



**RESOLUTION NO. 2016-002**

**AUTHORIZING APPLICATION FOR KANE COUNTY RIVERBOAT FUNDS  
AND EXECUTION OF ALL NECESSARY DOCUMENTS**

WHEREAS, the Village of Montgomery has determined that it in its best interests to submit an application for Kane County Riverboat Funds in the amount of \$20,000.00 for Village entry monument signage areas; and

WHEREAS, said project will allow the Village in cooperation with the Rotary Club of Montgomery to create Village entry monument signage areas at key locations within the Village; and;

WHEREAS, the Kane County Board must approve said application and will require the Village of Montgomery to execute a Funding Agreement and other necessary documents upon such approval:

NOW, THEREFORE, BE IT RESOLVED that Village Administrator Jeff Zoepfel is hereby authorized to execute the 2016 Kane County Riverboat Fund Program Application, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by the Village of Montgomery to Kane County requesting the dispersal of funds.

BE IT FURTHER RESOLVED, that any changes to the above-stated project description must be approved by the Village Administrator.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Montgomery, Kane and Kendall Counties, Illinois, this 22<sup>nd</sup> day of February 2016.

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President of the Board of Trustees of the Village of  
Montgomery, Kane and Kendall Counties, Illinois

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

NAYS: \_\_\_\_\_

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



ATTEST: Debra Buchanan  
*Deputy* Clerk, Village of Montgomery



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Kane County Office of Community Reinvestment

**2016 Grand Victoria Riverboat Fund**

3/1/2016 deadline

Village of Montgomery  
**Montgomery Village Entry Monument Areas**

**\$ 19,000** Requested  
\$ 31,199 Total Project Cost

Submitted: 3/1/2016 2:18:23 PM (Pacific)

**Project Contact**

Richard Young  
[ryoung@ci.montgomery.il.us](mailto:ryoung@ci.montgomery.il.us)  
Tel: 331-212-9021

**Additional Contacts**

*none entered*

**Village of Montgomery**

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Montgomery, IL 60538

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Web [www.ci.montgomery.il.us](http://www.ci.montgomery.il.us)

**Village President**

Matthew Brolley  
[brolley@ci.montgomery.il.us](mailto:brolley@ci.montgomery.il.us)

**Applicant and Project Information**

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #8.

**1. Indicate the type of organization submitting this application.**

Select one.

- 501(c)(3)  
 Unit of Local Government

**2. Provide a general description of your organization, its history, the service(s) you provide, and the people or groups to whom you provide those services.**

The Village of Montgomery is a community of more than 18,000 residents located in southeastern Kane County and northern Kendall County. From its beginning in 1835 as a mill town along the Fox River, Montgomery has been known as a city of industry. The Village is governed by a Village Board of Trustees/Administrator form of government. Services provided by the Village to residents and businesses alike include; water distribution, road maintenance and snow plowing, stormwater management, financial oversight, building permit and inspection services, land planning and zoning, code enforcement, economic development, event coordination and police services.

**3. Summarize your organization's recent experience (last 3 years) managing projects/programs funded by federal, state, and/or local government agencies.**

Indicate whether your organization has ever had any such funding withdrawn, recaptured, or otherwise returned, and why.

The Village has acquired grants from the county, the state and the federal government in the past and has developed the skills to successfully manage these grants in the past. In 2013 the Village was awarded a Disaster Recovery Grant relating to Hurricane Ike and used these funds for the creation of a new Comprehensive Land Use Plan. The Ike Grant was comprised of federal funds that was administered by the State of Illinois. The Village worked collaboratively with both the state and federal government on the extensive monitoring of these funds. Financial documentation and reporting required that quarterly reports be filed to maintain eligibility. All of the funds that were awarded were spent appropriately resulting in the completion of the project.

The Village has also in the past received Grand Victorian Riverboat Funds and successfully managed and completed these projects.

**4. Briefly describe your organization's financial management capabilities, including your accounting, payment, and record-keeping systems for both receipts and expenditures.**

During the annual budget process each of the Village's five departments identify grant funding which can be applied for which may be able to fund a project. Each department is responsible for identifying, applying for and monitoring any grants which are received. A new revenue and expenditure account is created for the grant revenue and its associated expenditures. These accounts are reviewed by the Finance Department on a monthly basis.

