

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 16, 2010
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 16, 2010 at 7:00 p.m. in the Municipal Complex Village Board Room located at 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Pam Fender, Jay Kadakia, Niko Kanakaris, Harry Leopold, Paul Mercer and John Piwko.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Public Works Jim Schwartz and Village Attorney Mike Coppedge.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor Sass.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the August 26, 2010 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the August 26, 2010 Committee of the Whole Meeting Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the August 26, 2010 Committee of the Whole Meeting Minutes.

- b) Discussion – September 23, 2010 Bill List in the amount of \$460,522.93

Mayor Sass asked if the Committee had any questions or comments regarding the September 23, 2010 Bill List in the amount of \$460,522.93; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the September 23, 2010 Bill List in the amount of \$460,522.93.

- c) Discussion – Ordinance (O)2010-09.49 – Acceptance of Public Improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2

Village Manager David Johnson reported that the Village Board routinely accepts subdivision public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected.

The Village has received a request from Centegra Health System for acceptance of Centegra Health Care Campus Subdivision, Lots 1 and 2. Upon acceptance, the current letter of credit in the amount

of \$1,098,285.51 will be reduced to \$252,583.95, which is the 10% maintenance security required for three years following acceptance. The original letter of credit was in the amount of \$2,525,389.49.

Staff Analysis

The public improvements correction list generated by the Village has been successfully completed by Centegra Health System. It is recommended that the Village accept the public improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2, as follows:

Project	Current Performance Bond Amount	Proposed Disposition	Maintenance Security Required (10%)
Centegra Health Campus Subdivision, Lots 1 and 2	\$1,098,285.51	Reduce	\$252,583.95

Financial Impact

All applicable escrow accounts shall be current prior to release of the performance bond.

Village Manager Johnson reported that Greg Braun was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Fender asked how many lots this campus covers. Village Manager Johnson reported that this request covers Lots 1 and 2 but that there are two remaining lots in the subdivision.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2010-09.49 – Acceptance of Public Improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2.

- d) Discussion – Payout Request No. 1 in the amount of \$72,957.60 – Big Time Construction, Inc. – Northbridge Subdivision Public Improvement Concrete Repairs

Mayor Sass reported that at the August 27, 2009 Village Board meeting the Village Board authorized the Village Manager to execute a Letter of Understanding with Lennar, Inc. for the repair of public driveway approaches, sidewalk and curb/gutter in the Northbridge Subdivision. The cost of design and construction engineering is included in the amounts cited in the Letter of Understanding.

On October 2, 2009, the Village received bids for the project. Big Time Construction, Inc. was the low bidder with \$117,867.90 for the alternate bid at 29.7% below the Engineer’s Estimate and included the base bid plus the application of a protective coat to protect the concrete against salt damage. On December 17, 2009, the Village Board awarded the contract for the Northbridge Subdivision Public Improvement Concrete Repairs to Big Time Construction, Inc. in an amount not-to-exceed \$117,867.90. Payout Request No. 1 includes work completed on Concord, Greywall, Lenox Ct., Sawgrass, Cortland, Eastwood, Cambria Court and Aldridge.

Staff Analysis

The Engineering Department and CBBEL recommend payment to Big Time Construction, Inc. in the amount of \$72,957.60.

Financial Impact

The necessary funds for the project have been received from Lennar. No Village funds are proposed to be used for the project. [Capital Projects Fund (Special Projects) #02-10-4-6925]

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention (10%)</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$81,064.00	\$8,106.40	-0-	\$72,957.60

Pay Request No. 1 reflects a 10% retention amount. Waivers of Lien and payroll certifications have been received.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if all the equipment has been removed. Village Manager Johnson reported that the equipment has been removed and that the landscaping was finished last week as well.

Trustee Fender asked if the residents were happy. Village Manager Johnson reported that the on-site engineer stated that the only comments received were that the sidewalk colors were different.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 1 in the amount of \$72,957.60 to Big Time Construction, Inc. for the Northbridge Subdivision Public Improvement Concrete Repairs.

e) Discussion – Policy Direction – Regulation of Objects in Village Right of Way

Village Manager David Johnson reviewed a Power Point presentation and reported that Subdivision Regulations Section 155.032, Landscaping, addresses maintenance of the parkway areas, including the placement of mailboxes and support structures. The Subdivision Regulations specifically state “no person shall cause, create or make an encroachment or obstruction including the placement of boulders, posts, signs, or structures deemed inappropriate by the Director of Public Works upon the public streets or municipal property within the Village.” In addition, the regulations state that “installation of organic or inorganic materials within the parkway shall be subject to the approval by the Village of Huntley Public Works Department. No item shall be installed/placed within 2’ of a sidewalk, or a sidewalk ramp. No illumination items are allowed that, in the opinion of the Public Works Department, constitutes a hazard or a nuisance.”

The primary concern with placement of items in the right-of-way is the potential safety hazard created during snow removal operations. For example, rocks placed around a mailbox or landscape area can easily be hit by a snowplow and act as a projectile that could hit a person or a window. Tall or dense plantings in the parkway can also create a hazard by blocking the view of a snow plow driver who may not see a mailbox, or possibly a child.

