

CITY OF BATAVIA
100 N. Island Avenue, Batavia, IL 60510
(630) 454-2000 <http://www.cityofbatavia.net>

CITY COUNCIL AGENDA
Monday, May 20, 2013
7:30 p.m. – Council Chambers 1st Floor

1. **MEETING CALLED TO ORDER**
2. **INVOCATION Followed By PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ITEMS REMOVED/ADDED/CHANGED**
5. **CONSENT AGENDA**

(The consent agenda is made up of items recommended by city staff or council subcommittees which require approval. This agenda is placed as a separate item on the overall City Council agenda. The items on the consent agenda usually have unanimous committee support and are voted on as a "package" in the interest of saving time on non-controversial issues. However, the Mayor or any council member may, by simple request, remove an item from the consent agenda to have it voted upon separately.)

Accept and Place on File:

- A. April 2013 Building Report
- B. City Services Minutes for March 27, and April 2, 2013
- C. Government Services for March 25, 2013
- D. Historic Preservation Minutes for April 8, 2013

Approvals:

- E. May 10, 2013 Payroll \$737,542.12
- F. May 17, 2013 Payables \$3,560,955.91
- G. **RESOLUTION 13-72-R:** Accepting Planning Staff Assistance Services from CMAP for Housing Study Agreement (Scott Buening 5/8/13 COW 5/13/13 13/0)
- H. **ORDINANCE 13-19:** Amending the City of Batavia Zoning Code, Title 10 of the City Code Chapter 2.4-Downtown Mixed Use District and Chapter 6-Use Definitions (Joel Strassman 5/8/13 COW 5/13/13 13/0)
- I. **RESOLUTION 13-70-R:** Harris Downtown Improvement Grant (Jeff Albertson 5/8/13 COW 5/13/13 13/0)
- J. **ORDINANCE 13-21:** Community Development Ordinance Enforcement Authority (Scott Buening 5/15/13 COW 5/13/13 13/0)

Documents: [April 2013 - Bldg.pdf](#), [CS 13-03-27M.pdf](#), [CS 13-04-02M.pdf](#), [GOV 13-03-25M.pdf](#), [HPC 4-8-13M.pdf](#), [RES 13-72-R CMAP-LTA Combined REP.pdf](#), [ORD 13-19 Amend Zoning Code.pdf](#), [RES 13-70-R Downtown Improvement Grant Program.pdf](#), [ORD 13-21 CD Enforcement.pdf](#)

6. **MAINSTREET: Green Home Care/Keith Line**
7. **PROCLAMATION: Public Works Week (Gary Holm)**

Documents: [Proclamation Public Works.pdf](#)

8. **PROCLAMATION: CASA 25th Anniversary—Lori Hewitt (JDS)**

Documents: [Proclamation Casa.pdf](#)

9. **APPOINTMENT: Reappoint Ralph Beck To The Batavia Police Pension Board (Cheryl Shimp 5/15/13)**

Documents: [Beck Reappoint.pdf](#)

10. **AWARDS: Loyalty Day Parade Award Winners (JDS)**

11. **RESOLUTION 13-69-R: IDOT Road Closure For Batavia Triathlon And Farmer's Market (WRM 5/15/13)**

Documents: [Resolution 13-69-R Idot Road Closure Triathlon-Farmer Mkt.pdf](#)

12. **COMMITTEE APPOINTMENT AND JOINT COMMITTEE PROCESS (JDS 5/17/13)**

Documents: [Joint Committee Members.pdf](#)

13. **APPROVAL: Appoint Staff Positions (JDS 5/16/13)**

Documents: [Depart Head Appoint 2013.pdf](#)

14. **REVIEW VISION STATEMENT (WRM 5/17/13)**

15. **ADMINISTRATOR'S REPORT**

16. **COMMITTEE REPORTS**

17. **OTHER BUSINESS**

18. **MATTERS FROM THE PUBLIC: (For Items NOT On The Agenda)**

19. **MAYOR'S REPORT**

20. **CLOSED SESSION: Collective Bargaining**

21. **ADJOURNMENT**

Building Activity Report Summary

April 2013

Type of Permit	This Month			Year To Date			This Month Last Year			Year To Date Last Year		
	No. of Permits	Constr. Cost	Permit Fees	No. of Permits	Constr. Cost	Permit Fees	No. of Permits	Constr. Cost	Permit Fees	No. of Permits	Constr. Cost	Permit Fees

Single Family

Addition	1	\$46,000	\$147.00	1	\$46,000	\$147.00	1	\$3,000	\$175.00	2	\$93,000	\$3,805.93
Modification	50	\$355,258	\$4,750.86	119	\$834,562	\$12,715.86	60	\$334,304	\$4,003.00	152	\$1,024,916	\$19,834.00
New	0	\$0	\$0	1	\$384,300	\$9,589.99	0	\$0	\$0.00	0	\$0	\$0.00
Other	36	\$249,879	\$3,910.38	65	\$518,224	\$7,560.75	47	\$178,257	\$3,167.00	104	\$456,277	\$9,634.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	87	\$651,137	\$8,661.24	186	\$1,783,086	\$30,013.60	108	\$515,561	\$7,345.00	258	\$1,574,193	\$33,273.93

Two Family

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	2	\$6,500	\$100.00	2	\$12,935	\$112.00	2	\$12,935	\$112.00
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	0	\$0	\$0	0	\$0	\$0.00	1	\$2,296	\$55.00	1	\$2,296	\$55.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	0	\$0	\$0	2	\$6,500	\$100.00	3	\$15,231	\$167.00	3	\$15,231	\$167.00

Single Family Attach

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	10	\$65,452	\$445.00	15	\$74,059	\$730.00	6	\$49,800	\$240.00	26	\$175,176	\$1,040.00
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	1	\$3,900	\$260.00	1	\$3,900	\$260.00	3	\$6,713	\$205.00	4	\$9,365	\$260.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	11	\$69,352	\$705.00	16	\$77,959	\$990.00	9	\$56,513	\$445.00	30	\$184,541	\$1,300.00

Multifamily

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
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Modification	4	\$152,524	\$142.00	6	\$154,424	\$262.00	4	\$53,505	\$205.00	7	\$70,875	\$355.00
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	1	\$71,345	\$2,876.01	2	\$71,545	\$2,986.01	0	\$0	\$0.00	7	\$0	\$0.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	5	\$223,869	\$3,018.01	8	\$225,969	\$3,248.01	4	\$53,505	\$205.00	14	\$70,875	\$355.00

Mixed Use

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	1	\$2,400	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	2	\$250	\$80.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	0	\$0	\$0	1	\$2,400	\$0.00	0	\$0	\$0.00	2	\$250	\$80.00

Commercial Office

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	1	\$13,000	\$164.00	5	\$143,423	\$1,703.00	0	\$0	\$0.00	5	\$240,500	\$3,749.50
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	3	\$14,100	\$255.00	7	\$26,000	\$405.00	0	\$0	\$0.00	3	\$3,360	\$205.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	4	\$27,100	\$419.00	12	\$169,423	\$2,108.00	0	\$0	\$0.00	8	\$243,860	\$3,954.50

Commercial Retail

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	6	\$149,700	\$3,721.00	3	\$13,700	\$766.00	8	\$114,900	\$5,877.76
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	7	\$47,856	\$820.00	20	\$67,256	\$1,660.00	11	\$16,978	\$635.00	21	\$41,540	\$1,345.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	7	\$47,856	\$820.00	26	\$216,956	\$5,381.00	14	\$30,678	\$1,401.00	29	\$156,440	\$7,222.76

Industrial

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	3	\$233,285	\$23,965.20	8	\$858,376	\$58,286.15	1	\$180,000	\$2,387.00	10	\$482,600	\$6,068.00

New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	5	\$34,050	\$55.00	10	\$51,900	\$280.00	0	\$0	\$0.00	5	\$69,562	\$360.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	8	\$267,335	\$24,020.20	18	\$910,276	\$58,566.15	1	\$180,000	\$2,387.00	15	\$552,162	\$6,428.00

Institutional

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	1	\$1,000	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
New	0	\$0	\$0	1	\$120,000	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	2	\$100	\$110.00	3	\$300	\$165.00	0	\$0	\$0.00	2	\$20,100	\$205.00
Special Event	8	\$0	\$0	8	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	10	\$100	\$110.00	13	\$121,300	\$165.00	0	\$0	\$0.00	2	\$20,100	\$205.00

Unknown

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	1	\$400,000	\$14,632.15
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	0	\$0	\$0	0	\$0	\$0.00	2	\$100,300	\$180.00	3	\$100,300	\$180.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	0	\$0	\$0	0	\$0	\$0.00	2	\$100,300	\$180.00	4	\$500,300	\$14,812.15

Utility

Addition	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Modification	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
New	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Other	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Special Event	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00
Totals	0	\$0	\$0	0	\$0	\$0.00	0	\$0	\$0.00	0	\$0	\$0.00

MINUTES
March 27, 2013
CITY SERVICES COMMITTEE
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Volk called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Chair Volk; Vice-Chair Liva; Ald. O'Brien (arrived at 7:31pm), Tenuta, Frydendall (arrived at 7:31pm) and Jungels

Members Absent: Ald. Dietz

Also Present: Mayor Schielke; Chief Deicke, Batavia Fire Department; Bill McGrath, City Administrator; Andrea Podraza, Civil Engineer; Mark Davis, ESDA; and Jennifer Austin-Smith, Recording Secretary

2. Approve Minutes for CDC/CS January 29, and February 5, 2013

Motion: Approve minutes for CDC/CS January 29 and February 5, 2013
Maker: Jungels
Second: Liva
Voice Vote: 4 Ayes, 0 Nays, 3 Absent
Motion carried.

3. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

*O'Brien and Frydendall entered the meeting.

4. Resolution 13-45-R: Approving the Contract Agreement with ENCAP, Inc. for Braeburn Marsh 5 Year Management and Maintenance (Andrea Podraza 3/12/13)

Podraza reported that staff put out a five-year contract for Braeburn Marsh. Staff had an Army Corp permit issued and part of that requirement is to get the marsh in a stabilized state. Typically this takes three to five years. Staff decided to put out a contract for the entire length of time versus doing it year by year. Staff received three bids. The lowest bid was received from ENCAP, Inc. Staff is working with Wills Burke Kelsey Associates (WBK) that was also included within this bid package that stated the specific tasks year by year and month by month. Staff would like to award the bid to ENCAP for the next five years. Podraza noted that there is a clause in the bid that if at any year the City is not pleased with their work the City can terminate the contract.

Liva questioned if staff was concerned that ENCAP possibly perceived this job differently than the other bidders. He explained that his concern is due to the fact that their bid is significantly lower than the other bidders. Podraza stated that ENCAP had already worked on the marsh before and are very familiar with the area. ENCAP is a qualified firm and they are the consultant and restoration expert that is working on Windmill Lakes on Main Street as well. Podraza stated that a representative from ENCAP is at tonight's meeting to field any questions the Committee may have.

Brett Suhayda, ENCAP, addressed the Committee. He stated that ENCAP looked at the site and the erosion potential. They felt that the top soil that was needed for the first year would be all that they would need. Therefore, pricing for additional top soil was not included for the following years. ENCAP is familiar with the site and they specialize in erosion control. He stated that ENCAP felt that the replaced top soil and vegetation would be sufficient to eliminate the need for any additional top soil.

Podraza noted that ENCAP is guaranteeing that the work that they will do will last through the remainder of the project. O'Brien asked if on the fourth year there is a need for top soil will ENCAP put it down at their cost. Suhayda agreed that ENCAP would put new top soil down at their own expense. Volk noted that the City would not be amendable to change orders after the fact. Suhayda stated that ENCAP is aware of that.

Motion: Recommend to City Council approval of Resolution 13-45-R: Approving the Contract Agreement with ENCAP, Inc. for Braeburn Marsh 5 Year Management and Maintenance
Maker: O'Brien
Second: Jungels

Frydendall questioned if this would be a one-year contract with five renewals. Podraza responded that staff will have to come back yearly to reestablish the contract. Volk asked Podraza to check with legal counsel to make sure this should be a one-year or a five-year contract. O'Brien asked that if this is a one-year contract would the prices be locked in. Volk stated that they would.

Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

5. Ordinance 13-02: ESDA Discussion (JDS 3/22/13)

Mayor referred to his memo sent to the City Services Committee (CSC) members. He explained that under the Illinois State Statutes we need to designate who the ESDA Coordinator is. The ESDA Coordinator will be the Fire Chief. There is an ESDA Manager who would report directly to the Fire Chief. This position would require a lot of time and would be too much to have this be an unpaid position. Our Fire Chief has a lot of responsibilities and the Mayor feels that the ESDA Manager position should be a funded position and reviewed for a possible increase in the future. Since there was no money allocated for this position in this year's budget we will need to have a budget amendment to facilitate the pay for the ESDA Manager position.

Mayor Schielke explained that in the last five years, the state of Illinois has pre-planned who could respond to emergencies under the new Mutual Aid Box Alarm System (MABAS). For our ESDA to be able to participate, they need to be incorporated under our fire department. Our fire department has done numerous things to incorporate ESDA such as ESDA being located within the fire station facilities and including ESDA in some of their activities. Mayor Schielke noted that Mr. Davis has been very good as working as the Command Aid for the Fire Chief. Chief Deicke may have some additional people that would want to serve on ESDA. Mayor Schielke shared that the surrounding communities have already incorporated ESDA within their fire department. This change has never been intended to remove anyone's position but rather to keep ESDA alive and well and a useful organization within the City of Batavia.

Chair Volk stated that he would like to add ESDA and the fire department on the April 1st City Council agenda. Volk asked if any aldermen would request staff to bring forward a budget amendment. Frydendall, Jungels and O'Brien requested that staff bring a budget amendment to the Committee.

Jungels questioned if adding the ESDA responsibilities to the fire chief would put that position at another level of pay. She queried if this would pose a problem financially for that salary. Chief Deicke stated that at this time he will not be requesting an increase in pay. Volk stated that we should investigate if we are comparable in salary and responsibilities with the other cities at every budget cycle.

After discussion, the consensus of the Committee was in favor of ESDA under the jurisdiction of the fire department.

6. Others

Chair Volk reported that he received an email from Chief Schira, Batavia Police Department, regarding IDOT's speed reports. The speed reports on Route 25 and Route 31 should be completed by the end of April. IDOT is backlogged. IDOT will be making the entire stretch of Route 25 a no passing zone and applying the appropriate pavement striping when the weather is well-suited.

7. Matters from the Public

There were no matters from the public at this time.

8. Adjournment

There being no other business to discuss, a motion was requested by Chair Volk to adjourn the meeting at 7:56 pm; Made by O'Brien and seconded by Jungels. Motion carried.

MINUTES
April 2, 2013
CITY SERVICES COMMITTEE
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Volk called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Chair Volk; Vice-Chair Liva; Ald. O'Brien, Tenuta, Frydendall, and Jungels

Members Absent: Ald. Dietz

Also Present: Mayor Schielke (arrived at 7:35pm); Bill McGrath, City Administrator; Scott Haines, Street Superintendent; Gary Holm, Director of Public Works; Noel Basquin, City Engineer; and Jennifer Austin-Smith, Recording Secretary

2. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

3. Resolution 13-55-R: Approving Solid Waste Services Contract with Advanced Disposal Services Solid Waste Midwest, LLC (Gary Holm 3/28/13)

Holm reported that this discussion is a continuation from the early January discussion with the Committee. At that time, the City was working with St. Charles and Geneva to possibly do a large joint project for solid waste services. Since then St. Charles decided to stay with their current vender and exercise their options for additional years. Geneva and Batavia continued to work together but found that the timing was such that they couldn't get a formal intergovernmental agreement in place by March. Geneva and Batavia did create one common contract but are administering them as two separate contracts. This same approach was used for the mosquito contract which was highly successful. Staff received bids from five different companies.

Staff was given direction to pursue three options by the Committee back in January. The first option is waste stickers in combination with recycling bins (essentially the same program the City has today), the second option is waste stickers in combination with a wheeled recycling toter (every household gets a free recycling toter with the option of choosing a toter size and option to rent a waste toter without stickers), and the third option was waste toters and recycling toters with a flat rate option. Holm discussed the pricing for all three options. Holm stated that staff is recommending either option two or three.

Holm continued that several contractors have asked if they could bid on alternate collection days. Currently, the City is collected on Monday, Thursday and Friday. Some vendors have stated that if the City alternates the days there could be a more cost effective proposal. Staff issued an addendum that stated that the bids should be for Monday, Thursday, Friday, but if vendors wanted to bid on alternate days than they are welcome to do so. Overall, Advanced Disposal was the lowest bidder on both the current collection days and alternate collection days for all three options. Staff recommends awarding Advanced Disposal the contract for several reasons: Advanced Disposal currently services our community, it would be less administrative work and costs to the City, they know our sticker program and have a relationship with our vendors, Advanced Disposal has offered a lower price if we alternate the collection days. Additionally, if Geneva elects Advanced Disposal the City gets the benefit of Geneva's waste coming through our transfer station.

Tenuta stated that she likes the option to pay-as-you-go and the ability for a family to customize the size of the toter. She sees a lot of trash blowing and neighbors putting it upon themselves to clean up. Areas people cannot get to are accumulating trash. Hopefully the new toters could help with that as well. She appreciates all the work staff did to provide the Committee for these options.

The Committee discussed the options, toter sizes, alternate days and advertising the possible change in collection days. Holm stated that the City would use all forms of advertising to get the word out to the residents. If there are some people who missed the collection day in the beginning of the collection day change, Advanced Disposal will work with the residents to get the garbage collected.

Jim Alderman, Area Manager for Advanced Disposal, 1660 Hubbard, addressed the Committee. Alderman stated that it typically takes about two weeks for people to become acclimated to the collection date change. Advanced Disposal is very experienced in notifying residents ahead of time regarding collection day changes. They follow through on the areas previous collection day and notify the homeowner of the change of collection date if they have their trash out on the wrong day. They do this for two weeks after the collection day change. Advanced Disposal has done this for other communities in the past.

Chair Volk asked if Advanced Disposal would work with Batavia Access Television to do a public service announcement. Alderman responded that they would. O'Brien noted that Advanced Disposal is a Batavia business and it is important to support local businesses. Volk stated that Alderman Clark could not attend tonight's meeting but emailed him and declared that she does not like the fixed fee option and would like to keep the stickers. Volk opened the floor for public comment.

Dave Wilson, 1305 Brandywine Circle, asked if there is a choice for a trash toter purchase so you can buy it once and still use the sticker system. Holm responded that on the solid waste side, the sticker is a volume based program. One sticker on a toter would not be the same as putting a sticker on a bag. Wilson stated that he is supportive of option two and does not mind having the garbage day changed. He would prefer to have his Friday changed to Monday. Wilson asked how much recycling the current bins hold. Volk responded that they hold twenty gallons. Wilson

commented that the smaller toter would work for him. Wilson suggested that the City inform residents on how to recycle well to eliminate the debris.

Motion: Recommend to City Council approval of Resolution 13-55-R: Approving the solid waste services contract with Advanced Disposal Services Solid Waste Midwest, LLC for option two with alternate dates
Maker: O'Brien
Second: Liva
Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

4. 2013 New Sidewalk Program – Discussion on Spring Street Sidewalk (Scott Haines)

Haines reported that engineering-wise, the south side of Spring Street poses the least amount of challenges with the construction. He estimates that the installation would be six to seven thousand dollars cheaper to do the sidewalk on the south side. Haines shared that his job is to propose the most cost effective way to install a sidewalk if there is no benefit from one side from the other for pedestrian access. Both sides are the same in regards to pedestrian access, what it comes down to is the most cost effective way to install a sidewalk is on the south side of the street. Haines understands the impacts to the existing residents. The north side is still possible. There are some slope changes and retaining wall issues that would have to be installed as part of the sidewalk. At this time, it is up to the Council to decide if they would like to change it from what was originally proposed to the north side with the additional cost. The Committee discussed the sidewalk program and reasons for having sidewalks.

Frydendall recommended using the money for this sidewalk towards an area where the residents want a sidewalk. He explained that the City used the money for a sidewalk on Republic Road towards another location after listening to the residents who were against installing a sidewalk due to the tree structure along Republic Road. Frydendall suggested moving the target along until we build the last sidewalk on the last street and then we can discuss installing a sidewalk with residents that do not want a sidewalk. He would like to give some consideration to the residents who lived there for years and years. Volk opened the floor for public comment.

Gerald Miller, 220 Spring St, stated that he believes in cost effectiveness but does not feel that this should be the only consideration. As Frydendall pointed out, there is no property owner on either side of our street that wants a sidewalk. Louise White School has been there since 1893 and we didn't have a sidewalk then, we don't have one today, it is obviously not necessary. Just this week, he and his wife were driving down to the downtown and witnessed two women walking on the street (Spring Street and Rt. 25) that has a sidewalk on both sides of the street. He sees this all of the time. Seeing that neither side of the street wants a sidewalk he is not promoting it being moved to the north side. Miller asked the City to not put in the sidewalk. He stated that we could better spend our money on an area that does want a sidewalk. He thanked the Committee for their time.

Felix Bowen, 130 North Washington Ave, shared that he is on the corner of Spring and Washington. He agrees with the comments that Gerald Miller addressed. One advantage of putting the sidewalk on the north side of the street is that during the winter months when there is

snow on the sidewalks the sun will hit the sidewalk. On the south side of the street our houses block the sun which will result in an icy sidewalk. The snow and ice will melt more on the north side.

Manny Martinez, 129 North Van Buren St, stated that he has lived at his residence for over twenty-five years. His family never had problems not having a sidewalk. He agrees with Mr. Miller and supports his suggestion. They do not have kids anymore and still have no need for a sidewalk. He sees people walking on the street all of the time, even on streets that have sidewalks.

Motion: That the money to be used for the sidewalk on Spring Street be used on another location and not on Spring Street at all
Maker: Frydendall
Second: Jungels

Discussion was held on the motion. McGrath commented that people are not allowed to build homes anymore without a sidewalk in front of them. The sidewalk is not for them, it is for the people who live in the whole area. McGrath continued that this is within walking distance from downtown, this is a prime area for people to be walking and we need to be giving people as many choices as possible. The private property rights start at the property line and as soon as you cross that property line that is public property to be used for the best issue of the community. They could all sell their houses tomorrow and new families could move in and state that they want a sidewalk there. Sidewalks are not typically used by the people that live there.

Tenuta stated that we have discussed the sidewalk program. It was also part of our strategic plan in connecting our community. The City wants a to develop a walkable downtown, connect the east side to the west side, trying to create a sense of place. Tenuta stated that she feels strongly about the sidewalk program. She supports the sidewalk program. Tenuta asserted that she has great reservation when we are going to pick and choose as policy makers to start and stop our process. She is in support of putting a sidewalk on Spring Street.

O'Brien stated his support of Tenuta's and McGrath's comments. He continued that we put in River Street, we want to support pedestrianism, we want people to walk to River Street and we will be putting bump outs on Wilson Street to help keep pedestrians safe. We received some push back regarding the bump outs but we are still proceeding with them. O'Brien asserted that we need to proceed with the sidewalks for pedestrian safety.

Volk stated that we need to listen to the members of the public whether they agree with us or not. We do have a ten year sidewalk plan that should be placed on the website. Everyone should have an understanding on the plan. He is in favor of having the sidewalk on Spring Street.

Frydendall stated that we have several areas in town that do not have sidewalks. If we know there are areas in town that would like sidewalks, why not put the sidewalks in the areas that want sidewalks rather than a location that does not want them. Frydendall continued that he agrees that it is important for sunlight to hit the sidewalk and the south side of the street the sidewalk will be shaded most of the time. He queried why we don't put sidewalks in areas where

people want them instead of where they are not wanted. When we get to the point where every single location has a sidewalk we could then revisit the locations that did not want sidewalks. We need to listen to the residents.

O'Brien stated that we are tasked to provide safety to all of the residents. All of the petitioners are nice folks but the sidewalk is not only for the people who live at that location. The sidewalk is for the town and people walking through the community.

Roll Call Vote: **Aye:** Frydendall, Jungels
 Nay: Volk, Liva, O'Brien, Tenuta
 2-4 Vote, 1 Absent, Motion failed.

Motion: To direct staff to put the sidewalk on the south side of Spring Street
Maker: O'Brien
Second: Liva

Discussion was held on the motion. Frydendall asked if they would have to move the trees. Volk responded that according to the memo there are some bushes that would need to be removed and a tree that is needed to be built around. Frydendall commented that the sidewalk does not look good after the tree dies.

Roll Call Vote: **Aye:** Volk, Liva, O'Brien, Tenuta
 Nay: Frydendall, Jungels
 4-2 Vote, 1 Absent, Motion carried.

The Committee directed staff to proceed with sod, per staff's recommendation.

Tenuta stated that she has asked in the past to have Main Street and Randall Road considered as a safe route to school. Haines stated that that intersection is part of the county's project. Basquin added that they will put crosswalks there and countdown pedestrian crossing signs. Tenuta asked about the timeline for these improvements. The countdown pedestrian crossing signs will be bid out for this summer, the crosswalks will be put in once the weather breaks. Tenuta asked if these will also be at Wilson and McKee. Basquin responded that countdown pedestrian crossing signs are already at Wilson and will be at McKee, Mill, and Main Street. Volk requested that staff summarize all of this work in a memo to the Committee.

Liva reported that he had a conversation with a resident who lives at 111 Branford this evening. They are scheduled to get a sidewalk this summer. She thanked the City for the sidewalk.

Frydendall asked if we are cutting asphalt driveways when we put sidewalks. Haines stated that for the past three years they have cut through the asphalt driveways and put the sidewalks in. Frydendall responded that doing so is a good idea, that way the sidewalk is easily navigated by people with wheelchairs or strollers.

5. Train Horns Discussion (Noel Basquin)

Basquin stated that this is continuation to the February 5th train horn discussion. At that meeting, we discussed the process to make this a quiet zone for the train that goes along the BNSF tracks through our downtown. Rempe-Sharpe Consulting Engineers presented at that meeting and discussed the slight possibility of receiving a grant from ICC to make this a quiet zone. Rempe-Sharpe provided a proposal of \$6,800 to complete the grant application. The potential funding that we could receive is between twenty-five and thirty and is still an estimate that could be lower or higher. Staff is recommending that we do not apply since we may not have the funding in the future to do the work even if approved for the grant. McGrath stated that there is no money in the budget for this work and this is not in the TIF district so TIF funding would not be available. The only way to get extra funding would be a referendum to have the entire community chip in. There are also some crossings that are not within our jurisdiction that the noise levels would not be improved with the quiet zone. The total cost of this project would be around 3.4 million dollars.

The consensus of the Committee was not in favor of pursuing a grant application with the aid of Rempe-Sharpe Consulting Engineers.

6. Others

There were no other items to discuss at this time.

7. Matters from the Public

Duke Wahl, 811 Manchester, stated that he had the idea for a referendum as well. A referendum allows the government to know what the people feel about the situation. With the recreation center we found out what the people really wanted. As a tax payer, he does not want to pay over three million dollars for a railroad crossing. A referendum is a great idea to allow the people to have a say over the situation. Twenty-five to thirty percent funding from the ICC is not going to help much.

Wahl commented on the sidewalk issue discussed earlier this evening. As far as safety issues he does not think there is a big problem on Spring Street. Forcing a program on the tax payers, since the tax payers are paying for the program, if it is selective and the neighborhood wants a sidewalk it is not going to cost the tax payers as much as forcing a program down their throats and have the program forced forward. He feels that Alderman Frydendall has a great idea to put sidewalks where people want them to be and not where the Council feels it is absolutely necessary.

8. Adjournment

There being no other business to discuss, a motion was requested by Chair Volk to adjourn the meeting at 8:25 pm; Made by O'Brien and seconded by Liva. Motion carried.

Minutes respectfully submitted by: Jennifer Austin-Smith

MINUTES
March 25, 2013
Government Services Committee
City of Batavia

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. Minutes are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. Any references to discussion and/or statements are only to provide greater clarity to the public and they may not reference all, some, or any of an individual speaker's comments.

Vice Chairman Sparks called the meeting to order at 7:30 p.m.

1. Roll Call

Members Present: Aldermen Chanzit, Liva, Sparks, Stark, and Tenuta
Members Absent: Aldermen Dietz and Thelin Atac
Also Present: Aldermen Frydendall and Volk; William McGrath, City Administrator; Police Chief Schira, Mayor Schielke, City Attorney G. Tyler Stevenson, and Connie Rizo, Recording Secretary

2. Approve Minutes

None.

3. Items Removed/Added/Changed

None.

4. Ord 13-14 Authorizing Certain City Properties for Alcohol Sale and Consumption (WRM 3-11-13)

Bill McGrath indicated this ordinance was drafted by the City Attorney. McGrath explained that since StreetScape has been a factor and there are several requests every year for the use of alcohol on City property it was felt it was best to specify the City properties on which alcohol and liquor could be sold or consumed or in which open containers can be possessed under certain circumstances determined by the City Council. McGrath stated this ordinance indicates the specific properties that could be utilized in conjunction with valid liquor licenses approved by the City Council.

Vice Chairman Sparks inquired if there would ever be an anticipation of doing anything on Houston Street once the StreetScape is completed on that area. McGrath replied there was discussion of Houston Street, but it was felt Houston Street with its heavier traffic would not be shut down as much because of alternate City properties that are available. McGrath stated in the future, if needed, a change could be made.

Chief Schira stated even when Windmill City Fest or other similar events occur at the Peg Bond Center the alcohol sale and consumption is not allowed to go out onto the roadway where the carnival is set up. Chief Schira indicated that is how the Police Department would like to continue to proceed for future events. Chief Schira mentioned that the farmers market would be moving from Water to North River and that there may/may not be a future vendor that is selling wine or similar offerings.

Ald. Stark inquired if the Peg Bond Center was Park District property. McGrath stated that the Peg Bond Center was Park District property. Ald. Stark commented then there should not be a concern past the sidewalks and beyond in that area.

Ald. Liva indicated there is oftentimes consumption of alcohol at block parties, which are city streets. Ald. Liva inquired if that needed to be addressed in the ordinance or elsewhere. McGrath stated the ordinance should be left as is and that it was not legal for consumption of alcohol on city streets. McGrath indicated he could discuss it further with the City Attorney.

Motion: To recommend to City Council approval of Ordinance 13-14 authorizing alcohol sale and consumption on certain city properties for certain times.

Maker: Stark

Second: Liva

Voice vote: 5 Ayes, 0 Nays, Motion Carried.

CONSENT AGENDA

5. Cocktails on Clark-Class F Liquor License for MainStreet (JDS 3/20/13)

McGrath stated this is the second year that this event has occurred on Clark Island. McGrath mentioned the event was very successful last year. McGrath noted that the Class F license that is currently in existence would cover this event. McGrath added that the Class F license under the proposed new liquor code would also be covered. Chief Schira indicated there were no issues with this event last year.

Motion: To recommend to City Council approval of a Class F Liquor License for MainStreet's Cocktails on Clark event.

Maker: Tenuta

Second: Chanzit

Voice vote: 5 Ayes, 0 Nays, Motion Carried.

CONSENT AGENDA

Ald. Stark inquired if the fee was waived for this liquor license or if it was assumed. McGrath replied it was not assumed and it was up to the Committee.

Ald. Tenuta indicated this was previously discussed at the Committee level and she made the observation then that fees were being waived for various liquor licenses. Ald. Tenuta commented that she assumed there would be a fee for this Class F liquor license since there was no indication of it being waived. McGrath pointed out there is always a difference between the fee and the costs and if anything would be waived it would be the license fee, not the costs. Ald. Tenuta expressed that she was not just talking about this particular liquor license, but overall in viewing fees from a budget and operations standpoint. McGrath stated for Class F and Class G licenses very little time goes into the actual administration of the liquor license. Ald. Tenuta inquired if there was a hierarchy of time spent based on the level of the liquor license relative to the fee. Chief Schira pointed out that even under the new proposed liquor code no matter what Class license it is there is still a requirement that the license holder still be finger printed and a background investigation conducted. Chief Schira expressed that even though fees are waived for the license there still is staff time to do the initial application process.

McGrath shared that he would be glad to bring back to the Committee the Class F and Class G licenses that have been issued over the last few years and discuss the issue of whether to waive fees or not waive fees in the future on these different liquor licenses.

Vice Chairman Sparks inquired what should be done regarding the fee for this particular Class F liquor license for MainStreet's Cocktails on Clark Event. McGrath indicated staff recommends waiving the fee because of the minimal work needed for this license for MainStreet. Mayor Schielke stated in his office the licenses are reviewed for unique things and there is a review process. Mayor Schielke pointed out that MainStreet is in partnership with the City of Batavia and is an organization that the City of Batavia financially supports. Mayor Schielke opined to charge a fee for this particular license would be like charging the City a fee itself. Mayor Schielke added not all fees are being waived for these types of liquor licenses. Ald. Stark pointed out that when this item comes before the City Council the waiving of the fee should be apparent. Ald. Tenuta mentioned that this issue was not to point at MainStreet and she spoke of her support for MainStreet. Ald. Tenuta stated the waiving and not waiving of fees is a topic that needs to be discussed further for all these types of liquor licenses.

Motion: To recommend to City Council approval for the Class F Liquor License for MainStreet's Cocktails on Clark fundraiser event with the fee waived for the liquor license.

Maker: Stark

Second: Liva

Voice vote: 5 Ayes, 0 Nays, Motion Carried.

CONSENT AGENDA

6. Liquor Code Amendments (WRM 3/22/13)

Bill McGrath stated tonight's discussion was the third time the draft of the municipal liquor code was being reviewed by the Committee. McGrath reviewed his memo of 3/22/13 with the Committee (refer to document).

McGrath commented that the point about allowing no more than 5% ownership interest in a liquor business was also to include appointed officials and at the suggestion of Chief Schira adding the wording direct/indirect to also cover the families of city employees, elected, and appointed officials. Chief Schira pointed out that this wording in the local liquor code would only regulate these issues in the City of Batavia and that there was no restriction of having a liquor license in another City.

Vice Chairman Sparks inquired as to the definition of family. Chief Schira replied family would mean immediate family. Ald. Liva pointed out the City makes appointments and inquired if, for example, Commissioners on the Historic Preservation Committee would be included in this liquor code regulation. Chief Schira stated he was recommending any official appointed to any position in the City. Vice Chairman Sparks requested that if these points were added to the local liquor code that immediate family should be defined with an explanation. Chief Schira stated that a definition could be provided in the code.

McGrath stated that Chief Schira and the VFW representatives had further discussions on the activities conducted on the VFW property. McGrath stated that the recommendation for the code was that there not be alcohol allowed outdoors within 50 feet of the property line, which caused some problems because of existing facilities on the VFW property. McGrath indicated the current draft reduced it to 10 feet and commented that it appears satisfactory to both parties. Chief Schira pointed out it was actually 10 feet or a physical barrier such as a fence.

Dale Richard, 1118 Larkspur, Batavia, Illinois, introduced himself and indicated he was representing the Batavia Overseas Club VFW 1197. Richard thanked the Committee for all their considerations surrounding the liquor code issues relative to the VFW. Richard indicated if all that Chief Schira discussed with him was put in writing in the newly revised liquor code he was very satisfied with that outcome. Chief Schira stated he walked the VFW property with Richard and that the local liquor code addresses the issued related to the VFW. Ald. Tenuta inquired what the standard amount of footage was for the VFW liquor license. Chief Schira replied that the original draft was 20 feet and now it would be 10 feet or a physical barrier. McGrath pointed out this type of license only applies to non-for-profit clubs that have been in existence for two years that have properties of at least two acres in size. McGrath commented the two organizations in Batavia that would fall into this type of liquor license would be the VFW and the Knights of Columbus. Chief Schira shared that the liquor code was purposely written very restrictively for these instances.

McGrath stated that the Carry-In Liquor category no longer requires pouring by the licensee per the direction of the Committee. Chief Schira stated the City is not requiring that the establishment pour the liquor, but if the establishment chose to pour the liquor it is their prerogative and could potentially charge a corkage fee. Chief Schira added the City is not getting involved in whether the establishment does or does not pour the liquor. McGrath stated there are some establishments that have a "set up" charge to provide the glasses and the ice whether they pour or the patron pours the liquor. Chief

Schira pointed out some charge a fee because they have to obtain dram shop insurance and try to recoup their insurance premium.

McGrath commented since the new liquor code has been drafted discussion would be needed on whether there would be a restriction on the number of licenses in each category to a finite number. McGrath explained although the City knows the type of licenses some of the business would apply for, it is uncertain what some of the other businesses might desire. McGrath shared that it was Staff's recommendation to allow an unlimited number of each type until the first meeting in May. McGrath expressed that after that time there would be a recommendation change to match the number of licenses renewed in each category. McGrath added after the draft liquor code is passed then new applicants would need to appear before the Committee for new liquor licenses. McGrath noted that some cities have unlimited numbers for certain categories.

McGrath commented that the license fees were not created as a vehicle by which to raise revenues, but rather was a means to simplify an old liquor code system. McGrath stated that basically none of the fees have changed except for one instance from \$1,800 to \$1,500, but in that category if live entertainment is needed there is an extra \$300 fee bringing it to the same level it is currently. McGrath mentioned that Batavia is significantly lower than any of the cities it surveyed. McGrath expressed that perhaps the City Council might want to look at the fee situation throughout the year. McGrath commented that liquor is different from other things the City regulates and that having a liquor license is a privilege.

McGrath spoke of the different types of licenses and fees. McGrath explained that for this draft of the liquor code it is envisioned that the applicant would declare what type of establishment they own that sells liquor and the license would be based on that and then there were add-ons licenses from that point that carry a different smaller fee. McGrath indicated a review of the business size should result in a different fee and that time should be taken to devise a system that is reasonable. Ald. Liva stated since some cities have an unlimited number of licenses available to restaurants he wanted to know what the purpose for limiting the number of licenses was even though a liquor license is a privilege. Mayor Schielke commented that it was a dangerous precedent to have an open number of liquor licenses. Mayor Schielke explained the current set up requires applicants to appear before the City Council and request permission, which he opined was in the best interest of the aldermen to understand businesses going on in their wards. Mayor Schielke expressed he felt the current system was a good check and balance of liquor licenses held in the City of Batavia. McGrath stated the system presently used in Batavia is becoming more and more historical, but also mentioned that he could not remember when the City arbitrarily denied a liquor license. Ald. Volk indicated it was Grand Central Store that was denied a license. McGrath commented there needed to be rational reasons to deny an applicant of a liquor license. Ald. Liva was in favor of streamlining the process, but not losing control of the process. Ald. Tenuta stated she understood the limiting of licenses, but did want it known that the City is willing to expand the number of their licenses if the right business were to present

itself. McGrath shared that he felt there was never an issue of the City not being responsive to a business seeking a license.

McGrath indicated that the City Attorney did a lot of work on the draft of the new liquor code in particular on comparing classifications. McGrath stated in looking at classifications it was best to set them up in terms by square footage amounts with maintaining the ban on liquor sales taking place in any establishment that also sells petroleum products. McGrath opined the real issue is about proper enforcement and responsibility of locations that sell liquor. McGrath spoke of reviewing the fees further in the future. McGrath distributed a survey (see document) of liquor sales at gas stations, convenience type stores, and Walgreen's in 12 neighboring areas. Chief Schira stated for the most part, most communities do not allow the sale of liquor at gas stations, but do allow the sale of liquor at convenience stores and pharmacies. Chief Schira shared his concern that liquor sales should be properly supervised and the fact that liquor is shoplifted more easily from these establishments that have a single clerk working the liquor sale location. Ald. Volk commented he was still not in favor of selling liquor at gas stations. Ald. Volk maintained that the liquor license fees should support the cost to provide the license. Vice Chairman Sparks agreed with Ald. Volk. Ald. Tenuta and Vice Chairman Sparks also stated they were not in favor of selling liquor at gas stations.

McGrath stated the City Staff were seeking a recommendation from the Committee to have this newly drafted liquor code before the City Council on April 1, 2013. Chief Schira stated the only current liquor licensee that has contacted him was the VFW.

Ald. Liva inquired if the number of licenses would be limited to the number of locations that were less than 1,400 square feet (convenience store type). McGrath stated that discussion on that would take place after May 1, 2013. McGrath pointed out any establishment under 1,400 would only be able to sell beer and wine. Ald. Liva inquired if other communities' ordinances specify that an establishment must also dedicate a certain amount of square footage within the establishment just to the sale of liquor. McGrath stated the Batavia city liquor code did in order to be careful with the type of establishments it issued liquor licenses to and was administered on a case by case basis. Ald. Liva stated currently there are ample locations in Batavia one could purchase beer and wine from. Mayor Schielke opined several businesses would be applying for liquor licenses if locations selling petroleum products were allowed or lowering the square footage requirement. McGrath pointed out the ban currently is against selling liquor where petroleum products are also sold, but mentioned that in the U.S. today all types of commercial establishments are offering products traditionally not sold out at that particular establishment and square footage is becoming more and more challenging. Chief Schira stated the issue complicates itself even more when you factor in the square footage then dedicated to liquor sales. Ald. Liva opined pharmacies (Walgreen's and CVS) are larger than 1,400 square feet. Ald. Stark commented Batavia is one of the few towns where liquor is not offered at 7-Eleven stores or pharmacies.

McGrath stated the new draft liquor code reads that Class B1 is where the primary business is the sale of alcohol with the store being in excess of 1,400 square feet and

have no petroleum products sold there. McGrath added that Class B2 is grocery stores, 8,000 square feet of food, with no more than 1/3rd of the store devoted to liquor, with a 1,000 square feet minimum for the sale of alcohol. McGrath pointed out Class B3 is for ancillary business where it is incidental to non-alcoholic liquor retail sales and they would not exceed 25% of the annual gross sale of the license with beer and wine only, also with the prohibition of selling petroleum products at the same location. Vice Chairman Sparks inquired if this meant that 7-Eleven could sell liquor. McGrath replied if the new draft liquor code is approved with the B3 license then the 7-Eleven that was not a gas station could sell liquor. Vice Chairman Sparks spoke of the time limitation and the need to move the new liquor code forward to City Council. McGrath suggested an approach to take could be removing the B3 and keeping the status quo. Vice Chairman Sparks asked the Committee to weigh in on whether they wanted to pass the new liquor code as written or remove Class B3. Ald. Stark inquired how many additional locations in Batavia would then be able to sell alcohol if the liquor code was passed including Class B3. It was determined there would be about four more locations. Ald. Volk spoke in favor of keeping the status quo and letting the upcoming City Council deal with the potential pending B3 liquor code issue.

Ald. Stark inquired about the Class A tavern license and live music fee. McGrath stated if a venue had live music they should pay the \$300 fee in addition to the fee for being a tavern. Chief Schira pointed out that any establishment that has live entertainment would need to obtain an adjunct live entertainment license.

There was a brief discussion on Class B3 and McGrath commented that he could examine the issue further, conduct more surveys, have the police talk to more officers, and have Jason Bajor discuss it further with the economic development contacts.

Motion: To recommend to City Council approval of the newly drafted liquor code as is except removing the Class B3 license.
Maker: Liva
Second: Chanzit
Voice vote: 4 Ayes, 1Nay, Motion Carried.

7. Project Status Update

McGrath reminded the Committee that at the last meeting the members were advised that the Economic Development Specialist would no longer be working for the City of Batavia. McGrath indicated the City was recommending filling the position with a full-time employee as an Economic Development Coordinator, Grade 13.

Ald. Liva and Ald. Tenuta stated they were in favor of filling the position with a full-time employee. Vice Chairman Sparks spoke in favor of filling the position with a full-time hire.

8. Other

None.

9. Matters From The Public

None.

10. Adjournment

A motion was made by Ald. Stark and seconded by Ald. Chanzit to adjourn the meeting at 8:40 p.m. All were in favor and the motion was carried.

Minutes prepared by
Connie Rizo

MINUTES
April 8, 2013
Historic Preservation Commission
City of Batavia

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. Minutes are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. Any references to discussion and/or statements are only to provide greater clarity to the public and they may not reference all, some, or any of an individual speaker's comments.

1. Meeting Called to Order

Chairman Bus called the meeting to order at 5:32 p.m.

2. Roll Call

Members Present: Bus, Fessler, Sherer, and Vasilion
Members Absent: Searl and Sullivan
Also Present: Jeff Albertson, Building Commissioner, Mayor Schielke (5:48 p.m.), and Connie Rizo, Recording Secretary

3. Items to be removed, added, or changed

None.

4. Approval of Minutes: March 25, 2013

Motion: To approve the 3/25/13 Historic Preservation Commission meeting minutes.
Maker: Fessler
Second: Sherer
Voice vote: 4 Ayes, 0 Nays, Motion Carried.

**5. COA Review Continuation: 180 First Street—Wall Sign Installation
(Kiss the Sky, applicant)**

Steve Warrenfeltz, 180 West First Street, Batavia, Illinois, introduced himself as the owner of Kiss the Sky. Warrenfeltz stated that the business sign that was put into place for his business was placed over an existing Batavia Enterprises sign that was on the building. Warrenfeltz stated he did not realize the affixing of his metal business sign was not in compliance with the Historic District rules. Warrenfeltz indicated he sought

permission from Batavia Enterprises to have his sign put into place on the west wall because potential patrons did not notice the Kiss the Sky business in the building. Warrenfeltz explained that Batavia Enterprises placed the sign on the building. Warrenfeltz apologized for not understanding the signage rules of the Historic District.

Chairman Bus inquired as to the building classification. Jeff Albertson replied the building is classified as a significant building.

Chairman Bus stated the issue at hand was that the applicant did not have a COA for the sign. Chairman Bus pointed out that Warrenfeltz has applied for a COA now. Chairman Bus inquired if the sign was in compliance with the city zoning ordinance. Albertson replied the sign was in compliance.

Doris Sherer inquired if the new sign was in the exact location as the old Batavia Enterprises sign. Warrenfeltz replied the sign is in the exact location and that the old Batavia Enterprises sign was still in place and the new sign is directly on top of the old sign being the same size as well. Warrenfeltz mentioned the new sign is affixed by screws into the old ½-inch thick wood sign behind it.

Ron Fessler commented he was disappointed about this sign installation and that it surprised him that Batavia Enterprises would erect this new sign. Fessler opined perhaps the reason this was done in the manner it was was because it was placed on top of the existing sign. Warrenfeltz stated that was likely the sentiment since the new sign was just being placed over the old sign.

Steve Vasilion stated he was fine with the sign itself since it fits the character of the business. Vasilion suggested the sign be lowered to fit better for placement on the building. Vasilion commented having the sign affixed to a Batavia Enterprises sign did not make it acceptable to him for placement of the new sign. Warrenfeltz opined that if the sign is lowered it would potentially be blocked by cars parking nearby. Vasilion stated he did not want to see the new sign blocked, but requested the sign be lowered by two brick courses or approximately five inches even if it meant lowering the Batavia Enterprises sign or cutting it back. Chairman Bus indicated he also did not like the current placement of the sign and agreed with Vasilion that the sign should be lowered.

Motion: To approve the COA for 180 First Street for wall sign installation with the condition that it be lowered approximately five inches.

Maker: Vasilion

Second: Fessler

Voice vote: 4 Ayes, 0 Nays, Motion Carried.

6. COA Review: 24 North Washington Avenue—Exterior Improvements (Sharp Architects, applicant)

Lisa Sharp, 421 Grove Street, Dekalb, Illinois, introduced herself as representing Sharp Architects.

Sharp explained that Sharp Architects was hired by Barco Products for the renovations of 24 North Washington, which is the former Louise White Elementary School. Sharp stated that Barco Products has purchased the property and are planning on doing interior remodeling including construction for a separate tenant (Music Matters). Sharp indicated there would be exterior remodeling as well.

Sharp mentioned that she would review with the HPC the changes that would be done to the exterior.

Chairman Bus inquired if 24 North Washington was classified as a significant structure. Albertson replied all of the building was classified as a significant structure.

Sharp stated for the original 1893 building that faces west her company would contract a company to paint the fascia around the perimeter of the building, repaint the front arched window as well as the windows above it, and repair the gutters. Sharp explained on the south side of the building Sharp Architects would have the fascia repainted matching what is currently in place. Sharp mentioned penetrations around the building would be sealed.

Sharp stated the 1927 addition to the building needs more work than the original part of the building. Sharp explained how the down spout would be replaced on the south side with a copper down spout along with tuck pointing and painting windows. Sharp stated the garage door on the south side of the building would be replaced with store front systems in portions similar to the existing windows to match what is on the building. Sharp stated on the east side of the building tuck pointing would be necessary and painting of lintels.

Sharp explained on the north side of the building there was a fair amount of structural problems on the parapet, so there would be a need to unassemble and reconstruct the area. Sharp stated the lintels above all the windows on the north side would need to be replaced along with replacing a missing down spout. Sharp stated tuck pointing would be needed on the north side due to water damage. Sharp indicated painting would also be needed on the north side of the original building. Sharp spoke of replacing the concrete stairs on the north side and the front of the building.

Chairman Bus was in favor of the plans for the building.

Sherer inquired if the stairs to be replaced were the original stairs. Sharp indicated the stairs have been replaced over the years and now again needed to be replaced with concrete stairs along with having some stones being reset. Fessler inquired as to the plan for the limestone cap. Sharp replied they would try and salvage the limestone cap

and that they were working with a mason to derive a plan to address the area. Sharp mentioned the lower two stairs would be fully replaced. Fessler inquired if she was unable to salvage the limestone cap did she have another option. Sharp stated another option has not been discussed at this point.

Vasilion stated he was in favor of the scope of work and commented it was comprehensive and well thought out. Vasilion inquired if there would be issues in tuck pointing in matching the existing mortar. Sharp stated a request has been made by those performing the tuck pointing to match the existing colors and having the product used be a high lime content to match the old mortar. Sharp shared that the contractor doing the work would need to prove they can make a match to the old mortar. Vasilion stated if it appeared there would be a difficulty in matching the old mortar then she should return to the HPC and explain the situation further before the job is completed unsatisfactorily.

Vasilion requested Sharp indicate on the drawings where the garage door would be replaced with store front systems. Sharp demonstrated the drawings and stated the area would be filled with six panes of glass with a wide mullion in between with a dark bronze anodized finish.

Chairman Bus inquired when the work would commence at 24 North Washington. Sharp indicated the work is currently out for bid. Sharp mentioned she hoped that process would be complete in a few weeks and that they would have a building permit. Sharp indicated Barco Products is anxious to move into the new location to have all employees in the same facility.

Fessler stated there was a concern on the 1927 building addition with the tuck pointing and bricks potentially coming out. Fessler inquired about whether Sharp had researched into matching existing brick. Sharp replied if they were unable to salvage brick or needed spares they would need to obtain bricks that are close in texture and color and perhaps independently stain brick to match using Nawkaw.

Motion: To approve the COA for 24 North Washington as submitted with the condition that if there is difficulty in matching mortar the applicant returns to the HPC to discuss before completing that work.
Maker: Vasilion
Second: Sherer
Voice vote: 4 Ayes, 0 Nays, Motion Carried.

Chairman Bus mentioned Mayor Schielke and Doris Sherer attended grade school at 24 North Washington. Mayor Schielke commented the school is named after a distant relative of his.

Sharp stated there would be some signage to be added to the building and inquired if the signage issue would also need to be reviewed by the HPC. Albertson indicated the signage would need to be reviewed by the HPC at a future meeting.

Chairman Bus inquired as to the square footage of the building. Sharp indicated it was 26,000 square feet and would be occupied by Barco Products and Music Matters. Sherer inquired where Music Matters would be in the building. Albertson indicated Music Matters would be in the gym portion of this former school building. Sharp stated the entrance for Music Matters would be in the south side of the 1927 building addition.

7. Updates:

- a. 180 First Street –West Wall Sign**
- b. 24 North Batavia Avenue—Wall Sign**
- c. 6 North Batavia Avenue—Windows**
- d. 7 East Wilson Street—Historic Inspection**
- e. Anderson Block Building—Masonry Maintenance**
- f. Significant Historic Building Inspection Program**

180 First Street –West Wall Sign - see agenda item #5 above.

24 North Batavia Avenue—Wall Sign – Albertson indicated some previous correspondence was re-reviewed and now the City would be re-contacting the owner.

6 North Batavia Avenue—Windows - Albertson stated voicemails have been exchanged with Mr. Marconi regarding the windows. Albertson mentioned that it has been communicated with the owner that when the weather permits there should be someone contracted to paint the window surrounds.

7 East Wilson Street—Historic Inspection – Albertson mentioned the timeline previously established with Foltos is still a work-in-progress.

Anderson Block Building—Masonry Maintenance – Albertson shared that the owner has been advised that the City would want to set up a time to inspect the situation at this building, but likely would need to wait until the hiring of a replacement building inspector has been completed.

Significant Historic Building Inspection Program - Albertson stated there has been no progress on this item since the last meeting.

8. Other

None.

9. Matters from the Public

None.

10. Adjournment

A motion to adjourn the meeting was made by Vasilion and Fessler seconded the motion to adjourn the meeting at 5:56 p.m. All were in favor and the motion was carried.

Minutes prepared by
Connie Rizo

CITY OF BATAVIA

DATE: May 8, 2013
TO: Community Development Committee/Committee of the Whole
FROM: Scott Buening, Community Development Director
SUBJECT: City Participation in Chicago Metropolitan Agency for Planning (CMAP) Multi-Jurisdictional Regional Housing Study

On July 16, 2012, the City Council approved a joint application for a multi-jurisdictional housing study to be done by the Chicago Metropolitan Agency for Planning (CMAP). This application included the Cities of Batavia, Geneva and St. Charles as well as the Village of North Aurora. This was made through the Local Technical Assistance (LTA) program. It is also supported by the Metropolitan Mayors Caucus (MMC) and the Metropolitan Planning Council (MPC). The City of Geneva has taken the lead role in applying for the grant as well as coordinating the group efforts to meet and review the application and other documents. We were awarded the grant in October 2012. While CMAP normally does these studies with internal staff, they are in part utilizing the services of the Kane County Development Department to assist as they have had a large volume of requests for these grants.

We have met as a group with CMAP to discuss the grant procedures and to refine the scope of the study. Before any substantive work can begin, we will need to pass a Resolution Accepting Planning Staff Assistance from CMAP. As part of this Resolution, we would also sign a Memorandum of Understanding that outlines the duties and responsibilities of the grantee (City) and grantor (CMAP). In addition, a Scope of Work is attached to these documents. This outlines the intended work product including project team contacts, project tasks, meetings needed and deliverable work product. The project is expected to take approximately one year to complete.

Attached to this memo is background information for this project. This includes the staff memo from Jerry Swanson from July 11, 2012 to the City Council which detailed the proposed grant and gave some information on other "housing collaborative" studies that have been done in the Chicago Metropolitan area. Similar studies have already been completed for towns in south and west Cook County, Northwest Cook County and in northern Kane County which includes the communities of Carpentersville, East Dundee, Elgin, and West Dundee.

If you have any questions about this, please feel free to contact me.

Attachments:

1. Resolution Accepting Planning Staff Assistance from CMAP
2. Memorandum Of Understanding
3. Scope of Work
4. Project Summary Sheet
5. Memo from Jerry Swanson dated July 11, 2012
6. Minutes from July 16, 2012 City Council Meeting

Cc: Bill McGrath

CITY OF BATAVIA, ILLINOIS
RESOLUTION 13-72-R

**A RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES
DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

WHEREAS, the City of Batavia (“the City”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”), to work with the municipalities of Geneva, North Aurora, and Saint Charles on a Homes for a Changing Region plan that will analyze and recommend strategies to address current and projected housing market issues; and

WHEREAS, the City’s request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing this staff assistance free-of-charge as a means of advancing the plan’s implementation; and

WHEREAS, the City and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) and a Scope of Services that will guide staff assistance services to be provided by CMAP in partnership with Kane County;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF BATAVIA:

Section 1: the City of Batavia supports the *Homes for a Changing Region* project.

Section 2: the City of Batavia accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.

Section 3: the City of Batavia authorizes staff as designated by the City Administrator to finalize and execute a Memorandum of Understanding with an attached Scope of Services.

Section 4: the City of Batavia recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the

CITY OF BATAVIA, ILLINOIS RESOLUTION 13-72-R

discontinuance of such services, are included in the Memorandum of Understanding.

Section 5: This resolution shall be effective as of the date of its adoption.

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this ____ day of _____, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this ____ day of _____, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Callahan					Wolff				
3	Hohman					Chanzit				
4	Saam					Stark				
5	Vasilion					Theelin Atac				
6	Cerone					Clark				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606
312 454 0400
www.cmap.illinois.gov

CMAP MOU – Local Technical Assistance Program Between CMAP and the City of Batavia May 20, 2013

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship

- Scope of work for staff will be jointly determined by CMAP and applicant
- All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
- Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
- Periodic check-ins (frequency to be determined based on need) may occur between applicant and CMAP management
- CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)

2. Access to resources

- LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
- The applicant will provide access to all relevant internal data, reports, and other information
- The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project

3. Demonstration of local support

- Applicants will be required to pass a resolution supporting the project at their governing board (if appropriate) before work will begin
- The community will be responsible for working with CMAP to identify a project steering committee or similar oversight group

- If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

Robert Dean, Deputy Executive Director

Date

City of Batavia:

William McGrath, City Administrator

Date

Scope of Work

Batavia, Geneva, North Aurora, St. Charles Homes for a Changing Region Study

The following is a proposed outline of the steps to complete the *Homes for a Changing Region* phase of a commitment to the communities of Batavia, Geneva, North Aurora, and Saint Charles as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance program and the Kane County Planning Cooperative. Kane County staff will work closely with the four communities to undertake the assignment with advice and oversight from CMAP staff in partnership with the Metropolitan Mayors Caucus (MMC) and the Metropolitan Planning Council (MPC). Kane County will deliver a housing policy plan and all relevant information associated therewith to the four communities.

Project Team

Kane County will play the lead role on this project, providing all relevant data and technical analysis, policy development, project management, logistical, and outreach support wherever necessary. The County's participation on this project is made possible through the Kane County Planning Cooperative, which was created as an implementation activity of the Kane County 2040 Plan to encourage education and information sharing related to planning and to assist with local planning activities.

CMAP's primary role on the project will consist of project oversight, including project initiation, review of interim and final deliverables (including data analysis), and advice and policy recommendation. CMAP is training the County to perform the technical, analysis and outreach tasks associated with Homes for a Changing Region.

MMC's role will be that of policy recommendation and mayoral outreach.

MPC will play an overall advisory role and provide communications messaging and policy development support.

Advisory Committee

The CMAP Housing committee will play the role of the advisory committee. This will consist of receiving briefs and providing periodic input to the project.

Municipal Roles

As an interjurisdictional project, actions are required by Batavia, Geneva, North Aurora, and Saint Charles both individually and together. The following subsections outline the work needed to undertake a project with this dual nature.

Project Steering Committee

To formalize the interjurisdictional aspects of this project, each municipality must assign one staff member; one member of the municipal housing commission, housing task force, or similar body; and one elected official to sit on a project steering committee. Municipalities without a formalized housing commission or

similar body may appoint a third steering committee member at their own discretion. The assigned staff member must be the municipality's key staff contact for the project, whereas the assigned elected official should be either the mayor (preferably), village president or an engaged trustee. The role of the Project Steering Committee will be to vet subregional data analysis and inform any changes to the housing cost model. The Project Steering Committee will also inform, vet and approve the subregional analysis and policy recommendations (the plan).

Because approval of the subregional analysis and policy development recommendations requires agreement by the leadership of each community, key staff contacts must have the ability to seek and receive feedback from municipal leadership, including elected officials, on all topics as the project progresses. Staff representatives will be expected to meet together no more frequently than on a monthly basis. Elected representatives will be expected to meet together no more frequently than on a quarterly basis (every three months) for the purpose of final review and formal approval of subregional analysis and recommendations.

Project Coordinator

A representative of the City of Geneva shall operate as the project coordinator; ideally this person will also be that municipality's key staff contact. This position requires the ability to understand the issues of all four towns. The coordinator will be responsible for facilitating the receipt of feedback on project deliverables from the municipalities. They will also facilitate and provide logistical support for meetings of the Project Steering Committee or any subregional workshops. Finally, the coordinator will play a coordinating, consensus building and advisory role on the development of subregional recommendations.

Key Municipal Staff Contact

The *Homes for a Changing Region* methodology places the highest value on the expertise and experience of municipal officials and staff. Therefore, we expect that the representatives of Batavia, Geneva, North Aurora, and Saint Charles will participate as partners in the project. The Project Team will work with municipalities to encourage mayors, elected boards or councils and key staff to participate in meetings designed to solicit input and feedback at several project benchmarks. Each municipality must assign one key staff contact to be the primary contact for the project. As noted before, this person should be the municipal representative on the Project Steering Committee. This key staff contact will be responsible for the following:

- Providing Kane County and CMAP with the following data in an electronic format: zoning code and map (shapefile); comprehensive plan and associated maps (shapefiles); any relevant subarea plans and associated maps (shapefiles); environmental features maps (shapefiles); and sidewalk or bike lane maps (shapefiles).
- Leading the Project Team on outreach for the workshop, including conducting outreach to realtors, developers, chambers of commerce, clubs (Lions, Rotary, etc.), religious groups or other key community organizations (schools, veterans, COG, etc.);
- Serving as liaison between the Project Team and municipal elected officials. As part of this role, contacts are expected to update elected officials as necessary, help the Project Team understand local housing issues, and coordinate timely document review by appropriate elected officials.
- Working with municipal staff to ensure that at least one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member) is present at

meetings with the Project Team that require feedback on data analysis, draft policy recommendations or plans; and

- Collecting, assembling and delivering feedback to the Project Team on all draft and interim deliverables within two weeks of receipt.

Timeline

The following scope of work is designed to be completed in 12 months. Inherent in this timeline are the following assumptions: 1) the project will make use of readily available data, 2) the Project Team will prioritize items as scoped herein before conducting additional work, and 3) the Project Team and the communities will schedule all meetings necessary to collect all input within the allotted timeline.

Preliminary Scope of Work

SCOPE OF WORK

Task 1: Current and Future Housing Analysis for the City of Batavia, City of Geneva, Village of North Aurora, and City of Saint Charles (the four municipalities) individually and in the aggregate.

Kane County will conduct a full spectrum analysis of the current and future housing needs for the four municipalities along with an analysis at the subregional level with support from CMAP.

Task 1.1: Gather data

As a data driven project, kick-off will focus on data gathering by Kane County and each municipality.

Kane County will get data from multiple sources, including the Census and American Community Survey, ESRI and other proprietary data, Cook and Kane county data, and regional data from Kane County. This data will include:

- Population (existing and trends)
- Racial and ethnic make-up
- Household income
- Housing value
- Tenure (rental vs. owner)
- Household size
- Units in structure
- Year built
- Affordability for rental and owner-occupied housing

We will use these data sources to describe the significant characteristics of the local housing markets, including supply, demand, condition and the cost of housing.

Each community must supply Kane County and CMAP with the following local data sources (if applicable):

- Zoning ordinance (link to location on a website or other electronic format);
- Zoning map, ideally as a shapefile (.shp, a common format used in GIS mapping software), though we can use CAD files (.dgn, for example), preferably converted to a geo-referenced shapefile before submission;
- Current Comprehensive Plan (link to location on a website or other electronic format);
- Current Comprehensive Plan maps (as a shapefile or geo-referenced CAD file);
- Any recent sub-area plans (link to location on a website or other electronic format);
- Environmental features maps (as a shapefile or geo-referenced CAD file); and
- Sidewalk or bike lane maps (as a shapefile or geo-referenced CAD file).

We will use these data sources to conduct the capacity analysis, better understand each community and ensure that our recommendations build on previous efforts where applicable.

Task 1.2: Analyze current housing

Kane County will use the data gathered in Task 1.1 to establish the existing conditions for housing in each of the four municipalities. Staff will identify matches and mismatches between each community's existing housing stock and current needs:

Housing affordability – analysis of current owner and rental households based on the definition of affordable housing costing less than 30% of gross household income. Severely cost burdened can be defined as housing cost in excess of 50% of gross household income.

Housing + transportation (H+T) affordability – analysis of combined housing and transportation costs using Center for Neighborhood Technology (CNT) methodology.

Housing condition – housing defined as lack of adequate kitchen, toilet, heat, or plumbing facilities. Previous county and non-profit efforts to describe the general condition of its structures would be used to supplement Census data.

Overcrowding – housing which is overcrowded or severely overcrowded, based on Census data.

CMAP staff will review all analyses before they are shared with participating municipalities.

MEETING 1: 90 minute Project Team overview presentations and discussion of preliminary data analysis with municipal representatives; 90 minute tour of each municipality accompanied by municipal staff (the same day as meeting 1)

Task 1.3: Analyze capacity for new housing

Kane County will use the municipal data gathered in Task 1.1, using Geographic Information Systems (GIS), to identify the amount of housing potential by assessing the capacity of zoning in each of the four communities. This analysis is conducted through a multi-step process. Land identified as residential, commercial or office is assumed to have some redevelopment potential. Then, estimates for future housing are created by assuming densities by zone. These calculations result in a capacity estimate for each zone on vacant and developed land.

Task 1.4: Conduct workforce analysis

Kane County will use U.S. Economic Census and other data sources to create a profile of the workforce in the subregion and identify key employment centers, industry sectors and commuting patterns. We will use this analysis to tie in the housing recommendations with the workforce needs of the subregional economy.

Task 1.5: Conduct future balanced housing analysis

Based on population, demographic and employment forecasts, Kane County will create an age/income profile for each of the communities along with potential new populations. We will use the Envision Tomorrow Balanced Housing Model to estimate the housing need of this future population by price-point and tenure (rent or own).

Kane County will also use psychographic profiles to estimate the housing preferences of the people who live in the draw area and comment on the potential market demand for certain housing types. This analysis will be used to identify the housing types for which specific areas within the Fox Valley have an advantage over competing locations, and which groups are inclined to these housing types. Examples of psychographic segments include Generation Y, immigrants and their children, and Baby Boomers. Examples of the specific housing preferences within each of these demographics may include:

- Rental housing near universities and colleges, and near specialized employment areas, such as medical districts;
- Traditional Neighborhood Development, the housing products that are similar to suburban housing but in a walkable mixed use environment;
- A variety of ownership infill housing styles that are typically found in revitalizing neighborhoods
- Housing for seniors that offer a more community-based housing style in neighborhoods.

The analysis will include the potential market for these segments, and the potential of the Fox Valley to capture those segments, with an emphasis on the characteristics of the housing product that will most attract each segment. CMAP staff will review all analyses from tasks 1.3 – 1.5 before they are shared with participating municipalities.

MEETING 2: Present full data analysis to municipal boards/councils for discussion and feedback

Deliverables:

- Data library
- PowerPoint presentation of current housing conditions, capacity analysis, workforce housing analysis, and future balanced housing analysis for four municipalities and the subregion.

Task 2: Conduct Public Workshops in the four municipalities

The Project Team's experience has taught us that great ideas and solid credentials are not enough to secure a community's support. The public must have a chance to assess and understand their options and then communicate their preferences – and then see those preferences reflected in housing plans.

There are various methods for capturing the general public's best ideas through simulated decision making activities in a workshop format such as using instant polling and exercises that ask participants to make important trade-off decisions. The Project Team will provide a public workshop that utilizes the results of our housing research to bring each community's citizens in to give critical feedback in an engaging, and dynamic setting.

Each key staff contact will provide Kane County with email, mailing and telephone contact information for important organizations and stakeholders within his or her municipality for outreach purposes. Kane County will supplement municipally generated contacts with established CMAP contacts in the municipality. At a minimum, Kane County asks that municipal contacts provide contacts for the following local entities, as appropriate.

- Realtors
- Developers
- Landlord Commissions (or similar entities)
- Property Management Groups

- Chambers of Commerce
- Clubs (ie: Lions, Rotary etc.)
- Churches/Religious Institutions
- Other key local community organizations
- Local schools
- Veterans groups
- Council of Governments

CMAF outreach staff will develop print and digital communications materials (posters and flyers) for use in publicizing each workshop. While Kane County staff will conduct some email and telephone outreach, each key staff contact will be responsible for conducting the majority of the outreach to local organizations, including distributing flyers to prominent locations.

Kane County, CMAF, MPC and/or MMC will staff the workshops with support from each key staff contact. Each key staff contact will attend and help facilitate (if necessary) the public workshop held in his or her municipality. Each key staff contact will also send one additional municipal staff member or volunteer to serve to assist at the workshop. Each key staff contact will be responsible for ordering any refreshments to be provided at his or her municipality's public workshop. MMC will reimburse the municipality if funding is available. CMAF will create all meeting materials. Kane County and key staff contacts will be responsible for reviewing and approving these materials.

MEETING 3: Public workshops for each municipality

Deliverable:

- Materials and staffing for one workshop in each of the four project communities

Task 3: Develop Policy Recommendations

In this task, the Project Team will create municipal and subregional policy recommendations.

Task 3.1: Subregional Analysis and Recommendations

CMAF, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on subregional policy recommendations. Kane County staff will look at the housing trends and projections for the subregion along with the local needs discussed in previous meetings to identify common housing issues and policy recommendations on which the four communities can work together. This work will be drafted into a draft subregional report for inclusion in the final document. CMAF will review the subregional report before it is submitted to the steering committee.

MEETING 4: Present draft subregional analysis and recommendations to the Project Steering Committee for review and comment.

MEETING 5: Present draft subregional analysis and recommendations to the Project Steering Committee, inclusive of one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member), for review and comment.

Task 3.2: Municipal Recommendations

CMAP, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on municipal policy recommendations. Kane County staff will look at the housing trends and capacity for each municipality to determine its primary needs. We will also use the results of the public workshops to guide policy recommendations that will help each municipality meet their goals and achieve a strong housing future. We will also identify targeted goals that can be used to determine a community's future progress in implementing the plan. This analysis will be synthesized into a draft recommendations memo which will be circulated 1) to each key staff contact and 2) to senior staff and elected officials for review, comment and revision. CMAP will review all recommendations memos before they are submitted to municipalities.

OPTIONAL MEETING 6: Each municipality may choose to have one presentation of the draft municipal recommendations to the board/council.

Deliverable:

- Finalized draft subregional report for inclusion in the final document
- A memo for each municipality outlining proposed recommendations

Task 4: Create 2D Visualizations (optional)

While the plan itself focuses on housing policy recommendations that meet the market demand for housing across the income spectrum, visualizations illustrate some of those recommendations as they might be applied to a development. Visualizations are not site plans and the project team will carefully make this differentiation throughout the process. Municipal representatives are asked to do the same, especially when performing outreach tasks to increase attendance at public workshops.

This task is optional and will only be completed at the request of the municipality. If funding is available, MMC will contract with a vendor to use 2D photorealistic visualization techniques to illustrate the potential look and feel of each community's policies for a smaller focus area within each community. If funding remains unavailable, CMAP will explore other avenues to create such visualizations.

Deliverables:

- 2D visualizations illustrating the potential implementation of the strategies

Task 5: Create Final Policy Plan and Presentation

Once Kane County has received final municipal approval on all analysis and text, CMAP will be responsible for designing and duplicating the final report.

MEETING 7: Present final analysis and final recommendations to mayors(as a group) and boards/councils individually

Deliverables:

- PowerPoint presentation summarizing policy plans, recommendations and visualizations
- Draft policy plan document
- Final policy plan document

TIMELINE

	7/13	8/13	9/13	10/13	11/13	12/13	1/13	2/14	3/14	5/14	5/14	6/14
Task 1: Current and Future Housing Analysis for four communities and Fox Valley												
Task 2: Conduct Public Workshops												
Task 3: Develop Policy Recommendations												
Task 4: Optional Visualizations												
Task 5: Create Final Policy Plan and Presentation												

Homes for a Changing Region

Homes for a Changing Region is a project of the Metropolitan Mayors Caucus (MMC), in partnership with the Chicago Metropolitan Agency for Planning (CMAP)'s Local Technical Assistance (LTA) program with support from the Metropolitan Planning Council (MPC). *Homes for a Changing Region* funds technical assistance for municipal leaders to chart future demand and supply trends for housing in their communities, and develop long-term housing policy plans. These plans will aim to create a balanced mix of housing types, serve the needs of current and future residents and workers, and enhance the livability of participating communities.

***Homes for a Changing Region* includes the following components:**

- Analysis of each community's **existing housing supply** that compares the type and price of housing stock to the age, income and tenure (rental or owner-occupied) of the population.
- A **subregional housing analysis** that identifies opportunities and gaps in the housing profile, and looks for opportunities for collaboration between neighboring communities.
- A **workforce housing analysis** that focuses on the match between the sub-region's key employment sectors and the existing housing stock.
- A **market segmentation analysis** that uses ESRI Tapestry data to separate each community's housing markets into key household types. Our recommendations will focus on meeting the current and future needs of each segment, along with strategies for attracting targeted segments.
- Design, planning and facilitation of one **public or stakeholder workshop** for each community.
- A series of **policy and strategic recommendations** for creating a balanced, sustainable future housing supply.
- Design **visualizations** for a focus area in each community.

Subregional Approach

In partnership with CMAP and MPC, MMC will work with multiple communities within the same subregion to identify individual housing-related opportunities along with common subregional housing objectives. This approach aligns with the goals of *GO TO 2040*, CMAP's comprehensive regional plan, as it helps to balance the need for local autonomy while advancing the benefits of regional cooperation. The CMAP Housing Committee will serve as the "advisory committee" for the project and review progress on a quarterly basis. This committee includes representation from the Illinois Housing Development Authority (IHDA), local nonprofit organizations, the development community, advocacy groups, and municipal staff.

Funding

The Metropolitan Mayors Caucus receives funding support for this project from the Illinois Housing Development Authority, Chicago Community Trust and the Harris Family Foundation. CMAP receives funding support the LTA program from a HUD Sustainable Communities Regional Planning Grant.

**CITY OF BATAVIA
MINUTES OF THE BATAVIA CITY COUNCIL
JULY 16, 2012 at 7:30 p.m. - City Council Chambers
100 N. Island Ave. Batavia, Illinois**

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. Minutes are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. Any references to discussion and /or statements are only to provide greater clarity to the public and they may not reference all, some, or any of an individual speaker's comments.

1. MEETING CALLED TO ORDER by Mayor Schielke 7:33 p.m.

2. INVOCATION followed by PLEDGE OF ALLEGIANCE led by Ald. Tenuta

3. ROLL CALL: 14 of 14 aldermen were present.

Aldermen (by ward): Garran Sparks (1), Michael O'Brien (1), Alan Wolff (2), Victor Dietz (2), Dan Chanzit (3), Janet Jungels (3), James Volk (4), Susan Stark (4), Eldon Frydendall (5), Lucy Thelin Atac (5), Robert Liva (6) Lisa Clark (6), Dawn Tenuta (7) and David Brown (7).

Also present were BATV and members of the press, public and the following:

City Administrator	Bill McGrath
Assistant City Administrator	Jason Bajor
City Attorney	Roman Seckel
City Clerk	Heidi Wetzell
City Engineer	Noel Basquin
Director of Community Development	Jerry Swanson
Building Commissioner	Jeff Albertson
Finance Director	Peggy Colby
Fire Chief	Randy Deicke
Deputy Police Chief	Glenn Autenrieth
Director of Public Works	Gary Holm
Electrical Utility Superintendent	Robert Rogde

4. ITEMS REMOVED/ADDED/CHANGED

Remove Item 15 Closed Session to Discuss Personnel.

Motion by Ald. Dietz, seconded by Ald. Sparks, to Remove Item Item 15 Closed Session to Discuss Personnel from the Regular Agenda and approve the agenda as amended. Motion Carried 14 yea/ 0 nay/ 0 absent

5. CONSENT AGENDA

Accept and Place on File:

- A. Historic Preservation Commission Minutes for April 23, 2012
- B. City Services Minutes for April 10, and April 11, May 8, and May 30, June 5, and June 13, 2012
- C. Public Utilities Minutes for May 21, and May 29, and June 7, 2012
- D. Tree Commission Minutes for February 1, 2012
- E. June, 2012 Building Report
- F. Bond Order in connection with the Issuance of \$7,150,000 of General Obligation Refunding Bonds Series 2012A (Peggy Colby 7/12/12)

Approvals:

- G. July 6, 2012 Payroll \$751,199.98
- H. July 13, 2012 Payables \$858,721.44
- I. City Council Minutes for July 2, 2012
- J. RESOLUTION 12-49-R: Surplus Vehicles Police Department (Deputy Chief Eul 06/12/12 City Services 7/3/12 5/0)**
- K. RESOLUTION 12-66-R: Authorizing Extension of Intergovernmental Agreement for Fire Protection Services (Chief Deicke 6/27/12 City Services 7/3/12 5/0)**

Motion by Ald. Dietz, seconded by Ald. Sparks, to approve the Consent Agenda as presented. Motion Carried 14 yea/0 nay/0 absent.

6. MAINSTREET MINUTE

The MainStreet Minute was presented by Kurt Hageman Vice President of the MainStreet Board. He is also chair of the Economic Restructuring committee and gave an in depth presentation the process, advertising materials, and events used by the committee to maintain current businesses and recruit new ones to Batavia.

Hageman introduced John Hamel, owner of Pal Joey's, who announced he has hired over 40 employees and opened the restaurant a week ago. He appreciated the efforts of city staff and all who helped make the process of opening a business go well.