When grant funds are received, the Finance Department Accounting Manager assigns an account code and it is processed as described in the Cash Receipts Control Narrative. If the funds are received electronically, the Account Manager produces a journal entry, which is approved by the Director of Finance, and posted to the general ledger by the Accounting Manager.

Any required progress reports are completed and submitted by the responsible department within the Village. The Finance Department supplies information to assist with these requests.

As a part of the year-end process, the Director of Finance summarizes grant revenue and expenditure activity for the year and records any receivable or deferred revenue necessary.

The Village has written personnel policies covering job descriptions, hiring procedures, salary and wage level, promotions, dismissals and conflict of interests.

**5. Identify and describe any audit findings or investigations (including outcomes) made by any funding agency in the last 3 years. Include the name of the auditing agency and/or CPA.**

Not Applicable.

**6. Describe your efforts to secure other funding (including from your own budget) for this project/program.**

*If you are a unit of local government, indicate whether you will utilize tax revenue to support this project/program and, if so, from what sources (property, sales, MFT, gaming, etc.).*

As proposed, this project would be jointly funded by the Village of Montgomery Capital Development Fund (which includes property taxes), The Rotary Club of Montgomery Foundation Fund, small donations from other civic clubs and organizations and the Grand Victoria Riverboat Fund.

**7. Describe the qualifications of the key personnel to whom your organization will assign oversight/management responsibilities for this project/program.**

*Upload resume(s) as supporting documents in the Documents tab.*

The Villages Director of Community Development, Richard Young will act as the key person overseeing this project and any funding awarded to complete said project. Director Young has a Bachelor's of Science degree from Central Michigan University and is a member of the American Planning Association and the International Council of Shopping Centers. Director Young has over twenty years of experience in municipal government and fourteen years of experience working for development firms.

(Director Young's resume is attached)

**8. Indicate the type of application you are submitting.**

*Select one. Questions specific to the type of application you select will follow.*

- Application for capital project funds (Questions 9 - 20)
- Application for operating funds (Questions 21 - 28)

**9. Indicate the type of capital project proposed.**

*Select all that apply.*

- Rehabilitation of Existing Facility
- Expansion of Existing Facility
- Construction of New Facility
- Publicly Owned Improvements (infrastructure/parks/etc.)
- Vehicle/Equipment Purchase
- Technology Upgrade
- Other

**10. Describe your capital project, including the target population it will serve.**

*Upload a map identifying the address/location of your project as a supporting document in the Documents tab.*

The capital project that the Village of Montgomery and the Rotary Club of Montgomery Foundation wish to develop calls for the installation of an entry monument sign at a key location within the Village. The scope of the project includes the installation of a cut stone monument sign panel with engraved resin colored lettering, precast concrete and limestone veneer base and landscape plantings including trees, shrubs and perennials. The project will jump start the long planned effort to improve the entryways of the Village by providing the first of a possible fifteen entry monuments throughout the Village as identified on the Montgomery Comprehensive Signage Plan.

Anyone traveling through the Village and/or living, working or visiting the area represents the targeted population. The Village and the Rotary Foundation wish to enhance the aesthetics of the communities corridors by adding attractive entry monuments on sites around the Village. This first location represents the start of the program.

**11. Indicate the Grand Victoria Riverboat Program priority your project will address.**

*Select one.*

- Education
- Environment
- Economic Development

**12. Describe how your project will address the priority selected in Question 10?**

The funds generated by the grant program would enable the Village and the Rotary Foundation to establish a pilot program for other monument sites throughout the Village. The design ideas used in this project will be replicated at other entry corridor locations and help to provide a sense of community for our residents and business owners.

Attractive signage identifying the entry to the Village helps to promote a positive image and show the pride our businesses and residents have for their

community.

Montgomery's efforts with regards to economic development are centered on helping existing businesses to thrive and at the same time welcome new businesses to our community. This program will help to market the Village and provide an attractive entry to the community.

**13. How many Kane County residents do you estimate your project will serve in the first year following completion?**

Kane County and area residents who travel through this intersection each day total over 30,000 a day.

**14. Describe your efforts to collaborate with other organizations (regarding the project described in this application) in order to avoid duplication of services and to maximize available resources.**

The Rotary Club of Montgomery and the Village believe that the installation of the proposed monument signage will serve to provide area residents and businesses with a sense of place and therefore have welcomed the opportunity to help fund this project. The Rotary Club and its Foundation have only recently formed and have been looking for projects to participate in. With the Village, funding from the Riverboat Grant and hopefully smaller donations from the other organizations, this pilot program will be the start of a community wide effort to improve the aesthetics of the Village by adding monumentation signage at key locations around the community. One of the goals of the new Comprehensive Land Use Plan approved by the Village in 2014 was to focus on community image and identity. Within this document it states that the Village and its residents will work to define the image of the community.

**15. Have plans/specifications, contractor estimates, and/or material quotes been prepared for the project?**

Upload copies as supporting documents in the Documents tab.

Yes

No

**16. Describe your project's readiness to proceed. Are there approvals you still must obtain? If your project involves the development of real estate, do you have site control, zoning approvals, and any necessary easements?**

Upload any applicable supporting documents in the Documents tab.

This project still has some work to do before it will be ready for construction. The site is currently under contract to be purchased and is proposed for commercial development. As part of this development an easement will be granted which will allow for the construction of the monument area. The developer is in the process of requesting special use zoning approval starting with a Plan Commission Public Hearing and recommendation meeting to be held in April of this year. Following a Plan Commission recommendation to the Village Board on the special use request, the Board will take action on the development proposal. Once approved, site development work would start later this spring.

Final design plans for the monument area must be completed and will be ready by the end of April of this year. The pad for the monument will be ready for development later this summer.

The contact purchaser of the property has indicated their support through their application for special use zoning approval and the attached site plan which identifies the easement to the Village. The Rotary Foundation has indicated their support through the attached letter. The Village President and Board of Trustees have indicated their support through a resolution which is a part of this application.

**17. Is your project part of a larger plan to improve a particular facility, neighborhood, or community? If so, indicate the type of plan you are following.**

Upload the plan (or relevant sections) as a supporting document in the Documents tab.

Facility Needs Assessment

Neighborhood Improvement Plan

Comprehensive (Community) Plan

Transportation Plan

Environmental Remediation/Improvement Plan

Other (Indicate the type of plan in your answer to Question 17.)

N/A

**18. If you indicated your project is part of a larger plan in Question 16, explain how the project described in this application addresses one or more priorities identified in the plan.**

Also, indicate whether you expect to seek additional funding from Kane County to implement other aspects of the plan, including estimated amount (s).

In 2008 the Village with the help of Shoppe Design Associates, Inc developed the Montgomery Comprehensive Signage Plan for Village entry monumentation. The attached plan includes a Sheet Index (aerial photo) with fifteen locations for possible entry monuments. Sign Concept Plans for three different sized (1,2 and 3) monument signs have been included in the plan.

Within area Sheet 2 of 3 a site has been identified at the southwest corner of the intersection of Jericho Road and Orchard Road for signage. This is the location where the Village and the Rotary Foundation would like to place the first entry monument area. Within the Sign Concept Plan, sign number 2 "Secondary Monument Elevation" has been selected for this location.

Key corridors which have been identified within the Comprehensive Land Use Plan for the Village include Orchard Road. The Plan calls for the Village to install attractive gateway signage with landscaping along these corridors.

**19. How you will fund the on-going maintenance and upkeep of the improvements described in your proposal? Will you prepare (or do you already have) a reserve study and replacement reserve to cover major repairs resulting from normal deterioration?**

The proposed monument area is designed for outdoor weather conditions and should not require a significant amount of maintenance. Landscape areas will be maintained on a yearly basis by the Village's Public Works Department. Through the Village of Montgomery's annual Public Works Department maintenance budget, the Village will maintain and replace any portion of the monument structure and landscape material as needed. A replacement reserve will be established.

**20. How will your project be affected if it receives less funding from the Grand Victoria Riverboat Fund or from other anticipated funding sources?**

For example, will the project be downsized, or will you borrow additional funds or seek additional donations to make up the difference?

If less than the requested amount is received from the Riverboat Fund, the Village will evaluate the scope of the project and the associated costs. The

plan would call for working with other groups and organizations within the community to fund the project, reduce the amount landscaping proposed for the project, add the additional funds needed into the overall Village Budget or look for in-kind services or donations from others within the community.

21. Indicate what operating expenses you plan to cover with Grand Victoria Riverboat Funds. Are they general operating expenses or for a specific program or initiative. Please describe the program including the target population it will serve.

-answer not presented because of the answer to #8-

22. Indicate the Grand Victoria Riverboat Program priority your organization/program addresses.

-answer not presented because of the answer to #8-

23. Describe how your organization/program addresses the priority selected in Question 21?

-answer not presented because of the answer to #8-

24. How many Kane County residents do you estimate your organization/program will serve during the fiscal year for which you are seeking operating support?

-answer not presented because of the answer to #8-

25. Describe your efforts to collaborate with other organizations in order to avoid duplication of services and to maximize available resources.

-answer not presented because of the answer to #8-

26. Explain the circumstances that have led your organization to seek operating support from Kane County. Have you suffered a financial loss or other crisis resulting in a gap in your operating budget?

-answer not presented because of the answer to #8-

27. Describe the steps your organization has taken (and plans to take in the future) to achieve cost savings, operational efficiencies, and financial self-sufficiency to reduce or eliminate your reliance on Kane County for on-going operating support.

-answer not presented because of the answer to #8-

28. Describe your plan in the event your application is either not funded or is funded at a reduced level. Will your organization downsize, or will other fund-raising activities be undertaken to fill your budget gap?

-answer not presented because of the answer to #8-

## Budget

Funding Sources (Name and Type)	Amount Committed	Amount Uncommitted
Village of Montgomery	\$ 9,199.00	
Rotary Foundation of Montgomery, IL	\$ 3,000.00	
Grand Victoria Riverboat Fund	\$ 19,000.00	
<b>Total</b>	<b>\$ 31,199.00</b>	<b>\$ 0.00</b>

Uses/Expenses	Amount
Monument and Landscape Design Fees	\$ 3,000.00
Cut stone sign panel w/engraved lettering	\$ 9,450.00
Precast concrete cap & vertical band	\$ 2,070.00
Precast concrete collar	\$ 1,380.00
Limestone or similar veneer	\$ 700.00
Concrete foundation, rebar & excavation	\$ 5,400.00
Shade Trees 3.0" Cal. (2 x \$525)	\$ 1,050.00
Ornamental Trees 8'Hgt. (2 x \$400)	\$ 800.00
Deciduous Shrubs 30" Hgt. (30 x \$55)	\$ 1,650.00
Perennials 1 gal. (200 x \$14)	\$ 2,800.00
Seed and Blanket Sq. Yds. (30 x \$2)	\$ 60.00
Mulch Cu. Yds. (5 x \$55)	\$ 275.00
Contingency on material and labor (10%)	\$ 2,564.00
<b>Total</b>	<b>\$ 31,199.00</b>

## Budget Narrative

The project is broken down into four basic areas. First the final design fees for both the monument signage and the landscaping for the gateway area totaling \$3000 would be covered by the Village of Montgomery.

The cut stone sign panel, precast concrete, limestone and concrete foundation, rebar and excavation totaling \$19,000 would be paid for with the Riverboat Grant funds.

Shade trees, ornamental trees, deciduous shrub and the mulch for the landscape area and any contingency funds needed would be paid for by the Village of Montgomery or donated materials or services.

The balance of the landscape material totaling approximately \$3000, which includes the perennials and seed blanket will be donated by the Rotary Foundation.

## Documents

### Documents Requested \*

Supporting Documents: Upload all applicable documents listed on the template provided below.  
[download template](#)

Budget Documentation: Upload documents that support the items listed in your budget. Include copies of all funding award letters/notices and (for capital projects) contractor estimates and/or quotes for services.

Project Schedule: Complete and upload the template provided below.  
[download template](#)

Current IRS 501(c)(3) Determination Letter (for Non-Profit Applicants) or IL Dept. of Revenue Governmental Tax Exemption Letter (for Local Govt. Applicants)

CPA-Audited Financial Statements for Most-Recently Completed Fiscal Year

Board Resolution: Authorizing the Application for Funds and the Execution of all Necessary Documents.  
[download template](#)

Applicant Certification  
[download template](#)

Required?



### Attached Documents \*

[Supporting Doc's](#)

[Director Young's Resume](#)

[Rotary Letter of Support](#)

[Comp Sign Plan](#)

[Comp Sign Plan Sheet 1](#)

[Comp Sign Plan Sheet 2](#)

[Comp Sign Plan Sheet 3](#)

[Comp Sign Plan Design](#)

[Location Site Plan](#)

[Grant Cover Letter](#)

[Rotary Non-Profit Status](#)



[Cost Estimate](#)



[Project Schedule](#)



[Tax Exempt Status](#)



[Financial Document](#)



[Village Board Resolution](#)



[Applicant Certification Form](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

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