The Public Works Department has identified various locations throughout the Village with materials in the parkway that are considered a hazard. These include boulders, loose rocks, landscape block taller than 4", plantings that are taller than 9", and evergreen plantings. In addition to the landscape materials, it is estimated that approximately 400 mailboxes are not in compliance.

Village Manager Johnson reported that Staff is seeking policy direction regarding notification to residents to remove landscape items considered hazardous and to bring mailboxes into compliance with the Subdivision Regulations.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold suggested that if the property owners would request Public Works assistance to remove/move boulders in their parkway that the Village provide that assistance. Trustee Leopold asked how many houses had illegal objects in the right of ways. Public Works Director Jim Schwartz stated that there were approximately 170 locations.

Trustee Piwko asked what was the timeframe for compliance; Village Manager Johnson reported that it would be 30-days from receipt of the letter.

Trustee Fender asked why the boulders in the parkways were a problem; Public Works Director Schwartz stated that they were a traffic hazard. Trustee Fender suggested that the safety hazards be stressed.

Village Manager Johnson then reported that there were approximately 400 homes with mailboxes that were not in compliance.

Trustee Piwko asked about masonry mailboxes. Public Works Director Schultz stated that if they are masonry they would need to be removed; he also noted that there are several masonry mailboxes which were installed in the 1990s that are grandfathered as they were installed prior to the Code revision.

Trustee Leopold asked what the timeframe for compliance would be for mailbox conformance; Village Manager Johnson stated that it would also be 30 days from receipt of the letter. Trustee Leopold noted the mountable curbs in Sun City and asked if there were other subdivisions with mountable curbs; Village Manager Johnson stated that they were also in the Lion's Chase and Cider Grove Subdivisions.

Trustee Fender suggested that along with sending out the letters that this information be included in the next water bills.

The direction from the Village Board was to proceed with the resident notifications.

f) Discussion – Adoption of Village of Huntley Strategic Plan

Village Manager David Johnson reported that as part of the planning process for the Fiscal Year 2010 Budget, the Village Board identified development of a strategic plan as one of its goals for 2010. Beginning in February, the Village Board conducted a series of workshops to review and discuss the various elements of the plan. Village Manager Johnson noted the timeline and excerpts of meeting minutes that were included in the Board's Packet which provided a summary of the discussion to date.

Village Manager Johnson reported that the final draft plan was also included in the Village Board's Packet and is set for adoption on September 23rd.

Village Manager Johnson thanked Senior Assistant to the Village Manager Lisa Armour for preparing the document and noted that this is another project completed by Village Staff which saved the taxpayers money for not hiring a consultant to do as it has been done many other municipalities.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Fender asked if the Strategic Plan could be used as a marketing tool; Village Manager Johnson reported that portions of the document would be used. Village Manager Johnson also noted that the Plan would be reviewed every year as part of the budget process.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the Adoption of Village of Huntley Strategic Plan.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Village Manager Johnson reported that the Village will be calling the Letter of Credit for the Rosati Property for unfinished work.

Village Manager Johnson reviewed a Power Point presentation regarding the detour routes during the closure of Route 47 at the Union Pacific Railroad Tracks from Friday October 8th at 2:00 p.m. until Monday, October 11th at Noon. Village Manager Johnson reported that after discussions with School District 158, this weekend was chosen as October 8th is an institute day for the teachers and no classes will be held and that October 11th is Columbus Day and a school holiday. Village Manager Johnson stated that it is Staff's intent to go on a media blitz with local and regional media; he also stated that the railroad will also be installing reader boards on Route 47 at locations that will allow enough time to avoid the closure.

After reviewing the Power Point presentation, the Board was asked to choose a preferred detour route.

Discussion ensued regarding the various options; the consensus was going southbound from Main Street to Algonquin Road to Haligus Road to Main Street to Route 47. Going northbound would be the opposite route.

Trustee Leopold asked how oversize loads traveling Route 47 would be handled or if they notify the Police Department prior to traveling; Village Manager Johnson stated that he will follow up with the Police Department.

Trustee Kanakaris asked if signage of some sort of notification could be given that the businesses near the railroad tracks will be open for business; Village Manager Johnson stated that notification as well as signage will be put up.

Other items discussed under the Village Manager's Report included:

Trustee Leopold asked about the clearing of trees on Kreutzer Road; Village Manager Johnson stated that this was required to be done by Par Development. Village Manager Johnson reviewed a Power Point presentation regarding the Sun City paving and pavement replacement work that will be taking place in the future.

Trustee Mercer asked when the final lift on Clanyard would be completed; Village Manager Johnson reported that it would be completed by the end of 2010.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the Village received a bequest from the Florence Schaffenegger Trust of \$45,000 to be used for village park in downtown Huntley. A letter was sent inviting them to a future Village Board meeting. The farm is the Weseman farm at the northwest corner of Route 47 and Reed Road.

Final Drafts of the Downtown Revitalization Plan will be included on the September 23rd Agenda.

Mayor Sass reminded the Board that the McCOG meeting was the following week.

Mayor Sass reported that due to the completion of the Strategic Plan, effective September 23rd the Village Board meetings will begin at 7:00 p.m.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further business to discuss, a MOTION was made to adjourn the meeting at 7:50 p.m.

MOTION: Trustee Piwko
SECOND: Trustee Fender
The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary