

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
November 5, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 5, 2015 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Finance Jennifer Chernak, Director of Development Services Charles Nordman, and Village Attorney John Cowlin.

PLEDGE OF ALLEGIANCE: Mayor Sass led the Pledge of Allegiance.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the October 8, 2015 Liquor Commission, October 8, 2015 Village Board and October 15, 2015 Committee of the Whole Meeting Minutes

Mayor Sass reported that Trustee Leopold was absent from the October 8, 2015 meetings and Trustee Goldman was absent from the October 15, 2015 meeting. Mayor Sass asked if there were any comments or changes to the Minutes; there were none.

A MOTION was made to approve the October 8, 2015 Liquor Commission and October 8, 2015 Village Board Meeting Minutes.

MOTION: Trustee Kanakaris
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: None
ABSTAIN: Trustee Leopold
The motion carried: 5-0-0-1

A MOTION was made to approve the October 15, 2015 Committee of the Whole Meeting Minutes.

MOTION: Trustee Kanakaris
SECOND: Trustee Westberg
AYES: Trustees: Hoeft, Leopold, Kanakaris, Piwko and Westberg

NAYS: None
ABSENT: None
ABSTAIN: Trustee Goldman
The motion carried: 5-0-0-1

- b) Consideration – Approval of the November 5, 2015 Bill List in the Amount of \$736,453.46

Mayor Sass reported that \$515,570.35(or 70%) of the expenditures were directly attributed to the payment of SSA Property Taxes (\$43,925.57), TIF Property & Sales Taxes (\$358,607.55), Sales Tax Rebate to Viking – TDC Huntley, LLC (\$105,578.88), and the Final Payout to Landmark contractors for the Downtown Retail Parking Lot Project (\$7,458.35).

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve the November 5, 2015 Bill List in the Amount of \$736,453.46.

MOTION: Trustee Westberg
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- c) Consideration – An Ordinance Approving the Inclusion of 11618 Second Street in the Huntley Historic District pursuant to the requirements of the Huntley Historic Ordinance, Section 159.021 Designation Procedures (G) Designation

Director of Development Services Charles Nordman reported that the property owner at 11618 Second Street (PIN: 18-28-382--038) is requesting inclusion within the Huntley Historic District originally established on February 26, 2009 per Ordinance(O) 2009-2.04 and subsequently amended on December 16, 2010 per Ordinance (O)2010-12.75 to include 11510 W. Main Street.

The subject property, located on the north side of Second Street, was built between 1906 and 1907 in the Victorian architectural style. The relatively modest changes to the structure over the years include relocating the front door from the center of the south-facing (front) elevation to the west side of that elevation and rehabilitation to the front porch.

The Historic District Designation Criteria provided pursuant to Landmark and Historic District Designation section of the Historic Preservation Ordinance shall be considered to recommend a structure, building, object, or site for inclusion within a historic district. The criteria include *General Considerations*, *Architectural Significance* and *Historic Significance* with the subject property qualifying under several elements within each of these three categories, including but not limited to the following:

General Considerations.

- (1) The structure, building, object, site, or area has significant character, interest, or value as part of the historic, cultural, aesthetic, or architectural characteristics of the Village, the State of Illinois, or the United States.

Architectural Significance.

- (1) The structure, building, object, site, or area represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction, or use of indigenous materials.
- (2) The structure, building, object, site, or area embodies elements of design, detail, material, or craftsmanship of exceptional quality.
- (3) The structure, building, object, site, or area exemplifies a particular architectural style in terms of detail, material, and workmanship and has undergone little or no alteration since its original construction.

Historic Significance.

- (1) The structure, building, object, site, or area is an exceptional example of an historic or vernacular style, or is one of the few such remaining properties of its kind in the Village.

Historic Preservation Commission Recommendation

The Historic Preservation Commission conducted a public hearing on October 20, 2015 to consider the petitioner’s request. Having fully heard and considered testimony, the Historic Preservation Commission recommended approval of the petitioner’s request by a vote of 6 to 0 subject to the following condition:

- 1. Adherence to the Village of Huntley Historic Preservation Ordinance as well as applicable Secretary of the Interior’s “Standards for Rehabilitation”

Director Nordman reported that the property owner, Ms. Lonni Oldham was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve an Ordinance for the inclusion of the property at 11618 Second Street within the Village of Huntley Historic District.

MOTION: Trustee Piwko
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- d) Consideration – An Ordinance Approving an Amendment to the Final Planned Unit Development for St. Mary Catholic Church, 10307 Dundee Road, to Allow Construction of a ±1,428 Square Foot Maintenance Building

Director of Development Services Charles Nordman reported that St. Mary Catholic Church, zoned RE-1 (PUD) Residential Estate Planned Unit Development, received its initial PUD approval on March 9, 2000 for a ±22,981 square foot main sanctuary building. The Church was later granted a second PUD amendment on September 25, 2005 for a parking lot expansion and new driveway to Huntley-Dundee Road. Most recently, an amendment to the PUD was approved on December 15, 2011 for the ±32,567 square foot addition for the parish center.

The Church is now proposing the construction of a ±1,428 square foot maintenance building to be located south of the parish center. The proposed building will primarily be metal with a “Novabrick”

wainscot at the base of the building. An overhead door will be located on the south elevation of the building, facing towards the trash enclosure. Three (3) Wintergreen Junipers (7 feet in height) are proposed to be planted to the east of the building.

No relief is required to construct the maintenance building as proposed.

Plan Commission

The Plan Commission reviewed the petition on October 12, 2015 and unanimously recommended approval by a vote of 5-0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. No building plans or permits are approved as part of this submittal.
6. No sign permits are approved as part of this submittal.

Director Nordman reported that representatives of St. Mary Church were in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Piwko stated that he would like more trees added to east side of the maintenance building.

There were no other comments or questions.

A MOTION was made approving an Ordinance Amending the Final Planned Unit Development for St. Mary Catholic Church, 10307 Dundee Road, to allow construction of a ±1,428 square foot maintenance building.

MOTION: Trustee Westberg

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – An Ordinance Approving (i) a Map Amendment to rezone property from “B-2” Highway Service and “R-2” Single Family Residence District to “M” Manufacturing District; (ii) Special Use Permit for Outside Storage of Vehicles; and (iii) Site Plan Review, including approval of such relief as may be necessary to allow for development of a truck parking lot for Dean Foods, 11710-11718 Mill Street, accordance with the submitted site plan

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the development request entails the reconstruction and expansion of the existing aggregate parking lot for the Dean Foods transportation facility on the north side of Mill Street. Last year, at the request of

the Village, Dean constructed a landscaped berm along the east property line to screen the truck parking from view of the Downtown. Dean had previously planted 28 pine trees to the west of the lot to screen the trucks from view of Route 47.

The proposed project also includes the installation of storm sewer to aid in site drainage and construction of a stormwater detention and retention area in accordance with Village ordinance. Landscaping improvements to screen the truck parking from surrounding properties is also part of the project. No additions, demolitions, or improvements to the existing buildings are proposed as part of this request.

Map Amendment

The requested map amendment will rezone portions of Dean's property, north of Mill Street, from "R-2" Single Family Residence and "B-2" Highway Service to "M" Manufacturing. Currently, approximately ±1.2 acres of the property are zoned "R-2" Single Family Residence and ±1.43 acres are zoned "B-2" Highway Service. The remaining ±3.57 acres are zoned "M" Manufacturing.

The petitioner is requesting the proposed map amendment to rezone portions of the property (see map) in order to reconfigure and expand the existing truck parking area located on the north side of Mill Street. The two "R-2" zoned properties on Mill Street (11716 and 11718 Mill Street) were purchased by Dean in January 2005. The homes on the properties were demolished; however, the properties were not rezoned. These properties have since been maintained by Dean as open space.

The Village Board previously approved the rezoning of two parcels on Mill Street, directly west of the railroad tracks, for Dean in December of 1994 (Ordinance No. 94-12-08-005). The remaining property to the north was already zoned manufacturing (staff reviewed old zoning maps and was able to determine the property has been zoned manufacturing since at least 1973).

Special Use Permit

The requested Special Use Permit for outside storage of vehicles will allow the petitioner to expand and reconfigure the truck parking on portions of the property that are proposed for rezoning to "M" Manufacturing.

Site Plan Review

The petitioner is proposing to pave, reconfigure and expand the existing truck parking area on the north side of Mill Street, directly across from the Dean's plant. The plan will pave and screen the existing gravel truck parking area and provide a staging area for trucks waiting to enter Dean's receiving area located on the south side of Mill Street. The existing Dean transportation building will remain unmodified.

The proposed plan is divided into five phases that will be implemented over several years. The following is a summary of the proposed phasing:

- Phase 1 – Construct and landscape a berm along the east lot line. At the request of the Village, this work was completed in 2014.
- Phase 2A – Relocate 28 existing pine trees to allow for construction of stormwater detention pond (proposed to be completed late 2015 or early 2016)
- Phase 2B – Construct the stormwater detention pond and installation of additional landscaping along the west lot line (proposed for 2016).
- Phase 3 – Installation of additional landscaping and fence along the west lot line and construction of the new curb cut and driveway on Mill Street.

Phase 4 – Paving and landscaping of the truck staging area adjacent to Mill Street.

Phase 5 – Paving of the truck parking area (north of the building).

Parking

As part of the proposed improvements, 59 truck parking spaces and 12 employee parking spaces will be created north of the existing Dean transportation building. To the south of the building, an additional 15 employee parking spaces and 14 staging spaces will be created for trucks waiting to enter the receiving area. The proposed design includes both a 41-foot wide and a 65-foot wide driveway apron along Mill Street while the existing condition is a single 75-foot wide (approximately) apron. The proposed openings require relief since they exceed the 25 feet which is the maximum width allowed by the Zoning Ordinance (Section 156.106(C)(5)).

Landscaping

The proposed landscaping plan will be implemented over five phases with much of the landscape screening being installed within Phases 2A and 3. The remaining landscaping adjacent to the building and within the truck staging area will be installed in Phase 4 in association with the construction of the staging area and employee parking spaces.

As previously noted, a landscaped berm has already been constructed along the east lot line to screen the truck parking from view of the Downtown and pine trees have been planted to the west to screen the truck parking area from Route 47.

As part of Phase 2A, the 28 pine trees planted to the west will be replanted to accommodate the construction of the stormwater pond that is proposed to be constructed in Phase 2B. The pine trees will be replanted along what will be the western edge of the stormwater pond, adjacent to Route 47. The other proposed landscaping to be added to the site will serve to screen the expanded truck parking area from the adjacent properties to the west. A 6-foot tall solid fence will run along the west property line for the full length of the adjacent residential property and Blue Junipers will be planted along the fence line for additional screening. A mix of evergreens, shrubs, and trees will be planted adjacent to Mill Street.

Lighting

The existing lighting within the lot will be replaced with new pole mounted LED fixtures. Three poles will be located within the truck parking lot, each with four fixtures, and two poles each with a single fixture will be located within the truck staging area. Wall mounted fixtures will provide lighting for the employee parking areas at both the front and rear of the transportation building. The photometric plan is in conformance with required light levels along all property lines (zero footcandles are shown at residential property lines).

REQUIRED RELIEF

The following relief is required as part of the Site Plan Review process:

1. The proposed site plan includes both a 41-foot wide and a 65-foot wide driveway apron along Mill Street while the existing condition is a single 75-foot wide (approximately) apron. The proposed openings require relief since they exceed the 25 feet which is the maximum width allowed by the Zoning Ordinance (Section 156.106(C)(5)).

Plan Commission

The Plan Commission reviewed the petition at a public hearing on September 28, 2015. The homeowner directly west of Dean's property testified at the meeting and stated she appreciated the

positive impact the proposed project will have on the area. She further explained that she is concerned the 6 foot tall fence proposed along her eastern lot line will be too imposing. She suggested a plan without a fence or installing the fence approximately sixty (60') feet from the front property line at Mill Street rather than the thirty (30') stipulated on the plans. Following discussion, the Plan Commission unanimously recommended approval by a vote of 4-0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Landscape Plan shall be modified to increase the size of the Blue Point Junipers to be no less than 6 feet at the time of planting. *The petitioner has revised the landscape plan to increase the size of the Blue Point Junipers to 6 feet in height.*
4. The Landscape Plan shall be modified to increase the density of the Blue Point Junipers along the west lot line in areas where there is no fence. The required density shall provide full screening of the truck parking. *The petitioner has increased the density of the Blue Point Junipers along the west lot line.*
5. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
6. All permanent and seasonal plantings must be replaced immediately upon decline.
7. All site lighting shall be directed downward so no glare is visible from surrounding properties.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. No building plans or permits are approved as part of the submittal.
10. No sign permits are approved as part of the submittal.

Condition added by the Plan Commission:

11. The petitioner shall investigate the possibility of adjusting the length of the screening fence on the west side of the subject site.

Director Nordman reported that Ken Graham from Dean Foods was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Westberg stated that he agreed with the property owner adjacent to the site and was not sure if the fence was necessary and to have just a natural landscaped barrier.

Trustee Goldman stated that she believes the Junipers will be enough.

Mr. Graham stated that the homeowner would prefer no fence but if a fence was necessary the homeowner would like a wood fence.

It was the consensus of the Village Board to remove the fence requirement from the request.

A MOTION was made approving an Ordinance granting (i) a Map Amendment to rezone property from “B-2” Highway Service and “R-2” Single Family Residence District to “M” Manufacturing District; (ii) Special Use Permit for Outside Storage of Vehicles; and (iii) Site Plan Review, including approval of such relief as may be necessary to allow for development of a truck parking lot for Dean Foods, 11710-11718 Mill Street, accordance with the submitted site plan and the removal of the fence requirement.

MOTION: Trustee Westberg
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

Trustee Westberg left the meeting (7:19 p.m.)

- f) Consideration - An Ordinance Approving Relief for Wall Signs for Parkside Pub, 11721 E. Main Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Parkside Pub has submitted a request for relief to allow four walls signs. The proposed signage includes two arch signs to be located over the front and rear entrances to the outdoor patio and two wall signs to be located over the restaurant's main entrance and on the rear patio wall. Each arch will measure 6 feet in height and 7 feet in width and will be mounted on top of brick columns giving the arches an overall height of ±13 feet. The wall signs to be located above the main entrance and on the patio wall will each measure 4.5 feet in diameter with an approximate area of 19.6 square feet. The restaurant's existing signage stating "Burgers and Soups" and "Philly Steaks" will be removed as part of the façade improvement.

Staff Analysis

Section 156.123 of the Zoning Ordinance limits the number of wall signs to one per tenant. Furthermore, it states that wall signs shall not project above the wall to which it is attached. Parkside Pub is requesting relief to allow three additional wall signs and for the two arch signs to extend above the wall to which they are attached.

Director Nordman reported that Parkside owner, Jeff Lovell, was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Kanakaris asked if the awnings will have wording on them and, if so, what would they say. Mr. Lovell stated that they will list items sold such as "Steaks", "Burgers", etc. Trustee Kanakaris suggested the items offered should be made into wood signs on the building. Mr. Lovell stated that they have that now and they are hard to maintain.

Trustee Goldman stated that the sign plans are attractive and they will showcase the business.

Mr. Lovell stated that the new parking lot in the rear of the building has helped make the rear entrance used as much as the front entrance.

There were no other comments or questions.

