to take a vote. Ms. Hill responded that she would like to see a copy of the recorded document and would have a conversation with the Village Attorney. She was hopeful that there would be no issues and everything would be able to move forward. Ms. Hill wanted to know exactly what is

being requested from the petitioner. If construction was prohibited due to the existence of an easement or a private agreement, she would provide a clear and consider memorandum to the Board and would keep the petitioner apprised. Village Attorney Hervas queried the Board if he should modify the ordinance to read “overturned” rather than “denied.” There was consensus for him to do so. He stated that there would need to be five affirmative votes to overturn the Plan Commission’s recommendation. The issue would be tabled until June 7, 2016.

**Administration Committee:**  
Trustee Santorsola, Chairperson  
(Intergovernmental Committee Meeting – May 23, 2016)

Trustee Santorsola had no report, but reminded everyone of the Intergovernmental Committee Meeting scheduled for Monday, May 23, 2016 at 5:45 pm.

**Environmental Committee:**  
Trustee Leahy, Chairperson

Trustee Leahy had no report.

**Finance Committee:**  
Trustee Hower, Chairperson  
(Clerk’s Reports December 2015 through March 2016)

Trustee Hower presented the Clerk’s Reports for December 2015, January, 2016, February 2016 and March 2016 as included in the packets. Trustee Hower made a motion to accept them as presented without reading them aloud; Trustee Leahy seconded the motion. Roll Call Vote: Ayes – Trustees Hower, Leahy, Aiani, Madaras, Latoria and Santorsola; Nays – None; Absent – None; Abstain – None. Motion carried.

(Budget for Fiscal Year 2016-2017)

Trustee Hower initiated discussion and possible action concerning approval of the FY 2016-2017 Budget. He stated that in the Finance Committee preceding the Village Board Meeting, all of the latest changes were discussed and the final version of the Budget showing that the General Fund and Capital Fund were balanced was reviewed. Trustee Hower asked if there were any questions, comments or objections to the proposed FY 2016-2017 Budget as presented. Hearing none, Trustee Hower made a motion to approve the Budget as presented; Trustee Leahy seconded the motion. Roll Call Vote: Ayes – Trustees Leahy, Aiani, Madaras, Latoria, Santorsola and Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

(Resolution #860-16)

Trustee Hower presented Resolution #860-16 “A Resolution Authorizing Execution of an Engagement Letter with McBeath, Fates & Ivers, P.C. for Professional Bookkeeping Services.” Ms. Julie Ciesla, Finance Director, reminded the Board that at the Committee of the Whole Meeting a few weeks prior, the issue of obtaining an official contract with McBeath, Fates & Ivers was discussed. Ms. Ciesla gave a brief summary of the terms and conditions of the contract. The revised contract provides that the Finance Director would keep track of the accounting software rather than McBeath, Fates & Ivers. Trustee Hower made a motion to approve Resolution #860-16; Trustee Leahy seconded the motion. Roll Call Vote: Ayes – Trustees Aiani, Madaras, Latoria, Santorsola, Hower and

Leahy; 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  
(Safe Routes to School project)

Mr. Aaron Fundich of Robinson Engineering, Village Engineering Consultant, gave a Power Point presentation regarding the scope and funding sources of the “Safe Routes to School” project which began in 2009. Mr. Fundich stated that \$330,000.00 was budgeted for the project. He reported that Itasca Park District Board of Commissioners approved an additional \$62,000.00 toward the project due to the increase in estimated costs since the inception of this project. The Village’s share of the construction cost would be approximately \$275,00.00 at most. If IDOT does not grant the necessary variance, it was likely the Walnut Street/Irving Park Road intersection would be deleted from the project and the Village’s cost would be closer to \$175,000.00.

(Agreement Between Village of Itasca and IDOT for Construction of Pedestrian Improvements on Portion of Arlington Heights Road and Irving Park Road)

Trustee Aiani initiated discussion and possible action consideration of an Agreement between the Village of Itasca and the Illinois Department of Transportation (IDOT) for Construction of Pedestrian Improvements on a Portion of Arlington Heights Road and Irving Park Road. Hearing no objections, Trustee Aiani made a motion to approve same; Trustee Leahy seconded the motion. Roll Call Vote: Ayes – Trustees Santorsola, Hower, Leahy, Aiani, Madaras and Latoria; Nays – None; Absent – None; Abstain – None. Motion carried.

(Agreement Between Village of Itasca and IDOT for Construction of Pedestrian Improvements at Five Intersections on Irving Park Road from I-290 Bridge to Rush Street)

Trustee Aiani initiated discussion and possible action consideration of an Illinois Department of Transportation (IDOT) for Construction of Pedestrian Improvements at Five Intersections on Irving Park Road from I-290 Bridge to Rush Street. Hearing no objections, Trustee Aiani made a motion to approve same; Trustee Leahy seconded the motion. Roll Call Vote: Ayes – Trustees Hower, Leahy, Aiani, Madaras, Latoria and Santorsola; Nays – None; Absent – None; Abstain – None. Motion carried.

**Consent Agenda:**

Trustee Madaras made a motion to approve items “a” through “f” on the Consent Agenda as follows:

- a. Approval of Ordinance #1802-16 “An Ordinance Granting a Special Use Permit and Variance for 750 Expressway Drive (Amcor).”
- b. Approval of health, dental and life insurance renewals.
- c. Approval of Resolution #862-16 “A Resolution Accepting an Offer from Compass Materials American, Inc. for Snow Removal Salt.”
- d. Approval of Resolution #863-16 “A Resolution Authorizing Execution of Amendment No. 7 to the HR Green Professional Services Agreement.”

- e. Approval of Resolution #864-16 “A Resolution Authorizing Execution of an Amendment to an Engineering Services Agreement for Federal Participation.”
- f. Approval of Resolution #865-16 “A Resolution Authorizing Approval of an Engineering Services Agreement Between the Village of Itasca and Robinson Engineering for Pedestrian Improvements at Various Intersections.”

Trustee Santorsola seconded the motion. Roll Call Vote: Ayes – Trustees Madaras, Latoria, Santorsola, Hower, Leahy and Aiani; Nays – None; Absent – None; Abstain – None. Motion carried.

**Voucher:** Trustee Hower made a motion to approve the voucher dated May 17, 2016 in the amount of \$291,466.90; Trustee Leahy seconded. Roll Call Vote: Ayes – Trustees Latoria, Santorsola, Hower, Leahy, Aiani and Madaras; Nays – None; Absent – None; Abstain – None. Motion carried.

**Department Heads:** Trustee Aiani acting as President Pro-Tem stated he would hear Department Head reports at the Committee of the Whole Meeting following the Village Board Meeting.

**Adjournment:** Trustee Madaras made a motion to adjourn the Village Board meeting at 8:32 PM; Trustee Aiani seconded the motion. Motion carried by a unanimous voice vote.

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Minutes by: Melody J. Craven, Village Clerk