- 7. RESOLUTION 12-67-R: Authorizing Execution of a Contract with Suburban Concrete, Inc., for the 2012 Sidewalk and Curb Replacement Program and 2012 New Sidewalk Program in the Amount of \$200,000.00 (Scott Haines 6/28/12 City Services 7/3/12 5/0)**

Ald. Volk explained Resolution 12-67 is the new sidewalk and replacement sidewalk and curb program for 2012. There were seven bidders the range was from \$212,547 to \$319,748. The 2012 budget has a total of \$200,000 allocated for this program. The low bidder is Suburban Concrete Inc. at \$212,547.85 staff has check references and Suburban has done work for the City

before. The contract will be amended by reducing the amount of work to match the \$200,000 we have budgeted.

The new sidewalks will be Lake Street from River to Park, Morton Street from the Old Railroad to the existing sidewalk, and Carriage Drive from Robin Lane to Parkview Drive. A more detailed list of work areas will be on the City Website and the property owners will be notified before work starts.

Motion by Ald. Volk, seconded by Ald. Liva, to approve Resolution 12-67-R authorizing the execution of a contract with Suburban Concrete Inc. of Mundelein Illinois for the 2012 sidewalk and curb program for an amount not to exceed \$200,000. Motion Carried 14 yea/0 nay/0 absent.

**8. RESOLUTION 12-70-R: Albright Theater Lease Agreement
(WRM 6/29/12 City Services 7/3/12 5/0)**

Ald. Volk announced the next two items on the agenda concern the Albright Theater. They are a local performing group that has been in existence for some 40 years. They have used the third floor of this building since 2001 to put on play both of local and national origin. With their continued success we need to improve some of the facilities and to enter into an extension of their lease agreement.

Resolution 12-70-R is a lease extension for seven years with an increase in rent of \$250 per month. The increase will be used to pay for some much needed improvements to the 3rd floor. These are building a wall and adding air conditioning for the performance area, adding 2 handicap accessible restrooms on the 3rd floor, and moving a doorway on the second floor to improve building security during performances. The total cost is \$34,000. Albright Theater will contribute \$26,000 of this expense in the form of \$10,000 now and \$16,000 made up in the extra rent over five years. To secure this loan the City will have a lien on their stage and equipment. This improvement will make the theater a more attractive place and continue the process of providing reasons for people to come downtown in the evening and to keep Batavia as an active community.

Motion by Ald. Volk, seconded by Ald. Liva, to approve Resolution 12-70-R a seven year lease extension with the Albright Theater for a portion of the Government center. Motion Carried 14 yea/0 nay/0 absent.

9. APPROVAL: Advance of up to \$21, 000 from City Hall Capital fund for Improvements to City Hall (WRM 7/9/12)

Motion by Ald. Volk, seconded by Ald. Liva, to approve up to \$21,000 for improvements in the 3rd floor of the Government center relating to the Albright Theater lease. Motion Carried 14 yea/0 nay/0 absent.

**10. APPROVAL: Authorization to Apply for CMAP Regional House Study Grant
(Jerry Swanson 7/11/12 CDC POLL 6/0 Aldermen Brown, Sparks, Clark, Stark,
Wolff, Chanzit)**

Ald. Brown asked Community Development Director Jerry Swanson to explain the grant application. Swanson announced it would be a joint grant proposal with four cities signing on North Aurora, Batavia, St. Charles and Geneva with Geneva taking the lead.

If approved, the grant would pay for CMAP staff and potentially a consultant to conduct an analysis of the housing market for the area surrounding the four communities. Should the grant be approved, the outcome of the study will give the City current data to help us refine our housing goals and implementation strategy. As the study progress it would involve the Plan Commission and the CDC. . The proposed program is consistent with the City's Comprehensive Plan Housing and Implementation Elements, and with the draft Strategic Plan Housing goal.

Motion by Ald. Brown, seconded by Ald. Wolff, to approve an authorization to Apply for CMAP Regional House Study Grant. Motion Carried 14 yea/0 nay/0 absent.

11. ADMINISTRATOR'S REPORT- Bill McGrath

Streetscape Update -The final design for the arch is being worked on and will be unveiled soon.

The Storehenge project is an installation that concentrates on businesses and people from Batavia history and will incorporate beams salvaged by the Shumway Family from the foundry. It will be located on the NE corner of Island Ave and Wilson Street. The owners of the strip mall there have worked with the City for an easement in order to site the project.

12. COMMITTEE REPORTS

Community Development Committee- Ald. Brown

Ald. Brown Thanked MainStreet for putting on such an informative presentation.

The Plan Commission will meet on July 18th. The Historic Preservation Commission will meet on July 23rd at 5:30 p.m.. The Community Development Committee will meet on July 24th at 7:30 p.m.

Government Services Committee- Ald. Dietz

The next Government Services Committee meeting will be held on Monday July 23rd at 7:30 p.m.

City Services Committee – Ald. Volk

The City Services committee will have a special meeting at 7 pm August 6th in the Council Chambers. There will be two topics that require immediate attention these are street interconnect project and the Donovan Bridge sculpture. These items will then go onto the City Council agenda that evening. It is important to act on these items so as not to delay construction.

The committee will also meet the following Tuesday August 8th to take care of regular business. There will be an update on the Geise and Chillem road access from Kirk road among other items.

Public Utilities – Ald. Frydendall

The Public Utilities Committee scheduled for July 17th has been moved to July 25th at 7:30 p.m.

13. OTHER BUSINESS

Ald. Wolff reminded all about the Party in the Park on July 21st at the Batavia Riverwalk beginning at 5:00 p.m. All event proceeds will be donated to Suicide Prevention Services of America.

Mayor Schielke informed all the on Friday July 20th is a Walk for Chris in the area of the Depot Museum. Proceeds from the walk will be donated to substance abuse prevention services.

14. MAYOR'S REPORT

Mayor Schielke recently attended his 45th Batavia High School reunion which had 44 attendees, some of whom had not been back to the City for years. Many of his former classmates were impressed by the positive changes that have taken place in the downtown.

Schielke discussed the different downtown improvements in the past 15 years and he reminded council that when the improvements are put in place they bring with them significant maintenance issues. He would like there to be a plan in place to take care of the maintenance of the Streetscape.

Ald. Brown expressed his agreement with the Mayor's sentiments and believes some of the maintenance discussion has taken place at City Services and encourages the committee to keep having those discussions.

Ald. Dietz informed all that in anticipation of the WindMillers trade fair volunteers came in to repair the windmills. He knew the windmills needed painting but also discovered that the windmills need ongoing mechanical maintenance. The question in his mind is does the Council have the will to make sure that maintenance costs are in the budget.

The Mayor explained his concern is that if there is no plan for maintenance then some citizens who are planning on leaving a bequest to be used to beautify downtown might be dissuaded from leaving those bequests.

15. REMOVED- CLOSED SESSION: Personnel

16. ADJOURNMENT- 8:40 p.m.

Motion to adjourn by Ald. Frydendall, seconded by Ald. Volk, motion passed by voice vote.

Minutes prepared and submitted by,
Heidi Wetzel
City Clerk

CITY OF BATAVIA

DATE: July 11, 2012
TO: Mayor and City Council
FROM: Jerry H. Swanson, Community Development Director
SUBJECT: City Participation in Chicago Metropolitan Agency for Planning (CMAP) Multi-Jurisdictional Regional Housing Study

The City has been asked to join with the Cities of Geneva and St. Charles, the Village of North Aurora and Kane County in an application to CMAP for a grant to fund a regional housing market study. The grant program is provided in partnership with the Regional Transportation Authority. If approved, the grant would pay for CMAP staff and potentially a consultant to conduct an analysis of the housing market for the area surrounding the four communities. Similar studies have been funded and conducted for multi-town collaborations for: South Cook County, including Hazel Crest, Lansing, Olympia Fields and Park Forest; West Cook County, including Bellwood, Berwyn, Forest Park, Maywood and Oak Park; and the Northwest Suburban Housing Collaborative, including Arlington Heights, Buffalo Grove, Mount Prospect, Palatine and Rolling Meadows.

The deadline for applying for the grant is August 1, 2012. Staff has begun working with our counterparts in the other jurisdictions, with the City of Geneva taking the lead role. CDC members were polled about allowing this item to be on the July 16 City Council agenda. All five Committee members who responded agreed to have this item on the Council agenda. Should we be awarded a grant, the outcome of the study will give the City current data to help us refine our housing goals and implementation strategy.

The program is supported by not only CMAP and the RTA, but the Metropolitan Mayors Caucus (MMC), the Metropolitan Planning Council (MPC) and the Illinois Housing Council. The proposed program is consistent with the City's Comprehensive Plan Housing and Implementation Elements, and with the draft Strategic Plan Housing goal. Additional background material is attached to this report. Please feel free to call Joel Strassman or me if you have questions.

Attachments: MPC Articles

1. Multi-town collaboration is now an imperative
2. Homes for a Changing Region
3. Interjurisdictional Collaboration

Cc: City Council
Department Heads
Plan Commission



Multi-town collaboration is now an imperative



By Dominic Tocci November 22, 2011 Post a comment

Almost five years ago, when MPC first started exploring interjurisdictional approaches to housing issues, the work was driven by common sense. Why should every town in our region try to tackle its housing challenges individually, especially when the issues – not to mention housing markets – so often cross municipal borders? Indeed, collaborating made economic sense, too, giving participating communities more bang for their collective buck. Today, multi-town approaches are more and more an economic imperative, as communities grapple with deep budget cuts and fewer staff. A number of forward-thinking municipalities are flipping the script on this challenging economic reality and innovating by working together rather than going it alone.

On Monday, Nov. 7, 2011, MPC and our partners – the Metropolitan Mayors Caucus (MMC), Chicago Metropolitan Agency for Planning (CMAP), and Illinois Housing Council – held a 5th Mayor-Developer Forum devoted to the promising interjurisdictional strategies that have been piloted in our region over the past several years. The event, *A Fresh Approach: Collaborating Toward Residential Market Recovery*, was hosted by the Federal Reserve Bank of Chicago, which released a report that day detailing the history of housing collaboration in metropolitan Chicago and highlighting the accomplishments and challenges of four clusters of communities. MPC, MMC and CMAP co-authored a foreword to the Fed's paper, which provides important context and begins to highlight the needed reforms to make interjurisdictional collaboration easier, more effective, and more replicable.

The forum brought together more than 100 municipal representatives, developers, and housing and community development practitioners to hear about the collaborative activities in south, west, north and northwest suburbs. More importantly, though, it was an opportunity to solicit feedback on this new approach to housing and community development and brainstorm ways to foster more multi-town efforts. Collaboration's potential is now clear. For example, an initial investment of less than \$500,000 from the philanthropic community has allowed the south and west collaboratives to hire housing coordinators, who in turn have helped attract more than \$25 million in federal funding to support their efforts over the last two years. Despite this impressive return on investment, philanthropy is not a sustainable funding source. So forum organizers presented attendees with two overarching challenges: How would this interjurisdictional model be adaptable and helpful to them, and how ought we best engage both the public and private sectors in supporting and growing these collaborative models.

The good news is that the public sector is already coming to the table; federal, state and county governments have stepped up in support of interjurisdictional approaches. The Illinois Dept. of Commerce and Economic Opportunity was an early proponent of the south and west collaboratives. Antonio Riley, the midwest regional administrator for the U.S. Dept. of Housing and Urban Development (HUD), delivered taped remarks at the forum, pledging to dedicate HUD resources to help build capacity in suburban areas.

Cook County Board President Toni Preckwinkle attended the forum and acknowledged that while the county's historic role has not been constructive, she and her staff are working hard to reverse that trend. She emphasized the importance of partnerships in this era of scarce resources, and described how the county is refocusing its own resources – such as CDBG and HOME funding – and looking to sub-regional intermediaries like the collaboratives to act as bridges between the county and its many municipalities. Notably, Preckwinkle indicated that Cook County soon would provide financial support to the South Suburban Mayors and Managers Association and its collaborative efforts via CDBG funding to bolster their capacity.

This initial support from various levels of government is laudable, yet still needs to be institutionalized by specific policies and reforms that encourage collaboration at a greater scale. The facts remain that collaborating is difficult, it does not come naturally to municipalities, and it is even harder to sustain over the long term – all this in spite of its many benefits, as representatives from each cluster explained during the morning panel discussion:


- David Mekarski, village administrator for Olympia Fields, a member of the Chicago Southland Housing and Community Development Collaborative, spoke about the difficult hurdles he and his cohorts had to clear in pursuit of joint funding. “We need new rules,” Mekarski noted, “because the current rules almost destroyed the collaborative.”
- Stacie Young, director of the Preservation Compact, described how the work of the Northwest Suburban Housing Collaborative to preserve multi-family apartment buildings can become much more efficient and effective now that the collaborative has hired a new housing coordinator. This person will serve as a “one-stop shop” for a range of partners, helping member communities navigate complex regulations and the web of available resources, while simultaneously making it easier for property owners and developers to invest in the collaborative’s targeted areas.
- One of the founders of the West Cook County Housing Collaborative, Oak Park’s Village President David Pope described how collaboration is vital not only to individual clusters, but to the entire region. CMAP’s GO TO 2040 comprehensive regional plan provides an excellent roadmap for sustainable prosperity; local activity is vital to realize the plan’s goals. With so many jurisdictions in northeastern Illinois, interjurisdictional approaches are well-positioned to move the needle further on key regional priorities. Incentives for communities to collaborate are critically important because it is the norm for a municipality to go it alone – even, as Pope noted, when “going it alone often means getting nothing done.”
- David Brint, CEO of Brinshore Development and a member of the Illinois Housing Council’s Executive Committee, discussed the evolving capacity and leadership in north shore communities on housing issues, particularly the shortage of workforce housing. The recent expansion of the nonprofit Community Partners for Affordable Housing (CPAH) to serve this sub-region is one reason momentum is growing. A dedicated entity like CPAH provides consistent expertise to the communities and helps bring workforce housing discussions into constructive public discourse.

Two major themes emerged from the day’s many conversations: 1. Vision is important, but so is execution – and frequently successful execution starts with building relationships and working together. 2. The private sector must be engaged early on in municipal initiatives -- and closing speaker Carl Guardino was the perfect person to address this theme.

As President and CEO of the Silicon Valley Leadership Group, Guardino has helped build a variety of public-private coalitions across jurisdictions and interests. In fact, he was instrumental in starting the Housing Trust of Santa Clara County, one of MPC’s interjurisdictional inspirations. This unique housing trust model has attracted over \$40 million in voluntary contributions – two-thirds from the private sector – which has leveraged almost \$2 billion to create more than 9,000 housing opportunities. This record of achievement should motivate metropolitan Chicago’s business leaders and the organizations already working to engage the region’s employers. Initiatives like employer-assisted housing and the Commute Options pilot are making great progress. Yet Guardino’s experience shows much work remains.

The forum was encouraging in that it introduced the collaborative model to many municipal and private sector leaders, who could see its potential and were excited to adapt the model to their own community development initiatives. Drawing on the experience of the last few years and feedback from the forum, MPC, MMC and CMAP are now crafting specific policy

recommendations to remove barriers to interjurisdictional strategies and reward municipalities for taking a more efficient, effective approach to revitalizing the region. The goal is to establish more clusters of communities working across borders and foster a regional culture where collaboration is the norm because by working together, communities can take a faster track to stability and sustainable economic growth.

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Keywords

affordable housing, interjurisdictional collaboration, workforce housing

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It's in business's best interest to back affordable housing

By MarySue Barrett Nov 16, 2009

This op-ed by MPC President MarySue Barrett ran in Crain's Chicago Business on Nov. 16, 2009. Across the Chicago area, local government officials are hearing increasingly from employers that maintaining homes affordable to their workers isn't a maybe — it's a must. One might be surprised to...



Local ideas inform regional and national trends

By Robin Snyderman Aug 11, 2009

Building on lessons learned by local leaders, MPC, and the Metropolitan Mayors Caucus during the first round of the federal Neighborhood Stabilization Program (NSP), the Chicago Metropolitan Agency for Planning submits massive regional proposal for NSP 2.



On-the-ground innovations related to the American Recovery and Reinvestment Act

By Robin Snyderman Jun 10, 2009

On Tuesday June 9, MPC President MarySue Barrett joined a group of policy experts for a webcast from the U.S. Dept. of Housing and Urban Development on the American Recovery and Reinvestment Act and HUD's role in implementing President Obama's plan to stimulate the economy by investing in job creation, neighborhood stabilization, and energy efficiency.

Comments

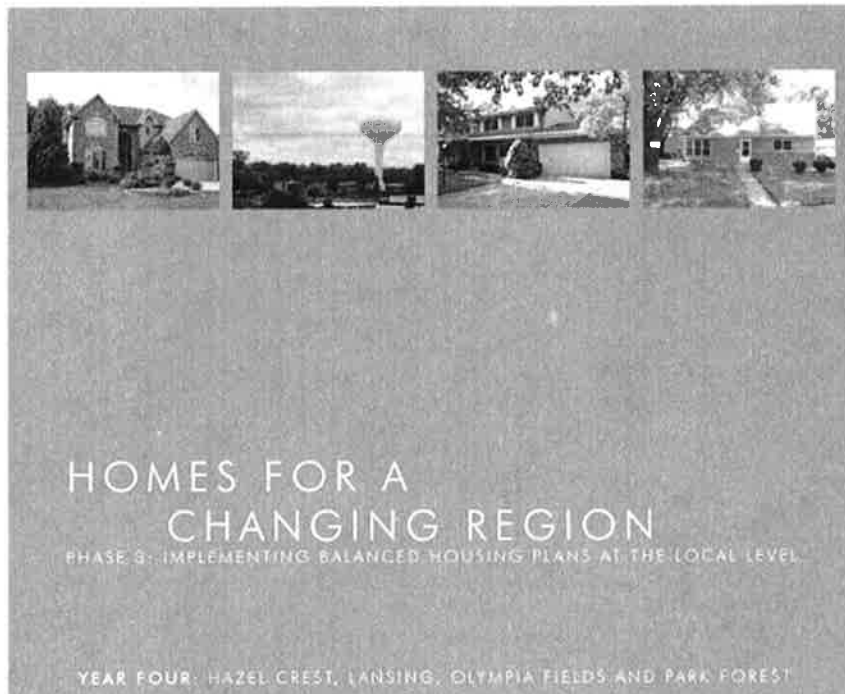
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ATTACHMENT 2

Homes for a Changing Region



Solutions for Balancing the Region's Housing Stock

Homes for a Changing Region, led by the Metropolitan Mayors Caucus and Chicago Metropolitan Agency for Planning, is identifying specific, local, regional and state strategies to address imbalances in northeastern Illinois' housing stock. MPC is supporting the evolution of Homes for a Changing Region by encouraging neighboring communities to work together to develop interjurisdictional solutions to housing challenges and by using transparent community engagement strategies to develop these solutions.

In 2011 and 2012, Homes for a Changing Region is working with clusters of communities in three areas of the region:

- South Cook County: Hazel Crest, Lansing, Olympia Fields, Park Forest
- West Cook County Housing Collaborative: Bellwood, Berwyn, Forest Park, Maywood, Oak Park
- Northwest Suburban Housing Collaborative: Arlington Heights, Buffalo Grove, Mount Prospect, Palatine, Rolling Meadows

Articles

Housing affordability still a challenge

By Samantha DeKoven Aug 30, 2011

The weak housing market – and the massive “shadow” inventory of homes weighing heavily upon it – has given some the idea that homes have become more affordable. But has affording the roof over their head really become easier for most people? I recently attended a panel...



CMAP announces technical assistance grantees

By Marisa Novara Mar 15, 2011

The Chicago Metropolitan Agency for Planning's (CMAP) comprehensive plan for northeastern Illinois, GO TO 2040, was approved in October 2010. Now the region's collective challenge is how to implement it. With a \$4.25 million grant from the Sustainable Communities Initiative, CMAP will...



MPC's 2011 Plan for Prosperity outlines recommendations for livable communities

By Mandy Burrell Booth Jan 13, 2011

MPC has released its Plan for Prosperity: 2011 Policy Objectives, our annual agenda for developing, advocating for, and implementing policies that advance our mission. The 2011 Plan for Prosperity explains what we mean by "sustainable, equitable and competitive," how that adds up to...



Southern suburbs awarded \$2.4 million Sustainable Communities Challenge Grant

By Robin Snyderman Oct 20, 2010

Today, the South Suburban Mayors and Managers Association (SSMMA) was awarded a \$2.4 million Sustainable Communities Challenge Grant from the U.S. Dept. of Housing and Urban Development (HUD) to strengthen the Southland through a redevelopment strategy that builds off existing and planned rail...



'Affordable living' still elusive for many

By Samantha DeKoven Mar 25, 2010

Two reports released in late March by MPC's partners show there's still more work to do before affordable living is truly within reach for most American families. The Center for Housing Policy's annual Paycheck to Paycheck study estimated the median home price in Chicago fell from \$225,000 in 2008...



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Multimedia

Homes for a Changing Region: Phase Three, Year Four: Hazel Crest, Lansing, Olympia Fields and Park Forest

Publication (3 MB) Posted by Ryan Griffin-Stegink Jan 20, 2012

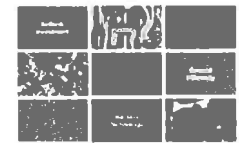
Homes for a Changing Region, led by the Metropolitan Mayors Caucus and Chicago Metropolitan Agency for Planning, is identifying specific, local, regional and state strategies to address imbalances in northeastern Illinois' housing stock. MPC is supporting the evolution of Homes for a Changing...



2012 Plan for Prosperity: Innovative Solutions for the New Normal

Publication (1 MB) Jan 12, 2012

To read MPC's 2012 Plan for Prosperity, download the file. The following is MPC President MarySue Barrett's introductory letter. Sometimes, things aren't what they seem. For decades, the United States enjoyed what appeared to be boundless economic expansion. Consumers spent and borrowed...



Improving Health Through Planning

Audio Dec 13, 2011

On Dec. 7, 2011, MPC hosted Improving Health Through Planning, a roundtable addressing the assumptions planners make about the health impacts of planning decisions. Read the full event recap.



2010 Census: African-Americans leaving city for suburbs

Map Posted by Ryan Griffin-Stegink Apr 12, 2011

Daunting is the fact that 200,000 Chicago residents left the city since the 2000 Census. Even more concerning is that nearly 89 percent of them were African-American. This loss in the city was accompanied by strong African-American growth in the suburbs, particularly in the far south and...



Linking Housing to Prosperity: Successes & Opportunities

Audio Oct 23, 2009

Listen to this recording of MPC's Oct. 23, 2009, roundtable featuring a panel discussion on local workforce housing successes and opportunities to shape federal investments to promote more livable communities. Panelists were Dorothy Shaw, director of state & local affairs for Northrop Grumman...



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Links

[Metropolitan Mayors Caucus Housing Action Agenda](#)

The Metropolitan Mayors Caucus is a caucus of metropolitan Chicago's 272 mayors working together to address shared economic development and affordable housing issues and more. Through the Housing Action Agenda, the Mayors Caucus is working to create safe, decent and affordable housing opportunities for all people in every community in the region. [More info »](#)

Chicago Metropolitan Agency for Planning

CMAP offers community assistance that provides tools, programs, and opportunities to help communities and organizations build capacity, improve quality of life, and participate in the regional planning process. [More info »](#)

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ATTACHMENT 3



Interjurisdictional Collaboration



Sarah Wilson

Communities Working Together to Address Shared Challenges

MPC is helping communities recognize and unleash the benefits of working together across governmental borders to tackle shared challenges. Even if all of the municipalities in the region had the staff capacity, political will and expertise to develop, implement and monitor the programs and policies necessary to address local development needs, many issues—such as housing, transportation and workforce development—do not adhere to municipal borders and can be more efficiently and effectively dealt with on an interjurisdictional basis. MPC is working with a variety of community collaborations around the region to help them address these issues. In addition, since 2011, MPC has been supporting the Metropolitan Mayors Caucus and Chicago Metropolitan Agency for Planning on *Homes for a Changing Region*, showing how communities can work together to meet their future housing needs based on projected demographic trends.

The following fact sheets outline policy reforms MPC is promoting to support interjurisdictional collaboration:

Efficient Investment to Revitalize Communities

Public Private Partnerships for Workforce Stability

The November 2011 edition of *ProfitWise News and Views*, published by the Community Development and Policy Studies Division of the Federal Reserve Bank of Chicago, features *Suburban Housing Collaboratives: a Case for Interjurisdictional Collaboration*, a report that profiles the following four collaboratives in metropolitan Chicago. MPC, Metropolitan Mayors Caucus, and Chicago Metropolitan Agency for Planning co-authored a foreword to the Fed's paper, which provides important context for the report and highlights the need for policy, regulatory and finance reforms to make interjurisdictional collaboration easier, more effective, and more replicable.

Collaboratives:

Chicago Southland Housing and Community Development Collaborative – Blue Island, Calumet City, Dolton, Ford Heights, Harvey, Hazel Crest, Homewood, Lansing, Lynwood, Markham, Matteson, Midlothian, Oak Forest, Olympia Fields, Park Forest, Phoenix, Richton Park, Riverdale, South Chicago Heights, South Holland, Thornton

West Cook County Housing Collaborative – Bellwood, Berwyn, Forest Park, Maywood, Oak Park

North Suburban Housing Collaborative – Deerfield, Highland Park, Highwood, Lake Forest, Northbrook

Northwest Suburban Housing Collaborative – Arlington Heights, Buffalo Grove, Mount Prospect, Palatine, Rolling Meadows

Articles

Multi-town collaboration is now an imperative

By Dominic Tocci Nov 22, 2011

Almost five years ago, when MPC first started exploring interjurisdictional approaches to housing issues, the work was driven by common sense. Why should every town in our region try to tackle its housing challenges individually, especially when the issues – not to mention housing markets...



Paving the way for multi-town collaboration

By Mandy Burrell Booth Nov 8, 2011

More than 100 community leaders, policy advocates and decision-makers gathered at the Federal Reserve Bank of Chicago on Monday, Nov. 7, 2011, to hear about successes, identify challenges, and discuss next steps for interjurisdictional collaboration, a burgeoning model to support high-impact...

MPC Position Statements

By Chrissy Mancini Nichols Apr 1, 2011

To advance the Metropolitan Planning Council's (MPC) goal of creating a more sustainable, equitable, and competitive Chicago region, MPC takes official positions on a broad range of federal, state and local policies and issues. Recent positions Letter to U.S. Sen Harry Reid and Sen Mitch...

CMAP announces technical assistance grantees

By Marisa Novara Mar 15, 2011

The Chicago Metropolitan Agency for Planning's (CMAP) comprehensive plan for northeastern Illinois, GO TO 2040, was approved in October 2010. Now the region's collective challenge is how to implement it. With a \$4.25 million grant from the Sustainable Communities Initiative, CMAP will...



New employer incentives available to help workers 'go green'

By Robin Snyderman Jan 19, 2011

MPC hiring for a new position that will guide these programs The Chicago Metropolitan Agency for Planning and stakeholders advancing the Chicago Climate Action Plan are bringing new incentives to the table for both City of Chicago and regional employers to help their employees make more...



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Multimedia

2012 Plan for Prosperity: Innovative Solutions for the New Normal

Publication (1 MB) Jan 12, 2012

To read MPC's 2012 Plan for Prosperity, download the file. The following is MPC President MarySue Barrett's introductory letter. Sometimes, things aren't what they seem. For decades, the United States enjoyed what appeared to be boundless economic expansion. Consumers spent and borrowed...



Antonio Riley - Remarks at Nov. 7 Interjurisdictional Collaboration Conference

Video (2:04) Nov 9, 2011

Antonio Riley, midwest administrator, US Dept. of Housing and Urban Development, recorded introductory remarks for the Nov. 7, 2011 conference on interjurisdictional collaboration.



Suburban Housing Collaboratives: a Case for Interjurisdictional Collaboration

Publication (4 MB) Nov 8, 2011

Foreword by Metropolitan Planning Council, Metropolitan Mayors Caucus, and Chicago Metropolitan Agency for Planning The November 2011 edition of ProfitWise News and Views, written by Susan Longworth and published by the Community Development and Policy Studies Division of the Federal Reserve Bank...



Implementing GO TO 2040: A Plan for Chicagoland's Future; We Have a Plan: Let's Do It

Audio May 5, 2011



Listen to this April 27, 2011, roundtable, the third in the three-part series, "Implementing GO TO 2040: A Plan for Chicagoland's Future," co-sponsored by MPC and the Chicago Metropolitan Agency for Planning. The series explored how – in an ever-expanding world economy...

Linking Housing to Prosperity: Successes & Opportunities

Audio Oct 23, 2009

Listen to this recording of MPC's Oct. 23, 2009, roundtable featuring a panel discussion on local workforce housing successes and opportunities to shape federal investments to promote more livable communities. Panelists were Dorothy Shaw, director of state & local affairs for Northrop Grumman...



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Links

Regional Home Ownership Preservation Initiative

Arising out of a series of planning meetings held in the fall of 2008, Regional HOPI is a network of organizations working collaboratively to address the foreclosure crisis in order to develop and implement more coordinated and robust regional responses. Working together, public, private and non-profit agencies are developing and implementing joint responses which: build on existing efforts; are actionable and feasible to accomplish; are replicable across the metro area or scalable to the... [More info »](#)



Housing Trust of Santa Clara County

The Housing Trust of Santa Clara County is a nonprofit organization created to be a catalyst for developing needed housing in Silicon Valley. Contributions from local employers and employer foundations, the County government, and all 15 Santa Clara County municipalities fund the trust. MPC hopes to emulate the strong corporate support achieved by this entity. [More info »](#)

A Regional Coalition for Housing (ARCH)

ARCH is a voluntary organization in suburban Seattle created in 1992 to establish a collaborative approach to solving local housing issues. Three cities and King County started ARCH, which has now grown to include 15 cities and the county. Members pool financial resources through a joint Housing Trust Fund, share best practices, and coordinate planning efforts. ARCH has served as an inspiration for MPC's work on interjurisdictional housing strategies. [More info »](#)

Metropolitan Mayors Caucus Housing Action Agenda

The Metropolitan Mayors Caucus is a caucus of metropolitan Chicago's 272 mayors working together to address shared economic development and affordable housing issues and more. Through the Housing Action Agenda, the Mayors Caucus is working to create safe, decent and affordable housing opportunities for all people in every community in the region. [More info »](#)

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CITY OF BATAVIA

MEMO TO: Committee of the Whole
FROM: Joel Strassman, Planning and Zoning Officer
DATE: May 8, 2013
SUBJECT: Ordinance 13-19: Amending the City of Batavia Zoning Code, Title 10 of the City Code Chapter 2.4-Downtown Mixed Use District and Chapter 6-Use Definitions

Background

On April 29th, the Community Development Committee (CDC) reviewed draft [Ordinance 13-19](#) proposing amendments to the text of the [Zoning Code](#). The CDC determined that this draft Ordinance should be considered after the swearing in of the new City Council. Before continuing this, the CDC briefly discussed the proposed removal of tattoo parlors in the [Downtown Mixed Use District](#) (DMU) zoning district, and requested that proposed amendments adding drive-through uses (currently only banks and restaurants can have drive-throughs) be eliminated from the proposal. The CDC agreed that modification of the drive-through uses in the downtown is a policy issues that needs to be addressed separately.

On April 3, 2013, the Batavia Plan Commission conducted a public hearing to take citizen input on proposed amendments to the text of the Zoning Code. The proposed amendments would affect particular uses in the DMU District and several [land use definitions](#).

Summary of Proposed Amendments

Tattoo Parlors. Recently Mayor Schielke inquired about the regulation of tattoo parlors in the downtown. With adoption of the 2010, tattoo parlors became a permitted use in the DMU District, having been allowed previously through conditional use approval. The City Council did not debate to any length on whether tattoo parlors should or should not become a permitted use in the DMU District when adopting the 2010 Zoning Code. Revised draft Ordinance 13-19 (attached) proposes to eliminate the tattoo parlors as an allowed use in the DMU District.

Under the previous Zoning Regulations, a conditional use was proposed in the 100 block of South Batavia Avenue for the operation of a tattoo parlor. Both the Plan Commission and Community Development Committee (CDC) had lengthy discussions before recommending approval (please see the October 18, 2006 Plan Commission [Minutes](#) and the November 21, 2006 CDC [Minutes](#)). The applicant withdrew the application thereafter and the City Council did not review or act on the proposal. Currently, Fallen Star Tattoo operates on South Batavia Avenue, and Twizted Images, the other tattoo parlor in Batavia, recently moved from South Washington Street to East Wilson Street.

Personal Services. The use definition for tattoo parlors includes piercing studios. This definition includes ear piercing. Proposed is an amendment to the definition of personal services to specify that body piercing is not covered in the personal services definition, except for ear piercing. This would allow retailers and salons to continue to offer ear piercing, and be unaffected by a change to the use definition of tattoo parlors/piercing studios.

Crematoriums. The DMU District allows crematoriums as a conditional use, with the limitation that it be incidental to the principal use of the property. The DMU also allows funeral and undertaking establishments as a conditional use. Cremation services are allowed in funeral homes as an ancillary use.

As currently regulated, cremation services can be offered as an incidental use to *any* other principal use. While the likelihood of cremation services being offered in a retail store or office is remote, the Zoning Code cannot prohibit it. As a housekeeping measure, the line item that allows crematoriums in the DMU should be eliminated. Cremation services would continue to be allowed as an ancillary use to a funeral home.

Duplex Residences. Batavia uses the 2006 International Residential Building Code that does not differentiate between duplex and 2-flat residences; both are two dwelling unit buildings. The Zoning Code does differentiate them, with definitions under “Residential, Permanent” in [Chapter 6: Use Definitions](#) (bottom of page 10) and “Residential Housing Types” in [Chapter 7: Glossary of General Terms](#) (middle of page 11).

The Use Definition for duplexes, covered in the term “Single Family, Attached” does not apply to 2-flats; those are covered by the term ‘Multi-Family.’ The Zoning Code should be amended to align with the Building Code. To accomplish this, the Glossary Term ([Chapter 7: Glossary of General Terms](#)) and definition for “Duplex or Two-Family” should be used to replace the existing Use Definition for “Single Family, Attached” in [Chapter 6: Use Definitions](#), but to omit “Duplex.” This would effectively allow duplex units or 2-flats wherever “Two-Family” is allowed. Also, the Use Definition for “Multi-Family” should be amended so that it applies only to buildings containing 3 or more units – a change from the current 2 or more units, and the definition should be changed further by removing the reference to “Single Family, Attached.” The new definition would be consistent with the Glossary term for “Multi-Family.” Finally, “Two-Family” should be added as a permitted use in the DMU by adding a line item in Table 2.403. Please see Section 3 in the attached draft Ordinance 13-19 for the definition changes.

Community Garden. A Use Definition for community gardens is proposed. Creating development standards will be a significant undertaking, affecting several zoning districts. For now, adding the Use Definition would effectively prohibit them City-wide since no zoning district includes them as an allowable use. The existing community garden at the corner of Water and Main may remain (grandfathered) subject to the rights and restrictions of Zoning Code [Chapter 4.6: Nonconforming Uses, Lots, Parcels, Structures and Signs](#). A future Zoning Amendment effort will propose development regulations and propose to add them as allowed uses in specific zoning districts.

Plan Commission Review and Recommendation

No citizens spoke at the public hearing. The Commission agreed that the Zoning Code should be amended to better regulate crematoriums and drive-through uses, align Building Code and Zoning Code definitions of two-family and multiple family dwellings, amend the personal services definition to accommodate ear piercing, and to add a definition for community gardens. By a vote of 6-0, the Commission recommended the CDC recommend amending the Zoning Code for these issues as reflected in attached draft Ordinance 13-19.

The Commission was divided on the regulation of tattoo parlors. Some Commissioners acknowledged a long-standing social stigma regarding persons with tattoos that has substantially eroded over time, suggesting their more mainstream acceptance. There was consensus that often getting a tattoo is an impulse decision, but the Commission was not in full agreement on whether municipal government should limit one’s opportunity to act on such an impulse. The Commission agreed that other business may not want to locate proximate to a tattoo parlor and may even relocate if one opens nearby. The City should consider this secondary effect that a tattoo parlor could cause. The Commission dismissed the option of allowing tattoo parlors with conditional use approval, since the City could only apply limitation to the use, not prohibit it from locating downtown. By a vote of 5-1, the Commission recommended that the CDC recommend removing tattoo parlors and piercing studios from the list of uses allowed in the DMU District.

Staff Analysis and Recommendation

Staff agrees with the Plan Commission’s recommendations. Regarding tattoo parlors, concern about secondary effects of businesses is legitimate. This issue was raised by a neighboring business in the 2006 conditional use proposal for the tattoo parlor on south Batavia Avenue. Courts have generally agreed that display of tattoos is a form of protected speech, however they have been split on whether the act of applying a tattoo on another person is protected speech. Staff notes that there is a difference between traditional tattoos and “cosmetic tattoos.” The former involves injecting ink below the third layer of skin, making it permanent. Cosmetic tattooing places ink below only the outer layer of skin; the resulting tattoo is not permanent and generally fades

in a year or so. The Batavia use definition for tattoo parlor would not apply to cosmetic tattooing. Staff feels cosmetic tattooing should continue to be allowed and recommends no change in that regard.

Staff believes that tattoo parlors were previously allowed by conditional use so that the City could impose operational restrictions such as hours of operation or sanitation. Before there was State licensing of tattoo parlor operators, jurisdictions often would require a licensed physician oversee operations. The Zoning Code would continue to permit tattoo parlors elsewhere in the City, in both the Community Commercial (CC) and the Mixed Use (MU) zoning districts. Please see the City's [Zoning Map](#) for the locations for those districts. The existing two (2) tattoo parlors can remain in their current locations as grandfathered nonconforming uses, subject to the rights and restrictions of Zoning Code [Chapter 4.6: Nonconforming Uses, Lots, Parcels, Structures and Signs](#).

The other proposed text amendments are essentially housekeeping measures, including the Commission-recommended change to the personal services use definition. Again, staff will propose development regulations for community gardens in the near future.

Staff recommends the CDC recommend approval of revised draft Ordinance 13-19. Proposed changes to drive-through uses that were in Ordinance briefly reviewed by the CDC last month would be considered in a future, broader conversation with the Council regarding the downtown. Any future zoning text amendments first would be reviewed by the Plan Commission at a public hearing before returning to the CDC/Committee of the Whole for recommendation. For now, drive-through banks and restaurants and restaurants would continue being allowed as a conditional use.

Attachment: Revised Draft Ordinance 13-19

c City Council
City Attorney
Department Heads
Media

**CITY OF BATAVIA, ILLINOIS
ORDINANCE 13-19
AMENDING THE CITY OF BATAVIA ZONING CODE
TITLE 10 OF THE CITY CODE**

**ADOPTED BY THE
MAYOR AND CITY COUNCIL
THIS 20TH DAY OF MAY, 2013**

Published in pamphlet form
by authority of the Mayor
and City Council of the City of Batavia,
Kane & DuPage Counties, Illinois,
This 21st day of May, 2013

Prepared by:

City of Batavia
100 N. Island Ave.
Batavia, IL 60510

CITY OF BATAVIA, ILLINOIS
ORDINANCE 13-19
AMENDING THE CITY OF BATAVIA ZONING CODE
TITLE 10 OF THE CITY CODE

WHEREAS, the City of Batavia's Zoning Code (City Code Title 10) contains definitions and provisions relating to the use and development of land in the City of Batavia; and

WHEREAS, said provisions have been reviewed and it has been determined that certain definitions, existing provisions, and requirements should be amended in order to better regulate the use and development of land in the City of Batavia; and

WHEREAS, public notice of proposed amendments to Title 10 of the Batavia City Code was duly given and published as required by law; and

WHEREAS, the Plan Commission of the City of Batavia did, on April 3, 2013, conduct a public hearing with respect to proposed amendments that would accomplish the appropriate changes to Title 10, and voted to recommend approval of said amendments to Title 10 of the City Code to the Community Development Committee; and

WHEREAS, the City Council of the City of Batavia has received the recommendation of both the Batavia Plan Commission and its Committee of the Whole, and has considered same; and

WHEREAS, it is in the best interests of the City of Batavia and its residents that the proposed Ordinance be adopted by the City Council of the City of Batavia.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Batavia, Kane and DuPage Counties, Illinois:

SECTION 1: That the City of Batavia Zoning Code (Title 10 of the City Code) is hereby amended in conformance with the terms of this Ordinance.

SECTION 2: That the City of Batavia Zoning Code Chapter 2.4 be amended in its entirety as shown in Exhibit "A."

SECTION 3: That the City of Batavia Zoning Code Chapter 6 be amended as follows:

- Add new definition to read: ***Community Garden***. A public or private effort for the cultivation of land by more than one person or entity.
- Modify existing definition to read: ***Personal Services***. Provision of services of a personal nature. This classification includes barbershop, beauty salon, cosmetologist, electrolysis, massage therapy, tanning salon, day spa, and nail salon, but excludes tattoo parlors or body piercing, except for piercing of ears.
- Delete existing definition: ***Residential, Permanent - Single Family, Attached (Duplex)***

CITY OF BATAVIA, ILLINOIS ORDINANCE 13-19

- Add new definition to read: **Residential, Permanent - Two-Family**. A building on 1 lot used and designed as residences for 2 families living independently of each other with individual cooking and sanitary facilities in each dwelling unit.
- Modify existing definition to read: **Multi-Family**. A building, group of buildings, or portion of a building that contains 3 or more dwelling units on 1 lot. Multi-family dwellings may include apartment buildings and residential condominiums. Multi-family housing may be in a mixed-use building with ground floor commercial space.

SECTION 4: That this Ordinance 13-19 shall be in full force and effect upon its presentation, passage and publication according to the law.

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 20th day of May, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 20th day of May, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Callahan					Wolff				
3	Hohmann					Chanzit				
4	Saam					Stark				
5	Vasilion					Atac				
6	Cerone					Clark				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstention(s)					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk

Chapter 2.4: Downtown Mixed Use Zoning District

Sections:

- 2.401 Purposes
- 2.402 Applicability
- 2.403 Land Use Regulations
- 2.404 Site Development Regulations
- 2.405 Additional Use and Development Regulations

2.401 Purposes

The purposes of the Downtown Mixed Use Zoning District are to:

- A. Implement the policies and goals of the Comprehensive Plan and redevelopment plans of the City.
- B. Protect the historic character of the downtown area and promote continuity of that character in new development.
- C. Strengthen the pedestrian environment of the downtown area.
- D. Create an economically vital and diverse downtown.
- E. Expand housing opportunities in the downtown.
- F. Establish high quality architecture in new development and redevelopment.
- G. Create coherent and consistent street spaces.
- H. Insure that downtown off-street parking enhances and complements the historic character of the area.

2.402 Applicability

The provisions of this Chapter shall apply to existing development and new projects located wholly or partially within the Downtown Mixed Use Zoning District.

2.403 Land Use Regulations

- A. **Regulations.** Table 2.403: Land Use Regulations – Downtown Mixed Use District sets forth the land use regulations for the Downtown Mixed Use district. The regulations are established by letter designations as follows:

"P" designates permitted uses.

"L" designates uses that are permitted subject to certain limitations. Number designations refer to the limitations listed at the bottom of Table 2.403: Land Use Regulations – Downtown Mixed Use District.

"T" designates uses that are permitted to be conducted for a temporary period of time. Time limitations are listed in Table 4.509: Temporary Uses.

"A" designates uses that require an Administrative Use Permit pursuant to Chapter 5.4: Use Permits.

"C" designates uses that require a Conditional Use Permit pursuant to Chapter 5.4: Use Permits.

- B. **Unlisted Uses.** Uses are defined in Chapter 6: Use Definitions. If a proposed use is not listed in the Use Definitions, the Planning and Zoning Officer shall determine if the proposed use is substantially similar to a permitted use; in that event, the Planning and Zoning Officer shall assign the proposed use to a permitted use definition.
- C. **Prohibited Uses.** Uses not listed in Table 2.403: Land Use Regulations – Downtown Mixed Use District below or not assigned to a Use Definition pursuant to Section 2.403.B: Unlisted Uses, are prohibited.
- D. **Additional Use and Development Regulations.** Additional use and development regulations for the Downtown Mixed Use District are set forth in Section 2.405: Additional Use and Development Regulations.

Use Classification	DMU	Additional Regulations
Animal Services Animal Grooming Small Animal Clinics	P P	
Automated Teller Machine (ATM)	P	
Banks and Other Financial Institutions Without Drive Through Facilities With Drive Through Facilities	P C	
Banquet Facility	C	
Bed and Breakfast Home	P	
Building Material and Home Improvement Sales and Service, Retail	P, LI	
Business Services	P	
Carnival	T	See Section: 4.509
Child Care Facility	P	
Conference Center	C	
Congregate Living Facility	P	
Clubs and Lodges	C, L2	
Crematorium	C, L3	

<i>Table 2.403 Land Use Regulations – Downtown Mixed Use</i>		
Use Classification	DMU	Additional Regulations
Cultural Institutions	P	
Dry Cleaning and Laundry Outlet	P	
Eating and Drinking Establishments <i>Bars/Taverns/Nightclubs/Lounges</i> <i>Restaurants, Full Service</i> <i>Restaurants, Limited Service</i>	P P P, L4	
Entertainment and Recreation, Indoor <i>Small-Scale</i> <i>Large-Scale</i>	P C	
Entertainment and Recreation, Outdoor	P, L5	
Farmers' Market	T	See Section 4.509
Food Preparation <i>Small-Scale</i>	P, L7	
Funeral and Undertaking Services	C	
Garden Supply Stores and Plant Nurseries	P, L7	
Government Offices and Facilities	P	
Group Home	P	
Haunted House	T	See Section 4.509
Health Care Facilities <i>Urgent Care Facility</i> <i>Medical Offices and Clinics</i>	P P	
Hospice	P	
Hotels and Commercial Lodging	C	
Instructional Services, Specialized	P	
Laboratories, Commercial	P	
Laundry Services	P	
Maintenance and Repair Services	C	
Manufacturing and Assembly <i>Artisan</i>	P, L6	
Media Studio	P	
Offices, General	P	
Over-The-Air Reception Device	P	See Section 4.8
Parking Facilities	P	
Pawn Shops	P	See Title 3-5-C
Personal Services	P	
Public Safety Facilities	P	
Religious Assembly	C, L2	
Residential, Permanent <i>Loft Unit</i> <i>Multi-Family</i>	P P	
Retail Sales, Convenience	C	
Retail Sales, Furniture	P	
Retail Sales, General	P	
Satellite Dish Antenna, Large	P, L3	See Chapter 4.8
Schools, Public Or Private	P	
Seasonal Sales	T	See Section 4.509
Senior Housing	P	

<i>Table 2.403 Land Use Regulations – Downtown Mixed Use</i>		
Use Classification	DMU	Additional Regulations
Shelter Care Facility	C	
Shelter Care Facility, Homeless	C	
Swap Meet, Flea Market and Auction, Indoor	C	
Swap Meet and Auction, Outdoor	T	
Tattoo Parlor / Piercing Studio	P	
Teen Nightclub	C	
Utilities Facilities Well Site	A A	
Vehicle and Equipment Sales, Leasing and Services Car Wash Fueling Facility Fueling Facility, Alternative Non-Commercial Vehicle Rental Tent Sale, Vehicle Vehicle and Equipment Services, Light	C C A C T C	See Section 4.512 See Section 4.509
Wireless Communication Facilities	C	
L1: Permitted less than 5,000 square feet; Conditional Use over 5,000 square feet L2: Conditional Use. Use is not permitted in existing commercial structures L3: Only as a use incidental to the principal use of the property L4: Drive-through restaurants require a Conditional Use Permit L5: Outdoor motorized recreation facilities are prohibited. L6: Permitted in conjunction with retail sales of products produced on the premises L7: Less than 2,500 square feet		

2.404 Site Development Regulations

Table 2.404: Site Development Regulations – Downtown Mixed Use District sets forth the site development regulations for the Downtown Mixed Use district, which are in addition to the development regulations set forth in Section 2.405: Additional Use and Development Regulations and Chapter 4. Letter designations in the *Additional Regulations* column refer to regulations that follow Table 2.404: Site Development Regulations – Downtown Mixed Use District.

Table 2.404 Site Development Regulations – Downtown Mixed Use District		
Standards	DMU	Additional Regulations
Minimum Lot Area	None	
Maximum Building Height (ft.)	50	See Chapter 3.4
Minimum Building Height (ft.)	20	
Maximum Building Setback (ft.) Front Side (Corner)	10 10	
Minimum Building Setback (ft.) Side (Interior) Rear	0 0	
Minimum Parking Setback from Streets (ft.)	10	
Separation between Buildings	0 / 5	

Standards	DMU	Additional Regulations
(ft.)		
Building Setback to Parking (ft.)	10	See Section 4.203.N
Exterior Lighting Standards, Maximum Height (ft.)	15	See Chapter 4.211.B.3

2.405 Additional Use and Development Regulations

- A. **Transparency.** All principal structures, other than religious institutions, adjacent to public streets shall have a minimum percentage of their length comprised of vision glass, from at least 24 inches above grade to 7 feet above grade, including both window and door openings. The following transparency requirements shall apply:
1. *Non-Residential*
 - a. First Floor Front Elevation. Front elevations shall have a minimum of 60 percent transparency.
 - b. First Floor Street Side Elevations. Street side elevations shall have a minimum of 40 percent transparency.
 - c. Elevations Above the First Floor. Street elevations above the first floor shall have a minimum of 25 percent transparency, measured by length.
 2. *Residential*
 - a. First Floor Front Elevation. Front elevations shall have a minimum of 50 percent transparency.
 - b. First Floor Street Side Elevations. Street side elevations shall have a minimum of 25 percent transparency.
 - c. Elevations above the First Floor. Street elevations above the first floor shall have a minimum of 40 percent transparency, measured by length.
- B. **Penetrations.** Principal structures shall have a minimum of one pedestrian entry every 75 feet on elevations facing public streets. Non-residential entries shall be functional and remain unlocked during regular business hours.
- C. **Historic Structures.** Notwithstanding the above provisions, landmarked buildings or buildings classified as Significant or Contributing in the *City of Batavia Historic Preservation Listing* shall continue, and where possible restore, the historic pattern and form of window and door openings.
- D. **Accessory Structures.** Accessory structures shall comply with the following regulations:

1. *Establishment.* An accessory structure shall not be constructed prior to construction of a principal structure except when associated with a Community Garden that was established prior to May 17, 2010.
 2. *Location.* Accessory structures may be located:
 - a. Within the building envelope.
 - b. Within a required interior side or rear setback, but not within a required front or street side setback area.
 3. *Maximum Height.* The maximum height of accessory structures shall be 15 feet.
 4. *Separation.* Accessory structures shall be separated from principal structures and other accessory structures by a minimum of 10 feet, measured from the exterior walls.
- E. ***Drive-Through Facilities.*** Drive-through facilities shall be a minimum of 50 feet from property designated for residential use in the Comprehensive Plan.
- F. ***Outdoor Storage.*** Outdoor storage is prohibited.
- G. ***Outdoor Dining Areas.*** Uncovered outdoor dining areas are permitted in building setback areas. Permanent installations shall require Administrative Design Review approval. Adjacent public property may be used for outdoor dining after the business owner seeking to use the adjacent public property enters into a license agreement with the City for that purpose.

CITY OF BATAVIA

DATE: May 8, 2013
TO: Community Development Committee
FROM: Jeff Albertson, Building Commissioner
SUBJECT: Resolution 13-70-R: Downtown Improvement Grant Award for 27 North River Street, Bruce Harris, Applicant

Background

Earlier in 2013 the City Council approved revisions to the Downtown Improvement Grant Program. These revisions were tailored to include more core improvements to the building systems and less “tenant improvement” items. Building owners are eligible for up to 50% of actual improvement costs, up to a maximum amount set by the City Council. The City has the right to prioritize funding based on the goals for the downtown contained in adopted Redevelopment Plans, the Comprehensive Plan and other City Council objectives. To be eligible, projects must be located in the Downtown Mixed Use District, and improvements must meet all applicable building and fire codes. There can be no unresolved code compliance violations on the property.

Information Provided by the Applicant

Staff received an application for grant award under this program from Bruce Harris, as building owner, for a grant request of \$7,706.11. This is for the building located at 27 North River Street. The tenant space that was improved is a first floor tenant space. The grant application is for upgrading the electric service in the existing space to accommodate the renovation into a gelato and sandwich shop space. The owner is acting as their own general contractor and received three bids for the renovation, with the low bid from AVD Electric in the amount of \$15,412.23.

Staff Analysis

The building is designated as Significant in the City’s Historic Property Listing. The condition of the structure is good; the property owner has corrected any known repairs needed in a timely manner.

This request is an after the fact request. The upgrade work has been completed for the newly opened O’ Sole Mio gelato shop. Staff believes this request is appropriate as it was made during the ongoing program revision discussions, but could not be brought forward until the final program parameters were completed. They had attempted to file a grant request earlier in the year but could not since the program parameters had not been set and applications were not yet available. Staff feels it is appropriate in this circumstance for the application to be considered timely even though the work has already been completed.

Staff has reviewed the bid proposals and they meet the eligibility criteria for funding under this program. The renovation of this tenant space into a gelato and sandwich shop space is consistent with our downtown redevelopment goal of providing funding for upgrading core building services to attract new or expanding businesses in the downtown area. It has filled a currently vacant space with a new business and will bring additional business traffic to the downtown. The total proposed project cost of \$15,412.23 would include private investment of \$7,706.12 over the \$7,706.11 matching grant.

Economic Development Assessment

This grant application should be viewed favorably from an economic development standpoint. The scope and nature of the improvements to the electrical service to the building are being implemented to allow the space to be utilized by a broad range of retail uses. These improvements expand the potential for business development while also improving the overall value of the property. Both of these factors combine for a positive return on the City's investment. Short-term security on the investment is provided by the newly enacted grant policy of a pay-back provision based upon a 3-year window if the property-owner should sell the property. However, based upon the tenure of the owners and other improvements they have made to the property, a sale would appear unlikely.

Conclusion and Staff Recommendation

Staff believes that the proposal meets the goals of the Downtown Improvement Grant program. The updating of the electric service for this building and opening of this business into an existing vacant space will further the downtown redevelopment goals of the City.

If Resolution 13-70-R is recommended for approval to the City Council agenda, staff will prepare an agreement to implement the recommended grant award. The agreement will be presented at the May 20, 2013 City Council meeting.

Staff recommends that the Community Development Committee recommend approval of Resolution 13-70-R, awarding a Downtown Improvement Grant for 27 North River Street to Bruce Harris in the amount of \$7,706.11.

Attachments:

1. Resolution 13-70-R
2. Grant Application Materials
3. 27 North River Street electric bids

Cc: Mayor and City Council
Applicant
Batavia Main Street
File

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 13-70-R**

**A RESOLUTION AWARDING A GRANT UNDER THE DOWNTOWN
IMPROVEMENT GRANT
PROGRAM
WITHIN THE DOWNTOWN HISTORIC DISTRICT
(27 NORTH RIVER STREET – BRUCE HARRIS)**

WHEREAS, the City of Batavia has established a Downtown Improvement Grant Program; and

WHEREAS, Bruce Harris, a owner of the premises commonly known as 27 North River Street, has applied for such a grant in the amount of \$7,706.11 to complete the upgrade of electric service; and

WHEREAS, the City Council has determined that it is in furtherance of the goals and objectives of the Downtown Improvement Grant Program to approve the request of the owner; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Batavia ,Kane and DuPage Counties, that the application for the grant of Downtown Improvement Grant Program funds in the amount of \$7,706.11 for upgrade of electric service to the property commonly known as 27 North River Street, is hereby approved, and the Mayor and City Clerk are authorized to execute the agreement between the City and Bruce Harris, owner, a copy of which is attached hereto as EXHIBIT “A,” be and is hereby approved.

CITY OF BATAVIA, ILLINOIS RESOLUTION 13-70-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 20th day of May, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 20th day of May, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Callahan					Wolff				
3	Hohmann					Chanzit				
4	Saam					Stark				
5	Vasilion					Thelin Atac				
6	Cerone					Clark				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk

**CITY OF BATAVIA
DOWNTOWN IMPROVEMENT GRANT AGREEMENT**

THIS AGREEMENT, entered into this 20th day of May 2013, between the City of Batavia, Illinois (hereinafter referred to as the “CITY”) and the following designated OWNER/LESSEE, to wit:

Name of Business: O’ Sole Mio

**Address of Business/
Property:** 27 North River Street, Batavia, IL 60510

Owner Name: Bruce Harris

WITNESSETH:

WHEREAS, the CITY has established a Downtown Improvement Grant Program as described in Resolution No. 09-71-R for application within a certain area of the CITY known as the Downtown Historic District (“DISTRICT”); and

WHEREAS, said Downtown Improvement Grant Program is administered by the CITY with the advice of the Community Development Committee and is funded from the Riverfront Tax Increment District and Downtown Tax Increment Finance District Funds for purposes of preserving the character and history of the downtown historic structures, and for furthering economic development goals by assisting with funding improvements, and

WHEREAS, pursuant to said Program the CITY agreed to participate, subject to its sole discretion, in sharing the cost of Improvements to commercial establishments within the District for up to 50% of the actual improvement costs to a maximum of \$25,000 per project, and

WHEREAS, the OWNER’s property is located within the Downtown Historic District and the OWNER desires to participate in the Downtown Improvement Grant Program pursuant to the terms and provisions of this Agreement and the Policies and Procedures of the Program; and

WHEREAS, the OWNER has submitted a complete application for a Downtown Improvement Grant in accordance with program guidelines, and City staff has determined that the application is in conformance with all program requirements.

NOW THEREFORE, in consideration of the mutual covenants and agreement set forth herein, the CITY and OWNER hereby agree as follows:

SECTION 1: The CITY shall share fifty percent (50%) of the improvement cost for the OWNER's property, provided that the actual amount to be paid pursuant to this Agreement shall not exceed \$7,706.11. The Improvement costs which are eligible for CITY participation including all materials, and other contract items necessary for the proper execution and completion of the work as designated from the design drawings and conditions approved by the CITY.

SECTION 2: This improvement work shall not be eligible for cost sharing unless the application therefore and this Agreement have been approved by the City Council. The OWNER shall complete all such work within one hundred eighty (180) days from the date of such approval.

SECTION 3: Illinois Prevailing Wages: To the extent the proposed contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"), Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act 820 ILCS 130/1-12 including, without limitation, the submission of certified monthly payroll reports as required by 820 ILCS 30/5. The contractor is advised that failure to timely submit such reports shall be cause for the withholding of payments otherwise due the contractor until compliance with the reporting requirements is achieved. The current Illinois Department of Labor Prevailing Wage Rates for the County of Kane are available at their website <http://www.state.il.us/agency/idol/>. Prevailing wage rates are subject to revision monthly. Copies of the current prevailing wage rates are also available at the Kane County Purchasing Department, 719 Batavia Avenue, Geneva, Illinois.

Any bond furnished under this contract shall include such provisions as will guarantee the faithful performance of such prevailing wage clause as provided by the contract. The Contractor and each of his Sub-Contractors shall pay each of its employees engaged in work on the project under this Contract in full (less deductions made mandatory by law) not less often than once each week.

If a contractor or subcontractor deems the work is not subject to the Act, the contractor or subcontractor shall then submit to the City, a letter indicating receipt of this notice and their determination that the Act does not apply. If the contractor or subcontractor believes the work is not subject to the Prevailing Wage Act, and it is later determined by the Illinois Department of Labor or a court of competent jurisdiction that prevailing wages should have been paid, the contractor shall indemnify and hold the City harmless therein for all costs and penalties incurred by the City related to the violation, including reasonable attorneys fees incurred by the City to defend such an action.

SECTION 4: The CITY may periodically review the progress of the contractor's work on the improvement pursuant to this Agreement. Such inspections shall not replace any required

permit inspections by the Building Commissioner. All work which is not in conformance with the approved drawings and specifications shall be immediately remedied by the Owner, and deficient or improper work shall be replaced and made to comply with the approved drawings, specifications, and terms of this Agreement.

SECTION 5: Upon completion of the improvement and upon its final inspection and approval by the CITY, OWNER shall submit to the CITY a properly executed and sworn contractor statement showing the full cost of the work as well as a notarized lien waiver for each separate component amount paid. The CITY shall, within thirty (30) days of receipt of the contractor's statement and signed lien waivers, issue a check to the OWNER in reimbursement of fifty percent (50%) of such cost, not to exceed \$7,706.11.

SECTION 6: If the OWNER, fails to complete the improvement work provided for herein in conformity with the approved plans and specifications and terms of this Agreement, or fails to complete such work within 180 days from the date described in Section 2 above, then, upon written notice by certified or registered mail to the OWNER, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 7: Nothing herein is intended to limit, restrict or prohibit the OWNER from undertaking any other work in or about the subject premises which is unrelated to the improvement provided for in this Agreement.

SECTION 8: This Agreement shall be binding upon the CITY OF BATAVIA and upon the OWNER of the property and its successors, for a period of one hundred eighty (180) days from and after the date of approval of this agreement provided for herein.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

CITY OF BATAVIA

Bruce Harris
Owner

Jeffrey D. Schielke
Mayor

DATE: _____

DATE _____

ATTEST: _____
Heidi L. Wetzel
City Clerk

DATE _____



City of Batavia
 Community Development Department
 100 North Island Avenue
 Batavia IL 60510
 Phone (630) 454-2700
 Fax (630) 454-2775

Application for Downtown Grant Improvement Programs

Grant Applying for (Check One only):

- Façade Grant
 Downtown Improvement Grant

All Tax Increment Financing Grant application funds are subject to compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.). By submitting an application for these grants, applicant acknowledges and agrees that they will comply with the provisions of the Act.

Property / Project Address 27 N. RIVER ST.
 Name of Tenant O'SOLE MIO, INC.
 Lease Expiration Date 12/31/2017
 Number of Tenants _____
 Number of Commercial Units _____
 Number of Residential Units _____
 Current/Proposed Use of Building GELATO
Restaurant
 Historic District Designation Significant
 Submittal Date ___/___/___

Property Owner's Name BRUCE HARRIS
 Phone Number (630) 761-0951
 Mobile Number (630) 638-0951
 E-Mail KRISTIN@BRUCEHARRIS.COM
 Business/Applicant Name RIVER ST. BUILDINGS
 Business Address 21 N. RIVER ST.
 Phone Number (630) 761-0951
 Mobile Number (630) 638-0657
 E-Mail KRISTIN@BRUCEHARRIS.COM
 Business/Applicant Signature Kristin Brown
 Property Owner Signature _____

Project Description :
NEW 3 PHASE
ELECTRICAL SERVICE
FOR 27 N. RIVER ST.

Additional Information to be Submitted with Application
Check Each Completed Item

- Total Anticipated Budget: \$ 15,412.23
- Design Services Grant Requested? Y__ N Amount: \$ _____ (Maximum \$1,000)
- Total Anticipated Grant Request (Maximum 50% of total cost, Limit of \$500 to \$25,000 for Downtown Improvement Grant, \$500 to \$5,000 for Façade Grant):
\$ 7,706.11
- Completed Certificate of Appropriateness (COA) Application Form (attached) (Façade Grants Only)
- Itemized List of Proposed Improvements
- Completed Bids, Based on Prevailing Wage, From Two Contractors For Work Specified on the Itemized List
- Digital Photographs of Façade Elevations (include CD or flash memory, or copies of photos already sent to the City of Batavia via email) (Façade Grants Only)
- Drawings and/or Modified Photographs Showing Proposed Improvements
- Paint and Material Samples
- Proof of Ownership of Property and Executed Lease
- Three (3) years of immediate past tax returns for business (Business Owner Only)
- Business Financial Statements (Business plan, income statement) (Business Owner Only)
- Authorization to Conduct Credit and Background Check (Business Owner Only)
- Authorization to Record Lien on property (Property Owner Only)
- Proprietary Information Certification (Optional)

P.O BOX 958561
Hoffman Estates,IL,60195

MECHANICAL24 INC.
HVAC-REFRIGERATION-GENERATORS

Estimate

Date	Estimate #
1/23/2013	117138

Name / Address
O'Sole Mio 27 N. River Street Batavia, IL 60510 attn: Tory Ciappelli

Description	Project		P.O. No.
	Qty	Rate	Total
			OS00123
INSTALL NEW ELECTRICAL SERVICE			
Run new service from transformer with approval from Batavia Electrical Department from the roof of building known as Bruce Harris & Associates to the top of O'Sole Mio-provided panel. Terminate existing 1Phase service and cap off Provide all material, labor and expertise			
Electrical 4/0 cable per foot	1,000	3.078	3,078.00
2'RMC with fitting	230	10.11739	2,327.00
SL/Service Labor Commercial for 2 technicians	76	95.00	7,220.00
Main Breaker	1	1,978.00	1,978.00
Meter Socket	1	695.00	695.00
Coring	1	380.00	380.00
Grounding	1	550.00	550.00
Hardware & Brackets	1	320.00	320.00
Please E-mail us back to approve quote. We look forward to do business with you.		Total	\$16,548.00

Phone #
8479879738

Web Site
www.mechanical24.com

Kalish Electric Company, Inc.

504 W. Lunt
Schaumburg, IL 60193

ESTIMATE	
Date	Estimate #
1/30/2013	2013046

Phone #	Fax #
(847) 534-1267	(847) 534-1268

Name / Address	Job Location
BRUCE HARRIS & ASSOCIATES, INC. ATTN: MRS. MARY CLAIRE HARRIS 21 N. RIVER ST. BATAVIA, IL 60510	BRUCE HARRIS & ASSOCIATES, INC. 21 N. RIVER ST. BATAVIA, IL 60510

Description
<p>RE: ELECTRICAL SERVICE FOR NEW TENANT</p> <p>KALISH ELECTRIC CO. PROPOSES TO FURNISH LABOR AND MATERIAL FOR INSTALLATION OF NEW 200 AMP., 120/240 VOLT, 3 PHASE, 4 WIRE SERVICE BASED ON THE FOLLOWING:</p> <p>COST #1: BASED ON CITY WILL NOT ALLOW SPARE EMPTY CONDUIT THAT RUNS FROM THE UTILITY TRANSFORMER TO THE EXISTING 400 AMP. SWITCH ON THE SOUTH WALL TO REMAIN IN THE 400 AMP. SWITCH (USING THE EXISTING SWITCH BOX AS A JUNCTION BOX FOR NEW SERVICE CABLES). TO CUT THE EXISTING 4" HEAVYWALL CONDUIT AND INSTALL A NEMA 3R ALUMINUM JUNCTION BOX WITH LOCKABLE HASP BELOW THE EXISTING 400 AMP. SWITCH FOR NEW CABLES CAN BE PULLED IN. COST - \$965.00</p> <p>COST #2: TO FURNISH AND INSTALL NEW COPPER CABLES FROM THE BATAVIA UTILITY TRANSFORMER TO THE SOUTH WALL TO FEED THE NEW METER FITTING AND SERVICE DISCONNECT. BASED ON EXISTING SPARE 4" CONDUIT THAT IS RUN UNDERGROUND IS IN GOOD SHAPE AND CAN BE USED. TO BLOW OUT CONDUIT AND PULL IN (4) 3/0 THHN COPPER CABLES. COST - \$4,490.00 (BASED ON NORMAL WORKING HOURS, 7:00 A.M. TO 3:30 P.M.)</p> <p>COST #3: TO FURNISH AND INSTALL A NEW 200 AMP., 3 PHASE, 4 WIRE METER FITTING AND A NEW 200 AMP. NEMA 3R, 120/240 VOLT, 3 PHASE, 4 WIRE SERVICE RATED FUSED DISCONNECT SWITCH ON THE SOUTH WALL TO THE EAST OF THE EXISTING ELECTRICAL SWITCH AND METERS. TO INSTALL 3/0 WIRE TO FEED SERVICE DISCONNECT. COST - \$1,150.00</p> <p>COST #4: SERVICE GROUND, BASED ON GROUNDING NEW SERVICE TO MAIN WATER SERVICE LOCATED IN THE NORTH BUILDING. TO INSTALL 3/4" CONDUIT WITH #4 GROUND WIRE. COST BASED ON 220 FT. OVERALL LENGTH. NOTE: SOME OF THE CONDUIT MAY NEED TO BE INSTALLED ON THE OUTSIDE WALL. CONDUIT INSTALLED OUTSIDE WOULD BE H.W. ALUMINUM CONDUIT. TO INSTALL 5/8" X 8 FT. GROUND ROD AND #6 GROUND WIRE AT NEW METER FITTING. COST - \$4,630.00</p> <p>COST #5: TO INSTALL A 200 AMP., 120/240 VOLT, 3 PHASE, 4 WIRE CIRCUIT UP ON THE ROOF FROM THE NEW 200 AMP. SERVICE DISCONNECT LOCATED ON THE SOUTH WALL TO TENANT SPACE. TO INSTALL A 200 AMP. NO FUSE, 4 WIRE SAFETY SWITCH ON THE BACK WEST WALL (IN CLOSET AREA). TENANT WOULD NEED TO WIRE TO NEW SWITCH. BASED ON INSTALLING 2" H.W. ALUMINUM CONDUIT OUTSIDE, TO INSTALL STRUT ON PARAPET WALL TO SUPPORT CONDUIT. BASED ON BEING ABLE TO INSTALL CONDUIT ON PARAPET WALL, TO PULL IN (4) 3/0 THHN COPPER CABLES AND</p>

Kalish Electric Company, Inc.

504 W. Lunt
Schaumburg, IL 60193

ESTIMATE	
Date	Estimate #
1/30/2013	2013046

Phone #	Fax #
(847) 534-1267	(847) 534-1268

Name / Address	Job Location
BRUCE HARRIS & ASSOCIATES, INC. ATTN: MRS. MARY CLAIRE HARRIS 21 N. RIVER ST. BATAVIA, IL 60510	BRUCE HARRIS & ASSOCIATES, INC. 21 N. RIVER ST. BATAVIA, IL 60510

Description
CONNECT. COST - \$9,070.00 OPTION TO COST #5: TO INSTALL 2" EMT CONDUIT INSIDE OF THE BUILDING ABOVE THE LAY IN CEILING IN THE 21 NORTH BUILDING OVER TO THE BACK WEST WALL OF THE TENANT SPACE AND INSTALL A 200 AMP. NO FUSE SAFETY SWITCH. TO PULL IN (4) 3/0 THHN COPPER CABLES AND CONNECT. BASED ON HAVING ACCESS AND SPACE ABOVE THE LAY IN CEILING. OPTION COST - \$8,695.00 TOTAL WORST CASE BASED ON INSTALLING CONDUIT INSIDE (OPTION FOR COST #5) - \$19,930.00 IF PROJECT IS MORE FAVORABLE THAN ANTICIPATED, THE SAVINGS WOULD BE PASSED BACK TO THE CUSTOMER. NOT INCLUDED IN OUR COST: * PERMIT COST * IF DRAWINGS ARE NEEDED FOR PERMIT. RESPECTFULLY SUBMITTED, THOMAS E. KALISH VICE PRESIDENT ACCEPTANCE OF THIS ESTIMATE INCLUDES ESTIMATE ADDENDUM A ACCEPTED BY: _____ (SIGNATURE) _____ (PRINT NAME & TITLE) _____ (P.O. NUMBER)

ESTIMATE ADDENDUM A

1. Pricing listed does not include permit and/or inspection fee(s), Commonwealth Edison Company or other utility company charges.
2. Terms: Payment in full net 30 days of completion of project and/or receipt of materials and/or from date of partial billing(s).
3. If a purchase order is required for invoicing, it must be issued at acceptance of proposal/change order request.
4. Pricing listed is effective for (30) thirty days unless otherwise noted.
5. Kalish Electric Company, Inc. to be notified of any possible exposure to hazardous chemicals, materials, situations and/or practices that may be present at the work site prior to Kalish Electric commencing work.
6. Correction or repair of any existing code violations is not included in this proposal unless specifically listed.
7. Pricing is based on all work being performed during regular (straight time) working hours Monday through Friday (excluding holidays) between the hours of 7:00 a.m. and 3:30 p.m. unless otherwise noted.
8. By executing this document, customer agrees that they will be responsible for payment in full of any and all court costs, attorneys' fees, and/or other costs incurred to obtain payment for work rendered and materials supplied by Kalish Electric Company, Inc. in such case as payments are past due.

ASPEN-VOICE & DATA, INC. / AVD ELECTRIC

526 RIDGELAWN TRAIL
 BATAVIA, IL 60510
 USA

QUOTATION

Quote Number: 400 AMP SERVICE
 Quote Date: Feb 11, 2013
 Page: 1

Voice: (630) 638-1561
 Fax:

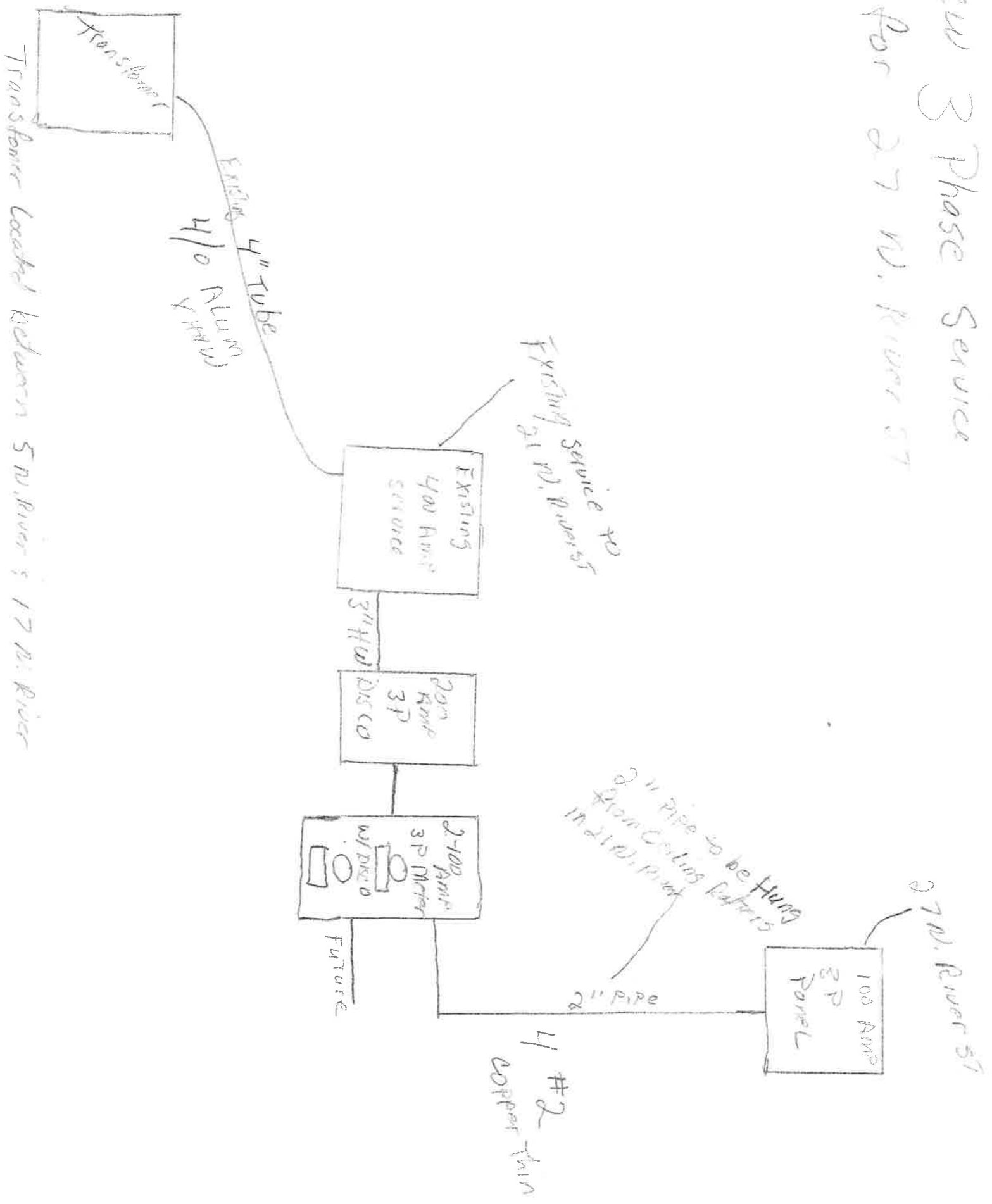
Quoted To:
BRUCE HARRIS & ASSOC 21 N. RIVER BATAVIA, IL 60510

Customer ID	Good Thru	Payment Terms	Sales Rep
HARRISASSOC001	3/13/13	Net 5 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		3 PHASE 400 AMP SERVICE WITH DISCONNECT	3,200.00	3,200.00
1.00		140' X 4 OF 500 MCM COPPER WIRE TO FEED SERVICE. THIS IS AN APPROX COST, ACTUAL PRICE ONCE SERVICE IS FINALIZED	5,100.00	5,100.00
1.00		200' OF 1/0 WIRE AND PIPE TO STREET SIDE OF WATER SERVICE	1,800.00	1,800.00
1.00		MISC FITTINGS, ELBOWS, LUBE, PULLING WIRE, TUGGER RENTAL, GROUND WIRE, ANCHORS,	1,700.00	1,700.00
48.00		APPROX 48 MAN HOURS OF LABOR AT \$75/HR TO INSTALL METER, TRIM CABLES, PULL GROUND WIRE, SET UP TUGGER	75.00	3,600.00
			Subtotal	15,400.00
			Sales Tax	
			TOTAL	15,400.00

PLAN

New 3 Phase Service
for 27 N. River St



Existing Service to
21 N. River St

Transformer located between 5 N. River & 17 N. River

Existing 4" Tube
4/0 PLUMB

Existing
400 AMP
Service

3" HD
200
AMP
3P
DISCO

2-100
AMP
3P Meter
w/ DISCO

Future

100 AMP
3P
PANEL

27 N. River St

2" Pipe to be Hung
from Ceiling Rafters
in 21 N. River

2" Pipe

4 #2
COPPER THIN

ASPEN-VOICE & DATA, INC. / AVD ELECTRIC

526 RIDGELAWN TRAIL
BATAVIA, IL 60510
USA

INVOICE

Invoice Number: 2174
Invoice Date: Mar 17, 2013
Page: 1

Voice: (630) 638-1561

Fax:

Bill To:

BRUCE HARRIS & ASSOC
21 N. RIVER
BATAVIA, IL 60510

Ship to:

BRUCE HARRIS & ASSOC
21 N. RIVER
BATAVIA, IL 60510

Customer ID	Customer PO	Payment Terms	
HARRISASSOC001	<i>200 AMP SERVICE TO NEW BLDG</i>	Net 5 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		3/22/13

Quantity	Item	Description	Unit Price	Amount
1.00		LABOR AND MATERIAL TO PIPE 2" PIPE ACROSS CEILING AND TO NEW BUSINESS ABOVE PAL JOEY. DOES NOT INCLUDE NEW 3 PHASE METER PER MARY CLAIRE. WILL USE 3 PHASE PANEL ALREADY INSTALL IN NEW BUSINESS AND BOND TO WATER. DOES NOT INCLUDE ANY WIRE TO TRANSFORMER	4,295.00	4,295.00
Subtotal				4,295.00
Sales Tax				
Total Invoice Amount				4,295.00
Payment/Credit Applied				
TOTAL				4,295.00

Check/Credit Memo No:

ASPEN-VOICE & DATA, INC. / AVD ELECTRIC

526 RIDGELAWN TRAIL
 BATAVIA, IL 60510
 USA

INVOICE

Invoice Number: 2175
 Invoice Date: Mar 17, 2013
 Page: 1

Voice: (630) 638-1561
 Fax:

Bill To:
BRUCE HARRIS & ASSOC 21 N. RIVER BATAVIA, IL 60510

Ship to:
BRUCE HARRIS & ASSOC 21 N. RIVER BATAVIA, IL 60510

Customer ID	Customer PO	Payment Terms	
HARRISASSOC001		Net 5 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		3/22/13

Quantity	Item	Description	Unit Price	Amount
1.00		400 AMP 3 PHASE METER SOCKET FROM CUTLER- HAMMER	2,674.57	2,674.57
1.00		500 MCM COPPER WIRE AND 1/0 GROUND WIRE TO WATER METER FROM STEINER ELECTRIC	4,907.71	4,907.71
1.00		INVOICE FROM STEINER ELECT. ENDING IN #5889 FOR 4" CONNECTIONS	310.92	310.92
1.00		INVOICE FROM STEINER ELECT ENDING IN #6364 FOR 4" HOLE SAW	27.40	27.40
1.00		INVOICE FROM STEINER ELECT. ENDING IN #8990 FOR ANCHORS	22.00	22.00
1.00		INVOICE FROM STEINER ELECT. ENDING IN #5472 FOR MISC GROUNDING MATERIAL	36.62	36.62
1.00		INVOICE FROM STEINER ELECT. ENDING IN #3610 FOR GROUNDING PIPE WORK	155.01	155.01
1.00		INVOICE FROM STEINER ELECT. ENDING IN # 4166 FOR MISC GROUNDING MATERIAL	22.11	22.11
1.00		INVOICE FROM STEINER ELECT.	36.99	36.99

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL	Continued

Check/Credit Memo No:

ASPEN-VOICE & DATA, INC. / AVD ELECTRIC526 RIDGELAWN TRAIL
BATAVIA, IL 60510
USA**INVOICE**Invoice Number: 2175
Invoice Date: Mar 17, 2013
Page: 2

Voice: (630) 638-1561

Fax:

Bill To:BRUCE HARRIS & ASSOC
21 N. RIVER
BATAVIA, IL 60510**Ship to:**BRUCE HARRIS & ASSOC
21 N. RIVER
BATAVIA, IL 60510

Customer ID	Customer PO	Payment Terms	
HARRISASSOC001		Net 5 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		3/22/13

Quantity	Item	Description	Unit Price	Amount
1.00		ENDING IN #4903 FOR GROUNDING MATERIAL AT METER SOCKET		
1.00		CABLE TUGGER FROM RENTALMAX	169.40	169.40
		MISC MATERIAL FROM HOME DEPOT (PULL STRING, BOLTS, NUTS, WASHERS)	17.00	17.00
36.50		LABOR TO SET METER SOCKET, SET DISCONNECT, PIPE BETWEEN DISCONNECTS, PULL CABLE, PIPE AND PULL GROUND TO WATER METER, TRIM OUT	75.00	2,737.50

Subtotal	11,117.23
Sales Tax	
Total Invoice Amount	11,117.23
Payment/Credit Applied	
TOTAL	11,117.23

Check/Credit Memo No:



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

1-800-STEINER (783-4537) • www.steinerelectric.com

**3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952**

Northern Illinois
ELK GROVE - Corporate Headquarters
 1250 Touhy Avenue Elk Grove Village, IL 60007
 847-228-0400 • 847-228-1352 Fax
ROSEMONT **QUINCY** **TURLEY PARK**
 815-423-2908 847-623-9028 708-802-6400
 815-282-2922 Fax 847-623-1031 Fax 708-429-0500 Fax
ST. CHARLES **CHICAGO** **CRYSTAL LAKE**
 630-377-6600 312-421-7220 815-281-3400
 630-377-7952 Fax 312-996-3027 Fax 815-459-1500 Fax

Northwest Indiana
HOBART
 219-943-8800
 219-947-2300 Fax

ORDER DATE	ORDER NUMBER
03/14/13	S004274903
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST. CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
HARRIS JOB
21 N RIVER
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY	
12145	HARRIS JOB	HARRIS JOB	JOHN TOWNSEND	
WRITER		SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE		STC/02	CREDIT CARD	03/15/13
ORDER QTY	DESCRIPTION	Unit Price	Ext. Prc	
	***** Shipping Instructions ***** * JOHN 630.638.1561 * * PLEASE DELIVER AT 8.00AM * * ----- * * PLEASE CALL JOHN PLEASE * *****			
2ea	NER L-1000 4-IN STEEL LOCKNUT	163.040/c	3.26	
1ea	ERC 615800 5/8X10FT CU GROUND ROD	19.430/ea	19.43	
1ea	BUR GRL-5 5/8 GROUND ROD CLAMP	1.270/ea	1.27	
1ea	BUR C11CSH2 1/2RIG 3/4 HUBSTRAP	7.190/ea	7.19	
1ea	BUR K2A25U 1/0 ALCU 2H TERM LUG	3.100/ea	3.10	
Less payment of 36.99		Subtotal	34.25	
		S&H CHGS	0.00	
		Sales Tax	2.74	
		Payments	-36.99	
		Amount Due	0.00	

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 847.228.0400 or at www.steinerselectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

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**3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952**

Northern Illinois
 ELK GROVE - Corporate Headquarters
 1950 Touhy Avenue, Elk Grove Village, Illinois 60037
 847-228-0400 • 847-228-1352 Fax
ROCKFORD 815-433-2800
 815-282-5222 Fax
ST. CHARLES 630-377-6600
 630-377-7952 Fax
CHICAGO 312-421-7220
 312-266-5027 Fax
Northwest Indiana
HOBART 219-947-8800
 219-247-2300 Fax
TIMLEY PARK 708-902-6400
 708-429-5500 Fax
CRYSTAL LAKE 815-281-9400
 815-459-1500 Fax

ORDER DATE	ORDER NUMBER
03/14/13	S004274166
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST.CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY
12145	HARRIS 314	HARRIS 314	JOHN TOWNSEND
WRITER	SHIP VIA	TERMS	SHIP DATE
TAULBEE, RICHARD	PK PICK-UP	CREDIT CARD	03/14/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Prc
2ea	APP LB75DCG CONDUIT BODY	557.330/c	11.15
10ea	IMC 3/4INIMC.CONDUIT	70.560/c	7.06
5ea	MINRLAC 150 3/4 1H STL COND STRAP	14.370/c	0.72
2ea	B-LINE B2009PA-ZN 3/4IN GRC STRUT STRAP	76.890/c	1.54
Less payment of 22.11		Subtotal	20.47
		S&H CHGS	0.00
		Sales Tax	1.64
		Payments	-22.11
		Amount Due	0.00

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- Safety & Janitorial Products

Acknowledgement

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ST CHARLES, IL 60174-3439
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Northern Illinois
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 915-633-2900
 915-282-2922 Fax
ST. CHARLES
 630-377-6600
 630-377-7952 Fax
GAURON
 847-623-2828
 847-623-7037 Fax
CHICAGO
 312-421-7720
 312-666-5027 Fax
TINLEY PARK
 708-862-6400
 708-429-0500 Fax
CRYSTAL LAKE
 815-261-3480
 815-459-1500 Fax

Northwest Indiana
HOBART
 219-947-6900
 219-947-2900 Fax

ORDER DATE	ORDER NUMBER
03/14/13	S004273610
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST.CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY
12145	HARRIS314		JOHN TOWNSEND
WRITER	SHIP VIA	TERMS	SHIP DATE
CHAPMAN, PAUL	PK PICK-UP	CREDIT CARD	03/14/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Price
1ea	IDEAL 31-849 POLYPROP ROPE 1/2 IN X 250 FT	145.450/ea	145.45
1ea	IDEAL 31-351 YELLOW 77 1-GALLON PAIL	25.430/ea	25.43
120ea	IMC 3/4INIMC.CONDUIT	70.560/c	84.67
20ea	MINRLAC 150 3/4 1H STL COND STRAP	14.370/c	2.87
1ea	APP LB75DCG CONDUIT BODY	557.330/c	5.57
3ea	APP NTC-75 3/4 NO-THRD COND CONN	266.730/c	8.00
4ea	APP NTCC-75 3/4 NO-THRD COND CPLG	424.710/c	16.99
Less payment of 312.10		Subtotal	288.98
		S&H CHGS	0.00
		Sales Tax	23.12
		Payments	-312.10
		Amount Due	0.00

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 847.228.0400 or at www.steinerelectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.

- 157.09
\$ 155.01



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

1-800-STEINER (763-4637) • www.steinerelectric.com

3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952

Northern Illinois
ELK GROVE - Crystal Lake, IL
1050 Taylor Avenue, Elk Grove Village, IL No. 50007
847-228-0400 • 847-228-1252 Fax

ROCKFORD
815-833-2900
815-866-2922 Fax
815-833-1337 Fax
630-377-6600
630-377-7952 Fax

QUINCY
847-623-2026
847-623-1337 Fax
312-421-7220
312-866-5027 Fax

TINLEY PARK
708-802-6400
708-429-2300 Fax

Northwest Indiana
HOBART
216-941-8800
216-941-2900 Fax

ORDER DATE	ORDER NUMBER
03/15/13	S004275472
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST.CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY	
12145	HARRI315		JOHN TOWNSEND	
WRITER	SHIP VIA	TERMS	SHIP DATE	
CHAPMAN, PAUL	PK PICK-UP	CREDIT CARD	03/15/13	
ORDER QTY	DESCRIPTION	Unit Price	Ext Price	
2ea	BLKBRN CH34 3/4 CONDUIT HUB	1455.270/c	29.11	
20ea	MINRLAC 145 3/4 1H STL EMT STRAP	11.830/c	2.37	
6ea	BRDGPOR 231-DC2 3/4 S/S EMT CONN	30.940/c	1.86	
4ea	MINRLAC 150 3/4 1H STL COND STRAP	14.370/c	0.57	
Less payment of 36.62		Subtotal	33.91	
		S&H CHGS	0.00	
		Sales Tax	2.71	
		Payments	-36.62	
		Amount Due	0.00	

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 847.228.0400 or at www.steinerelectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.

**STEINER ELECTRIC COMPANY**

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

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3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952

Northern Illinois

BLK GROVE - Chicago, IL
1295 Touhy Avenue, Elk Grove Village, IL 60007
847-228-2400 • 847-228-1552 Fax

ROCKFORD 815-633-2900
815-266-2522 Fax
422 CHARLES ST
600-377-6600
600-377-7952 Fax

GARBEE

847-823-2028

94-823-1031 Fax

CRYSTAL LAKE

312-421-7220

312-466-5027 Fax

Northwest Indiana

HOBART
216-347-8800
216-347-2999 Fax

TINLEY PARK

708-802-6400

708-429-2600 Fax

CRYSTAL LAKE

815-261-3400

815-459-1500 Fax

ORDER DATE	ORDER NUMBER
03/08/13	S004268990
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST.CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY
12145	harris 3-9-13	harris 3-9-13	JOHN TOWNSEND
WRITER	SHIP VIA	TERMS	SHIP DATE
MCLAUGHLIN, DAN	PK PICK-UP	CREDIT CARD	03/08/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Prc
100ea	MET CSH10F 1/4X1-1/4 TAPCON	20.370/c	20.37
		Subtotal	20.37
		S&H CHGS	0.00
		Sales Tax	1.63
		Amount Due	22.00

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 630.228.0400 or at www.steinerselectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.

STEINER



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

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3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952

Northern Illinois
 ELK GROVE - Crystal Lake/Deerfield
 1250 Touhy Avenue, Elk Grove Village, Illinois 60007
 847-228-0400 • 847-228-1252 / ext.
 ROCKFORD
 815-433-2300
 815-292-2922 (toll-free)
 ST. CHARLES
 630-377-6600
 630-377-7952 fax

Central Illinois
 ELK GROVE VILLAGE
 847-228-0400
 CHICAGO
 312-421-7220
 312-486-5027 fax

Northwest Indiana
 HOBART
 219-247-8800
 219-247-2900 fax

Crystal Lake
 708-822-6400
 708-429-2800 fax

Crystal Lake
 815-281-3400
 815-459-1500 fax

ORDER DATE	ORDER NUMBER
03/06/13	S004266364
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST. CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
HARRIS JOB
21 N RIVER ST
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY
12145	HARRIS	HARRIS	JOHN TOWNSEND
WRITER	SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE	PK PICK-UP	CREDIT CARD	03/06/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Price
1ea	MILW 49-56-0233 4-1/2" ICE HARENED HOLE SAW	25.370/ea	25.37
Less payment of 27.40		Subtotal	25.37
		S&H CHGS	0.00
		Sales Tax	2.03
		Payments	-27.40
		Amount Due	0.00

TERMS & CONDITIONS

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STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

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3755 SWENSON AVE
 ST CHARLES, IL 60174-3439
 630-377-6600 Fax 630-377-7952

Northern Illinois
 ELK GROVE - Central/Highway
 1250 Touhy Avenue, Elk Grove Village, Illinois 60007
 847-228-0400 • 847-228-1352 Fax
 ROCKFORD 815-833-2900 TROY PARK 708-852-6400
 815-282-2922 Fax 847-823-2028 708-429-0200 Fax
 ST. CHARLES 630-377-6600 CHICAGO 312-421-7228 CRYSTAL LAKE 815-261-3400
 630-377-7952 Fax 312-866-5027 Fax 815-459-1500 Fax

ORDER DATE	ORDER NUMBER
03/06/13	S004265889
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST, CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	1

ASPEN VOICE & DATA/AMEX
 526 RIDGELAWN TRL
 BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
 HARRIS
 21 N RIVER ST
 BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY	
12145	HARRIS	HARRIS	JOHN TOWNSEND	
WRITER		SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE		PK PICK-UP	CREDIT CARD	03/06/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Prc	
2ea	APP GIB-200L-4AC 2" GRND BUSHING	609.630/c	12.19	
4ea	R-DOT MALB-6 2-IN RT MOG PULL ELL	3913.110/c	156.52	
120ea	TWC 2INEMT.CONDUIT	124.070/c	148.88	
30ea	HWC 2INGALV.CONDUIT	326.480/c	97.94	
4ea	APP 4200S 2-IN S/SCR EMT CONN	124.880/c	5.00	
20ea	APP 5200S 2-IN S/SCR EMT CPLG	128.860/c	25.77	
2ea	HWEL 2IN GALV ELBOW 90DEG	1413.970/c	28.28	
1ea	TWEL 2 IN EMT ELBOW 90DEG	774.730/c	7.75	
8ea	APP NTC-200 2-IN NO-THRD COND CONN	1753.440/c	140.28	
4ea	APP NTCC-200 2-IN NO-THRD COND CPLG	2654.100/c	106.16	
6ea	TWEL 2 IN EMT ELBOW 45DEG	774.730/c	46.48	
6ea	TWEL 2 IN EMT ELBOW 30DEG	774.730/c	46.48	
2ea	HWEL 4IN GALV ELBOW 90DEG	6524.790/c	130.50	
*** Continued on Next Page ***			+ TAX	

= \$140.94



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

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1-800-STEINER (783-4637) • www.steinerelectric.com

3755 SWENSON AVE
 ST CHARLES, IL 60174-3439
 630-377-6600 Fax 630-377-7952

Northern Illinois

ELM GROVE • Chicago Metropolitan
 1255 Touhy Avenue, Elk Grove Village, Illinois 60007
 847-228-0400 • 847-228-1352 Fax

ROCKFORD 815-833-2900
 815-285-2222 Fax
 ST CHARLES 630-377-6600
 630-377-7952 Fax

QUINCY 847-623-2928
 847-623-1001 Fax
 CHICAGO 312-421-7220
 312-498-5027 Fax

TINLEY PARK 708-902-6400
 708-429-2000 Fax
 BATAVIA 615-291-3480
 615-456-1500 Fax

Northwest Indiana

PROBERT
 219-847-8800
 219-847-2900 Fax

ORDER DATE	ORDER NUMBER
03/06/13	S004265889
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST. CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	2

ASPEN VOICE & DATA/AMEX
 526 RIDGELAWN TRL
 BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
 HARRIS
 21 N RIVER ST
 BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY
12145	HARRIS	HARRIS	JOHN TOWNSEND
WRITER	SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE	PK PICK-UP	CREDIT CARD	03/06/13
ORDER QTY	DESCRIPTION	Unit Price	Ext. Price
1ea	GALNIP 4X12.GALV.NIPPLE	3295.890/c	32.96
2ea	HWCL 4IN GALV COUPLING	1800.090/c	36.00
2ea	APP GIB-400L-4AC 4" GROUND BUSHING	1726.660/c	34.53
2ea	APP HUB400DN 4IN ZDC WATER TIGHT HUBS	2555.790/c	51.12
1ea	BLKBRN RF2BB 2-IN ROOF FLASHING	1405.720/c	14.06
20ea	MINRLAC 285 2-IN 2H STL EMT STRAP	31.670/c	6.33
2ea	APP 7200S 2-IN COMP EMT CONN	170.210/c	3.40
Less payment of 1221.08		Subtotal	1130.63
		S&H CHGS	0.00
		Sales Tax	90.45
		Payments	-1221.08
		Amount Due	0.00

For METER SOCKET

TOTAL w/ TAX = \$1169.98

TERMS & CONDITIONS

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SALES ORDER

SALES ORDER NUMBER: 0468375

ORDER DATE: 2/27/2013

PAGE: 1

CUSTOMER:

Aspen Electric

SHIP TO:

526 Ridgelawn Trail
Call 1/2 hour before Delivery
John 630-638-1561
Batavia.

Purchase Order #: Placed By: Ship Via: Salesperson:
John 630-638-1561 OUR TRUCK Dan Oswald

Item Number / Description	Unit/Qty Location	Qty Ordered	Qty Shipped	Back Ordered
78-2113 10160 Eaton 3MCB400R 400A MB Tap Box 3PH	EACH	1	1,352.6300	1,352.63
78-6849 05405 Eaton 3MMBSK Buss Spacer	EACH C 1018	1	127.9900	127.99
78-6849 05289 Eaton 37MM220R12 2G 3PH Meter Bank	EACH	1	818.8000	818.80
78-2113 26664 Eaton CC3200X 3P 200A Circuit Breaker	EACH C 1021	1	194.3500	194.35

PAID - AMX

1 SKIN

8375

Sub Total: 2,493.77
7.25% Sales Tax: 180.80
Order Total: \$2,674.57

Place Order: Filled By: Checked By: Delivered By:

A finance charge of 1-1/2% per month, which is an annual rate of 18% will be added to all past due invoices. No returns will be accepted without an authorized, written approval. Returns are subject to a restock fee. Freight charges may apply to non-stock items.

SIGNATURE: *[Signature]* DATE: *2/27*

PRINTED NAME: *John Oswald* COMPANY: *AMX*



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Acknowledgement

ISO 9001:2008 Registered Firm

1-800-STEINER (783-4637) • www.steinerelectric.com

3755 SWENSON AVE
ST CHARLES, IL 60174-3439
630-377-6600 Fax 630-377-7952

Northem Illinois
ELK GROVE - Chicago Metropolitan
1850 Touhy Avenue, Elk Grove Village, IL 60007
847-228-0400 • 847-228-1252 Fax
PROVIDENCE ILLINOIS
815-835-2900 847-623-2828 TIMLEY PARK
815-282-2922 Fax 847-623-1031 Fax 708-429-0500 Fax
ST. CHARLES ILLINOIS
630-377-6600 312-421-7270
630-377-7952 Fax 312-429-3027 Fax 312-429-1500 Fax

Northwest Indiana
HOBART
219-947-8800
219-947-9900 Fax

ORDER DATE	ORDER NUMBER
03/06/13	S004265889
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST.CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	2

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
HARRIS
21 N RIVER ST
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY	
12145	HARRIS	HARRIS	JOHN TOWNSEND	
WRITER		SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE		PK PICK-UP	CREDIT CARD	03/06/13
ORDER QTY	DESCRIPTION	Unit Price	Ext Prc	
1ea	GALNIP 4X12.GALV.NIPPLE	3295.890/c	32.96	
2ea	HWCL 4IN GALV COUPLING	1800.090/c	36.00	
2ea	APP GIB-400L-4AC 4" GROUND BUSHING	1726.660/c	34.53	
2ea	APP HUB400DN 4IN ZDC WATER TIGHT HUBS	2555.790/c	51.12	
1ea	BLKBRN RF2BB 2-IN ROOF FLASHING	1405.720/c	14.06	
20ea	MINRLAC 285 2-IN 2H STL EMT STRAP	31.670/c	6.33	
2ea	APP 7200S 2-IN COMP EMT CONN	170.210/c	3.40	
Less payment of 1221.08		Subtotal	1130.63	
		S&H CHGS	0.00	
		Sales Tax	90.45	
		Payments	-1221.08	
		Amount Due	0.00	

TOTAL W/TAX \$131.33

169.98

FOR METER SOCKET

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 647.228.0400 or at www.steinerelectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drives
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Invoice

ISO 9001:2008 Registered Firm

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3755 SWENSON AVE
ST CHARLES IL 60174-3439
630-377-6600 Fax 630-377-7952

Northern Illinois
ELK GROVE - Crosswarp Industries
 1250 Taylor Avenue Elk Grove Village IL 60120
 847-228-3400 • 317-228-1552 Fax
ROCKFORD **QUINCY** **TINLEY PARK**
 815-833-2800 847-623-2028 708-902-6400
 815-292-2822 Fax 647-923-1031 Fax 708-429-5500 Fax
ST. CHARLES **CHICAGO** **CRYSTAL LAKE**
 630-577-6600 312-421-7720 815-261-3400
 630-577-7952 Fax 312-498-5027 Fax 815-459-1500 Fax

INVOICE DATE	INVOICE NUMBER
03/14/13	S004272848.002
REMIT TO:	PAGE NO.
STEINER ELECTRIC COMPANY 2665 BAYSHIRE CIRCLE CHICAGO IL 60674-0026	1

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

SHIP TO:
ASPEN VOICE & DATA/AMEX
harris job
21 n river st
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY		
12145	harris	harris	John Townsend		
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE	
FITCH, STEVE	STC/02	CREDIT CARD	03/14/13	03/14/13	
DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc	
PARALLEL WIRE REEL W/STAND, 4 FIXED COMPARTMENTS **CUSTOMER ACKNOWLEDGES THAT COMPARTMENT REEL IS ON LOAN, HAS BEEN RECEIVED IN GOOD WORKING CONDITION, AND WILL BE RETURNED WITHOUT DAMAGE. THE REEL WILL BE RETURNED OR AVAILABLE FOR PICK-UP WITHIN FIVE (5) BUSINESS DAYS FROM DATE RECEIVED. NON-COMPLIANCE MAY RESULT IN A FEE OF UP TO \$2,500.**	1	1	0.000/ea	0.00	
THHN 500MCM STR BLACK CUTS 1 x 145 ft parallel reel please	145	145	7269.230/m	1054.04	
THHN 500MCM STR RED CUTS 1 x 145 ft parallel reel please	145	145	7269.230/m	1054.04	
THHN 500MCM STR BLUE CUTS 1 x 145 ft parallel reel please	145	145	7269.230/m	1054.04	
THHN 500MCM STR WHITE CUTS 1 x 145 ft parallel reel please	145	145	7269.230/m	1054.04	
THHN 1/0 STR GREEN CUTS 1 X 210 FT ON ITS OWN REEL PLEASE	210	210	1561.980/m	328.02	



STEINER ELECTRIC COMPANY

- Electrical Supplies
- Automation Products
- Generator Systems
- Energy Management Solutions
- Motors, Motor Repair & Drive
- Energy Efficient Lighting & Controls
- Industrial Supplies
- Barcode & RFID Mobility Solutions
- Structured Cabling
- Network Infrastructure Products
- Safety & Janitorial Products

Invoice

ISO 9001:2008 Registered Firm

1-800-STEINER (783-1637) • www.steinerelectric.com

3755 SWENSON AVE
 ST CHARLES IL 60174-3439
 630-377-6600 Fax 630-377-7952

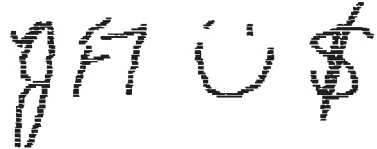
Northern Illinois
 ELK GROVE - Crystal Housewares
 1950 Taylor Avenue Elk Grove Village, IL 60007
 847-228-0400 • 847-228-1252 Fax
 ROCKFORD 815-833-2900 847-623-2028
 815-265-2522 Fax 847-623-1337 Fax
 ST. CHARLES 630-377-6600 312-421-7220
 630-377-7952 Fax 312-866-5027 Fax
 Northwest Indiana
 TIMLEY PARK 708-862-6400
 708-862-6400
 708-862-6400
 CRYSTAL LAKE 815-261-3400
 815-459-1500 Fax

INVOICE DATE	INVOICE NUMBER
03/14/13	S004272848.002
REMIT TO:	PAGE NO.
STEINER ELECTRIC COMPANY 2665 PAYSHERE CIRCLE CHICAGO IL 60674-0026	2

ASPEN VOICE & DATA/AMEX
 526 RIDGELAWN TRL
 BATAVIA, IL 60510-8300

SHIP TO:
 ASPEN VOICE & DATA/AMEX
 harris job
 21 n river st
 BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY		
12145	harris	harris	John Townsend		
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE	
FITCH, STEVE	STC/02	CREDIT CARD	03/14/13	03/14/13	
DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc	
***** Credit Card Information *****					
* Merchant ID# : 081900138974		Time/Date: 21:57:11 17 MAR 2013			*
* Card Number : 1000		Card Type:			*
* Card Holder : ASPEN VOICE & DATA/A		Auth Code: 144572			*
* Charge Amount: \$4907.71		Charge Date: 03/14/2013			*
***** PAID IN FULL *****					

SIGNATURE					
03/14/2013 Harris Deposit on 03/14/13					-4907.71
					
Invoice amount is due by 03/14/13					

- ALL RETURNS SUBJECT TO INSPECTION THAT MAY RESULT IN RESTOCKING CHARGES. MATERIAL NOT RETURNABLE WITHOUT PERMISSION.
- Terms and Conditions may be seen on reverse side or a copy may be obtained by calling 847.228.0400 or at www.steinerelectric.com, which provisions shall govern in the event of any conflict with any Terms and Conditions of Purchaser's proposal, purchase order or other document.
- If you make a tax-free purchase that is later determined by a Department of Revenue to be a taxable purchase, you are responsible for all applicable taxes, interest, and penalties.
- 1.50% PER MONTH FINANCE CHARGE WILL BE ADDED TO ALL PAST DUE INVOICES

Subtotal	-363.53
S&H CHGS	0.00
Sales Tax	363.53
Amount Due	0.00

** Reprint ** Reprint ** Reprint **

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Acknowledgement

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ST CHARLES, IL 60174-3439
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 1250 Touhy Avenue Elk Grove Village, IL 60007
 847-228-9400 • 847-228-6152 Fax
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 815-613-2900
 815-252-2922 Fax
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 630-377-7952 Fax
CHICAGO
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 312-866-5027 Fax
TINLEY PARK
 708-802-6400
 708-489-5500 Fax
BATAVIA, ILLINOIS
 315-459-1600 Fax

Northwest Indiana
HOBART
 219-547-8800
 219-517-2900 Fax

ORDER DATE	ORDER NUMBER
03/06/13	S004265889
ORDER TO:	PAGE NO.
STEINER ELECTRIC-ST, CHARLES 3755 SWENSON AVE ST CHARLES, IL 60174-3439 630-377-6600	2

ASPEN VOICE & DATA/AMEX
526 RIDGELAWN TRL
BATAVIA, IL 60510-8300

ASPEN VOICE & DATA/AMEX
HARRIS
21 N RIVER ST
BATAVIA, IL 60510-8300

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	ORDERED BY	
12145	HARRIS	HARRIS	JOHN TOWNSEND	
WRITER		SHIP VIA	TERMS	SHIP DATE
FITCH, STEVE		PK PICK-UP	CREDIT CARD	03/06/13
ORDER QTY	DESCRIPTION	Unit Price	Ext. Price	
1ea	GALNIP 4X12.GALV.NIPPLE	3295.890/c	32.96	
2ea	HWCL 4IN GALV COUPLING	1800.090/c	36.00	
2ea	APP GIB-400L-4AC 4" GROUND BUSHING	1726.660/c	34.53	
2ea	APP HUB400DN 4IN ZDC WATER TIGHT HUBS	2555.790/c	51.12	
1ea	BLKBRN RF2BB 2-IN ROOF FLASHING	1405.720/c	14.06	
20ea	MINRLAC 285 2-IN 2H STL EMT STRAP	31.670/c	6.33	
2ea	APP 7200S 2-IN COMP EMT CONN	170.210/c	3.40	
Less payment of 1221.08		Subtotal	1130.63	
		S&H CHGS	0.00	
		Sales Tax	90.45	
		Payments	-1221.08	
		Amount Due	0.00	

FOR WATER SOCKET
TOTAL w/TAX \$131.38
169.98

TERMS & CONDITIONS

This order is subject to Steiner Electric Company Terms and Conditions of Sale, a copy of which can be obtained by calling 847.228.0400 or at www.steinerelectric.com, which provisions shall govern in the event of any conflict with any Terms or Conditions of Purchaser's proposal, purchase order or other documents.

CITY OF BATAVIA

DATE: May 15, 2013
TO: Government Services/Committee of the Whole
FROM: Scott Buening, Community Development Director
SUBJECT: Ordinance 13-21 Authorizing Community Development Department to Enforce Certain Ordinances and Code Provisions

Background

This was last discussed at the Government Services Committee meeting on April 22, 2013. During this meeting, there were concerns raised about who would have the ability to write citations, how much in fines could be imposed, and concerns about enforcement of certain sections of the municipal code. This was continued to the next Committee meeting so the new City Council could discuss this matter.

To that end, staff has made several revisions to the draft ordinance. Changes include allowing only the Community Development Director, The Building Commissioner, Building Inspectors and Code Enforcement Officers to write tickets, and to delete the ability to enforce the Forestry and Water Pollution sections of the Municipal Code.

Per the request of the Committee, we have included a list of the adjudication cases since January 2013. Most of these cases involve items related to failing to obtain final inspection, zoning violations and other code enforcement related items. The exception to this is the February docket which included many of the drainage issues that have been pursued by the Engineering Department. These cases were continued to the May docket for compliance. These cases were all done by Engineering; Community Development only helps facilitate the enforcement actions by coordinating the docket case management. We have not been directly involved in these enforcement actions.

It should be noted that all violations, whether they are done by adjudication or by citations already have fines associated with them. We can only issue fines within the parameters established in the code. Repeated or continued violations can have fines imposed on a daily basis. The fine schedule can be found at this link: [Fine Tables](#)

The Community Development Department regularly is charged with enforcing certain City Ordinances, particularly as they relate to Building, Zoning and Property Maintenance Codes. The enforcement process involves initially notifying violators either verbally or in writing. Violations which continue then are taken into the Administrative Adjudication process. While this can be an effective way to achieve compliance, it is also a process that can be cumbersome and lengthy. It can often take several months to achieve the desired result.

Analysis

A more effective way for enforcement is the issuance of local ordinance violation ticket. These are issued in person or by mail and require the violator to pay fines similar to the format of a parking ticket. Typical procedures would involve issuance of a minimal fine (say \$50.00) for a first offense, with fines escalating for repeated or continued violations. Adjudication would take place after several tickets have been issued. This becomes a much quicker way to encourage violators to come into compliance, whereas the Adjudication process can take several months to come to resolution. This becomes a more efficient and effective way to bring violators into compliance with the ordinance being violated.

The attached Ordinance has been drafted by the City Attorney and would give the Community Development Department the ability to enforce several sections of the Municipal Code. As the Code Compliance division is often called on to help with other departments in enforcing Ordinances, this change would be the tool needed to better accomplish those requests. The Ordinance would allow Community Development to enforce

Ordinances such as Building Codes, the Zoning and Subdivision Ordinances, construction within the City rights-of-way, nuisances, trash collection and open burning, among others. It would expressly not give Community Development the ability to enforce moving violations other than parking violations.

Recommendation

Staff recommends that the Committee vote in favor of Ordinance 13-21 Authorizing the Community Development Department to Enforce Certain Ordinances and Code Provisions, as revised.

Attachment:

1. Ordinance 13-21 Authorizing the Community Development Department to Enforce Certain Ordinances and Code Provisions.

Cc: Mayor & City Council
City Administrator
City Attorney
Press
File

CITY OF BATAVIA, ILLINOIS
ORDINANCE 13-21

AUTHORIZING THE COMMUNITY DEVELOPMENT DEPARTMENT TO
ENFORCE CERTAIN ORDINANCES AND CODE PROVISIONS

ADOPTED BY THE
MAYOR AND CITY COUNCIL
____ DAY OF _____, 2013

Published in pamphlet form
by authority of the Mayor
and City Council of the City of Batavia,
Kane & DuPage Counties, Illinois,
This ____ day of _____, 2013

Prepared by:
Kevin G. Drendel
City of Batavia
100 N. Island Ave.
Batavia, IL 60510

CITY OF BATAVIA, ILLINOIS
ORDINANCE 13-21

AUTHORIZING THE COMMUNITY DEVELOPMENT DEPARTMENT TO
ENFORCE CERTAIN ORDINANCES AND CODE PROVISIONS

WHEREAS, Community Development Department is involved with the issuance of building permits and oversight of the development of property and construction of buildings, the inspection of properties, administration and oversight of zoning matters, property maintenance issues, and other matters that involve the application, enforcement and compliance with various provisions of the Batavia Municipal Code; and

WHEREAS, Community Development Department has not been expressly given the authority to enforce Code compliance and to issue and process tickets for violations of City Code provisions; and

WHEREAS, it is in the best interests of the City to grant such code enforcement authority to certain employees for certain of the provisions of the Batavia Municipal Code to the Community Development Department.

NOW THEREFORE, BE IT HEREBY ORDAINED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

SECTION 1. The Community Development Director, the Building Commissioner, Building Inspectors and Code Enforcement Officers are hereby granted the authority to enforce the various provisions of the Batavia Municipal Code and ordinances related to business licensing, construction, property conditions, property maintenance, building regulations, zoning, signage, subdivision control and similar provisions of the Batavia Municipal Code and ordinances, including the following provisions:

[Title 3 \(Business and License Regulations\)](#)

Title 4 (Health and Sanitation)

[Chapter 4 \(Nuisances\)](#)

[Chapter 5 \(Solid Waste Collection and City Curbside Collection Programs\)](#)

[Chapter 7 \(Open Burning\)](#)

[Chapter 8 \(Smoking in Public Places\)](#)

[Title 6 \(Motor Vehicles and Traffic\) Chapter 6 \(Parking, Stopping, Standing\)](#)

Title 7 (Public Ways & Property)

[Chapter 1 \(Streets & Sidewalks\)](#)

[Chapter 3 \(Cemeteries\)](#)

CITY OF BATAVIA, ILLINOIS ORDINANCE 13-21

Chapter 4 (Construction of Utilities in Right-Of-Ways)

Title 9 (Building Regulations)

Title 10 (Zoning)

Title 11 (Subdivision)

SECTION 2. The authority given to the Community Development Department to enforce the various provisions of the Batavia Municipal Code and ordinances shall not include any traffic or vehicular moving regulations, regulations relating to the public peace, morals and decency, theft, damage to property, trespass, fire hazards, gambling, alcohol or drug offenses, truancy, curfew and other provisions that do not relate to the maintenance, construction, development, use and control of real property.

SECTION 3. As of the effective date of this Ordinance, the Community Development Department shall have the authority to inspect property, issue warnings, write administrative adjudication and/or ordinance violation tickets and carry on other activities related to the enforcement of the various code provisions and ordinances that are within the authority of the Community Development Department to oversee, administrate and enforce.

SECTION 4. This Ordinance shall be in full force and effect upon its presentation, passage and publication according to law.

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this ____ day of _____, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this ____ day of _____, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Callahan					Wolff				
3	Hohmann					Chanzit				
4	Saam					Stark				
5	Vasilion					Thelin-Atac				
6	Cerone					Clark				
7	McFadden					Brown				
Mayor Schielke										

VOTE:	Ayes	Nays	Absent	Abstentions
Total holding office: Mayor and 14 aldermen				

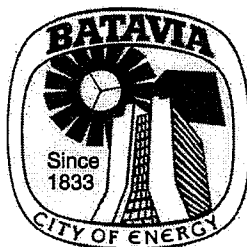
CITY OF BATAVIA, ILLINOIS ORDINANCE 13-21

ATTEST:

Heidi Wetzel, City Clerk

R:\Secretary\Clients - Municipal\City of Batavia\ORDINANCES\Code Enforcement\13-3-15 Ordinance Auth Comm Dev Dept - Code Enforcement.docx

CITY OF BATAVIA



P

roclamation

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as streets, water, wastewater, and electric; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, Jeffery D. Schielke, Mayor of the City of Batavia, Illinois, do hereby proclaim the week of May 19 - 25, 2013 as

"NATIONAL PUBLIC WORKS WEEK"

in the City of Batavia, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life on this 20th day of May, 2013.

Jeffery D. Schielke
Mayor



Proclamation

CASA Kane County – 25th Anniversary

WHEREAS, all Americans share a personal responsibility for the safety, security and well-being of children in our families, neighborhoods and communities; and

WHEREAS, Court Appointed Special Advocates (CASA) Kane County recruits, trains and supports volunteer citizens to advocate for the best interests of abused, neglected and dependent children in Kane County's juvenile court system; and

WHEREAS, CASA Kane County's volunteers work tirelessly to ensure that every child is placed in a safe, permanent and nurturing home; and

WHEREAS, CASA is the only organization in Kane County providing court ordered advocacy to 100% of the youth at no cost to taxpayers or the families involved; and

WHEREAS, CASA Kane County is funded solely through direct support, grants and special events; and

WHEREAS, CASA Kane County is recognized for training nearly 1,000 volunteer Advocates, over twenty-five years of dedicated service and serving as the "voice" of more than 3,000 children who have found themselves, through no fault of their own, in the Juvenile Court system of Kane County; and

WHEREAS, locally, we support the Guardian ad Litem program offered by CASA Kane County through community volunteers who make a difference in the lives of children they serve, many of who reside in our community.

NOW, THEREFORE, I, Jeffery D. Schielke Mayor of the City of Batavia, Illinois, on behalf of the Batavia City Council, hereby extend congratulations to CASA Kane County for twenty-five years of service to the Sixteenth Judicial Circuit Court and encourage citizens to recognize and reach out to those who may be affected by child abuse in order to help ensure that all Kane County children may live free of abuse, abandonment and neglect, as I hereby proclaim May 20, 2013 as "CASA Kane County Day" in Batavia, Illinois.

Mayor

CITY OF BATAVIA

MEMO TO: Mayor Jeff Schielke

FROM: Cheryl A. Shimp, Recording Secretary
Batavia Police Pension Board

DATE: May 15, 2013

SUBJECT: Reappointment of Ralph Beck to Police Pension Board

As per 40 ILCS 5/3-128, the mayor shall appoint two (2) members to the board of trustees of the municipality involved. Appointees shall serve a term of two (2) years or until their successors are appointed and qualified. The statute also indicates that the two (2) appointment members shall hold staggering terms. In accordance with this statute, Ralph Beck is due for reappointment as a trustee to the Batavia Police Pension Board.

We would therefore respectfully request that you reappoint Ralph Beck as a trustee to the Batavia Police Pension Board for a term of 2 years at your May 20, 2013 City Council meeting. Thank you for your continued support.

Copy to: Batavia Police Pension Board

CITY OF BATAVIA

DATE: May 15, 2013
TO: Alan Wolff, City Services Chair
FROM: Bill McGrath, City Administrator
SUBJECT: Res 13-69-R IDOT Road Closure Request for Triathlon and Farmers Market

Each year we have to request a permit form IDOT for any closure of state routes. Thus for the Triathlon on June 9, a resolution such as is attached would be necessary.

Due to the fact that River St. is part of the Rt. 25 Wilson/S. River St. intersection, IDOT is also requiring a permit for us for the Farmers Market closure.

Last year, in an effort to eliminate the need for such a resolution each and every time we had a closure, the Council passed an Ordinance authorizing the Police Chief to seek such a permit for a number of annual events.

We just learned that IDOT will not accept that Ordinance, thus attached Resolution 13-69-R. It is also because of this news that we called Alderman Wolff regarding placing this directly on the Council agenda.

When these minor issues occur, or timing is a serious issue, we ask the chair if we can poll the committee by phone as to whether they object to it being on the Council agenda and bypassing committee, place the matter on the agenda, and note the poll results for the Council. There has yet to be a majority objection. In this case, since we don't know yet who will be on the Committee, I consulted the Mayor who advised me to place it on the agenda.

Please present this Resolution for approval.

This will be on the Monday May 20, 2013 City Council meeting agenda.

Please call with any questions. Thank you.

Bill McGrath

Attachment: Res 13-69-R

C: City Council
Department Heads

CITY OF BATAVIA, ILLINOIS

RESOLUTION 13-69-R

A RESOLUTION TO SEEK A PERMIT FROM I.D.O.T.

TO CLOSE STATE ROUTE 31 AT MAIN STREET

DURING CERTAIN HOURS ON

JUNE 9, 2013

FOR THE BATAVIA TRIATHLON

AND ON

JUNE 8, 15, 22, 29, JULY 6, 13, 20, 27, AUGUST 3, 10, 17, 24, 31,

SEPTEMBER 7, 14, 21, 28, AND OCTOBER 5 AND 12

DURING CERTAIN HOURS

FOR THE BATAVIA FARMERS MARKET

WHEREAS, the City of Batavia is sponsoring a Triathlon in the City of Batavia on June 9, 2013; and

WHEREAS, this Triathlon will require the temporary closure of State Routes 31 at Main Street running through the City of Batavia; and

WHEREAS, the City of Batavia is also sponsoring a farmer's market in the City of Batavia on June 8, 15, 22, 29, July 6, 13, 20, 27, August 3, 10, 17, 24, 31, September 7, 14, 21, 28, and October 5 and 12 June 9, 2013; and

WHEREAS, although the Farmer's Market is not physically located on Rt. 25, this Farmers Market will require the temporary closure of River Street between Wilson Street and State St., thus limiting access to River Street from State Rt. 25 State at Main Street running through the City of Batavia; and

WHEREAS, Section 4-408 of the Illinois Highway code authorizes the Department of Transportation (Department) to issue permits to local authorities to temporarily close portions of State highways for such public purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Batavia as follows:

1. That permission to close Routes 31 for the period from 7:00 A.M. to 10:00A.M. Sunday, June 9, 2013 is requested of the Illinois Department of Transportation.

CITY OF BATAVIA, ILLINOIS RESOLUTION 13-69-R

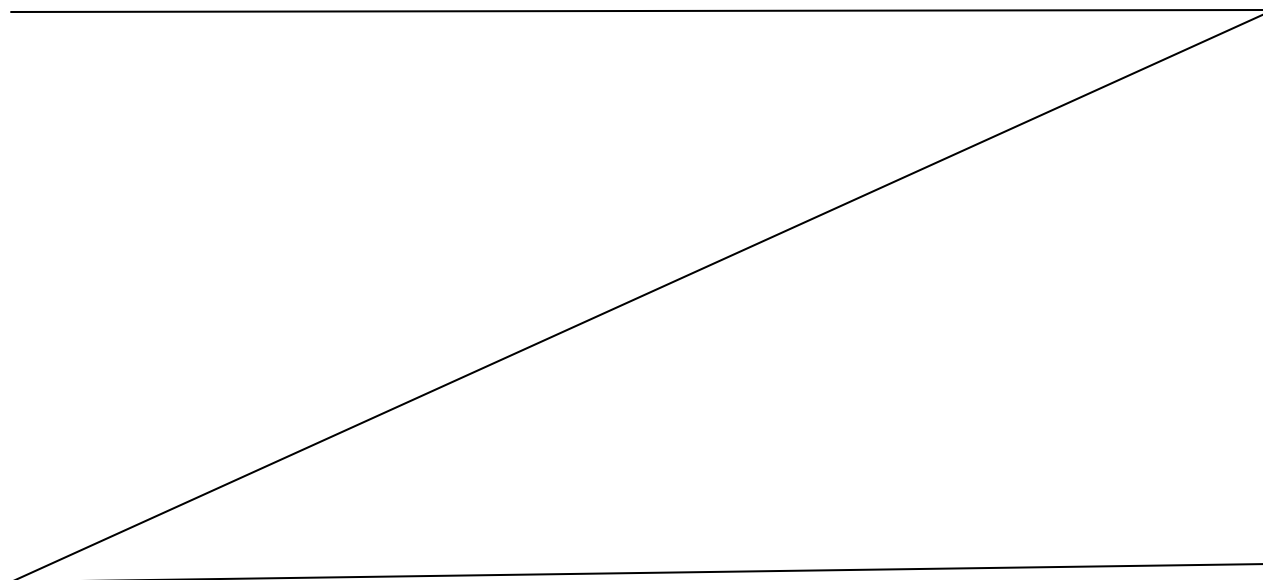
2. That permission to close River Street between Wilson St. and State St. for the period from 7:00 A.M. to 1:00 P.M. on the Saturdays of June 8, 15, 22, 29, July 6, 13, 20, 27, August 3, 10, 17, 24, 31, September 7, 14, 21, 28, and October 5 of 2013 is requested of the Illinois Department of Transportation.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation all highway traffic during the periods of time specified for the Triathlon on June 9, 2013 will be stopped for only short periods of time to allow race participants to cross Rt. 31 thereafter traffic will be allowed to proceed.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation all highway traffic on Rt. 25 during the periods of time specified for the Farmer's Market on June 9, 2013 will not be stopped on said State Rt. 25, but will only be unable to turn from Rt. 25 onto North River St. for the time periods described herein, and that thereafter traffic will be allowed to proceed.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, the City of Batavia shall assume full responsibility for the direction, protection, and regulation of the traffic during the times the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the State highway, or limitation of access to River St. from State Rt. 25 and it is further agreed that efficient all-weather detours shall be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the State highway. Detour markings shall conform to the requirements of the Manual of Uniform Traffic Control Devices.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permissions sought in this resolution.



CITY OF BATAVIA, ILLINOIS RESOLUTION 13-69-R

PRESENTED to the City Council of the City of Batavia, Illinois, this 20th day of May 2013.

PASSED by the City Council of the City of Batavia, Illinois, this 20th day of May 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 20th day of May 2013.

Jeffery D. Schielke, Mayor

ATTEST:

Heidi Wetzels, City Clerk

COUNCIL VOTE:

Ayes	0	
Nays	0	
Absent	0	
Abstentions	0	
Total Holding Office	14	

CITY OF BATAVIA

DATE: May 17, 2013
TO: Aldermen
FROM: Mayor Jeffery D. Schielke
SUBJECT: Joint Committee of the Whole

As per our discussions at last Monday night's Joint Committee of the Whole, I would propose that we create the following framework for the facilitation of City Council Committee meetings for the remainder of this year. At the conclusion of 2013, I would recommend that we again jointly discuss how this system is working and enact any changes that we might agree upon as enhancements.

The regular meetings of the City Council will remain the first and third Monday of each month starting at 7:30 p.m. at the city council chambers.

The meetings of the Joint Committee of the Whole will be held on the first four Tuesday's of each month starting at 7:30 p.m.

We will retain the four standing sub-committee's of the City Council: These are: Government Services, Community Development, City Services, and Public Utilities. Committee Chairmen of these committee's will be:

Government Services	Alderman Sparks
Community Development	Alderman Brown
City Services	Alderman Wolff
Public Utilities	Alderman Clark

Each Committee Chairman will be in charge of all issues before the Joint Committee which come under the jurisdiction of their particular committee. The Committee Chairman will lead any discussions and oversee any actions taken by the Joint Committee.

I think it is important that we identify who on the City Council is assigned to each of the four committee's as that will clearly give residents from your individual ward the background as to who is representing them in each committee structure. Beyond being assigned to the committee, members assigned thus can and should be utilized if there is any need for side meetings with city staff, local residents, contractors or consultants or other matters of business beyond the Joint Committee meeting. The most important aspect in my opinion is that we have one alderman from each ward on each committee so every ward is covered by representation.

As I have not heard from all of the wards yet as to how the aldermen want to divide up the committee assignments, I will leave the actual list of who's on what committee until Monday night's meeting when you are all present and we can approve the assignments at that time.

A second issue that several aldermen have talked to me about is the question as to how we should go about voting on matters before the Joint Committee when you are in session. The question being: Should we have all those present vote on each and every matter or only those who are members of the committee whose Chairman is presiding over the discussion at your meeting? I would suggest that we decide this at the start of your next Joint Committee meeting. As you may recall, at our first session last week, we let everyone present vote on everything presented and it appeared to me that this procedure worked out quite well. But this is a decision that should be made by the City Council in whole.

CITY OF BATAVIA

MEMO TO: City Council
FROM: Jeffery D. Schielke, Mayor
DATE: May 16, 2013
SUBJECT: Annual Department Head Appointments

It is time for the annual appointments of City officers and department heads, effective May 1, 2013 through April 30, 2014. I would offer the following for re-appointment and ask you to confirm them at the May 20, 2013 City Council meeting. Please call me if you have any comments or questions.

City Administrator: William McGrath
Assistant City Administrator: Jason Bajor
Finance Director & Budget Officer: Peggy Colby
Police Chief: Gary Schira
Fire Chief: Randy Deicke
Public Works Director: Gary Holm
City Engineer: Noel Basquin
Information Systems Director: Howard Chason
Community Development Director: Scott Buening
Electric Department Superintendent: Bob Rogde
Street Department Superintendent: Scott Haines
Water Department Superintendent: John Dillon
WWTP Superintendent: Byron Ritchason
ESDA Manager: Mark Davis
City Attorney: Kevin Drendel