A MOTION was made to approve an Ordinance granting relief for wall signs for Parkside Pub, 11721 E. Main Street.

MOTION: Trustee Goldman
SECOND: Trustee Hoeft
AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris and Piwko
NAYS: None

ABSENT: Trustee Westberg
The motion carried: 5-0-1

Trustee Westberg returned to the meeting (7:23 p.m.)

g) Consideration – A Resolution Authorizing a Professional Services Agreement with Sikich LLP

Director of Finance and Human Resources Jennifer Chernak reported that the contract for professional services from Sikich LLP, (Village auditors) expired upon the completion of the 2014 audit, which was recently accepted by the Village Board at the June 4, 2015 meeting. A new proposal has been submitted for auditing services for fiscal years ending December 31, 2015 through December 31, 2018.

Staff Analysis

Specific benefits of retaining Sikich, LLP:

- First and foremost, the firm is the best in the business or the “Gold Standard” of auditing firms;
- Consistency and quality of staffing in multi-year engagements, including assigning staff from Sikich’s local government team with the primary focus on providing service to the local governments year round. The Sikich firm realizes the importance of training and assigns staff familiar with Village software;
- The identification of opportunities for improved financial or procedural performance;
- The cost of changing auditing firms would be very expensive due to initial startup costs for a new firm and extremely time-consuming for Village staff.

Sikich, LLP’s expertise will enable the Village to effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board, new requirements established by industry standards and to continue to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting,

Financial Impact

The auditing fee structure for the Comprehensive Annual Financial Report (CAFR), the State Comptroller’s Report (AFR), the TIF’s and the Illinois Department of Insurance (IDOI) for the Police Pension Fund reports for the term of the contract is as follows:

<u>Fiscal Year</u>	<u>CAFR</u>	<u>AFR</u>	<u>TIF’s</u>	<u>IDOI</u>	<u>Total</u>
2015	\$27,545*	\$639	\$3,197	\$2,500	\$33,881
2016	\$28,096	\$652	\$3,293	\$2,575	\$34,616
2017	\$28,658	\$665	\$3,405	\$2,652	\$35,380
2018	\$29,518	\$678	\$2,028	\$2,732	\$34,956

*Sikich has offered a 5% reduction from current levels

Staff is proposing to prepare the IDOI reports in house this year should time allow. The TIF costs, (which are paid by the TIF) are reduced in 2018 after the close out in 2017. Due to the specialization required in this field, the GFOA (Government Finance Officers Association) no longer recommends the rotation of auditing firms for municipalities. As a result, the Village requests a change of staff to conduct the on site work however retains Mr. Fred Lantz as the senior partner overseeing the Village’s audit process.

Legal Analysis

The Village Attorney reviewed the initial contract as the terms of the current proposal are the same except for the costs.

Mayor Sass asked if Village Board had any comments or questions.

Trustee Leopold asked if Staff looked at other audit firms; Director Chernak stated that they did not do a Request for Proposals.

There were no other comments or questions.

A MOTION was made to approve a Resolution granting approval of the Sikich, LLP contract for auditing services.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoefft, Leopold, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- h) Consideration – A Resolution Authorizing a Professional Service Contract for an Employee Lease Agreement with GOVTEMPUSA, LLC for Chief Building Official

Village Manager David Johnson reported that an Employee Lease Agreement with GOVTEMPUSA, LLC (GovTemp) has been used since 2013 to fill the responsibilities of the position of Chief Building Official.

Staff Analysis

GovTemp is a professional temporary staffing agency specializing in professional government recruitment. The GovTemp employee has over 38 years of experience in Building Code Enforcement and Zoning Administration of which 25 years were in a management capacity. He has excellent customer service skills and has been involved in projects of all types and sizes overseeing maintenance and construction projects. He is a Certified Building Official and has held various other professional certifications. If the Village does not believe the worksite employee is meeting expectations or if insufficient funds exist to continue the arrangement, the Village has the right to request termination of the assignment as outlined in the contract.

Financial Impact

The FY2015 budget has funds allocated for an Employee Lease Agreement for Chief Building Official. The FY2016 budget will include funds for this position within historical budgeted costs for a Chief Building Official. The Village is not required to provide benefits (health insurance, vacation or pension) or pay for lost work time (sick pay). The agreement is in effect for two years or until terminated in accordance with the contract provisions and may be extended annually after review and agreement between both parties.

Legal Analysis

The Village Attorney has reviewed the employee leasing agreement.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve a Resolution Authorizing a Professional Services Contract for an Employee Lease Agreement with GOVTEMPUSA, LLC for Chief Building Official.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- i) Consideration – Approval of Payout Request No. 2 in the amount of \$26,406.90 to Acres Group for the 2015 Fall 50/50 Parkway Tree Replacement Program

Mayor Sass reported that Acres Group has completed planting 88 residential parkway trees as part of the fall planting program and has submitted a payout request.

Staff Analysis

Acres Group has planted a total of 269 trees in 2015. The following is a breakdown of the trees planted in 2015:

Covington Lakes	12	Georgian Place	24
Heritage of Huntley	18	Huntley Meadows	1
Northbridge	14	Sun City	116
Southwind	35	Wing Pointe	49

Acres Group has submitted a payout request in the amount of \$29,341.00 with 10% (or \$2,934.10) retained for one-year as stated in the bid document.

Financial Impact

As part of the FY15 budget, the Village Board approved \$150,000 for the removal of Ash trees in the residential parkways and the 50/50 Parkway Tree Replacement Programs.

Line Item: Street Improvement Fund, 04-10-4-7510.

	Invoice Amount	10% Retained	Paid Amount
Payout #1 (Spring)	\$57,188.00	(\$5,718.80)	\$51,469.20
Spring 2014 10% Retainage Paid	\$2,421.70		\$2,421.70
Payout #2 (Fall)	\$29,341.00	(\$2,934.10)	\$26,406.90
2015 Totals	\$88,950.70	(\$8,652.90)	\$80,297.80

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Payout Request No. 2 in the amount of \$26,406.90 to Acres Group for the fall planting of residential parkway trees.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- j) Consideration – Approval of Payout Request No. 3 and Final in the amount of \$7,458.35 to Landmark Contractors, Inc. for Downtown Retail Parking Lot Project

Mayor Sass reported that on March 12, 2015 the Village Board of Trustees awarded a contract for the Downtown Retail Parking Lot project to Landmark Contractors, Inc. The contract amount was \$281,894.30.

Landmark started working on April 10, 2015 and has submitted a final pay request for the Downtown Retail Parking Lot project. Village staff and the Village’s project engineer, CBBEL, has reviewed the pay request and recommends approval of the payout.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$173,290.75	\$17,329.07	\$0.00	\$155,961.68
#2	\$301,484.73	\$6,029.63	\$155,961.68	\$139,493.36
#3	\$302,913.39	\$0.00	\$295,455.04	\$7,458.35

The contract cost adjustment is mainly associated with adding storm sewer pipe and structures to provide subsurface drainage for the SKM building downspouts and brick pavers as well as increasing the light pole foundations from 24” diameter to 30” diameter to accommodate the light pole base.

Financial Impact

The FY2015 budget includes \$4,000,000 for Streetscape Improvements project(s) in the Downtown TIF Fund 16-10-4-7712.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made authorizing approval of Payout Request No. 3 and Final in the amount of \$7,458.35 to Landmark Contractors, Inc. for the Downtown Retail Parking Lot project.

- MOTION: Trustee Hoeft**
- SECOND: Trustee Leopold**
- AYES: Trustees: Goldman, Hoeft, Leopold, Kanakaris, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the first Indoor Farmers Market is Saturday at the Legion from 9 a.m. to 1 p.m.

Mayor Sass reported that the November 12th Village Board Meeting has been cancelled.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:31 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary