

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 2, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 2, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, 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 Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the January 12, 2017 Village Board and January 19, 2017 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the January 12, 2017 Village Board and January 19, 2017 Committee of the Whole Meeting Minutes

- b) Discussion – Authorization for the Huntley Park District to Construct a Storage Shed on Village Property and enter into a multi-year Letter of Understanding for the use of Village owned property / Donald Drive Field

Management Assistant Barbara Read reported that the Village is in receipt of a request from the Huntley Park District to use the open space behind the Public Works facility along the east side of Donald Drive. The request includes use of the property for youth soccer and t-ball for the months of April through October. The Park District has used this property previously for smaller soccer fields for the 4 – 8 year old age group.

The Huntley Park District is also requesting permission to build a 12' x 12' shed at the Donald Drive fields to store equipment from April through October. A Hold Harmless document will be signed so that should any damage to the shed or caused by the shed will not be the responsibility of the Village or any of its employees or contractors.

Staff Analysis

The Park District is requesting permission to use the field behind the Public Works facility on Donald Drive for the years 2017 through 2021 (5-years) under the following conditions:

1. The Park District will use the space on Monday-Friday evenings for (4) regular soccer fields from 5:00 p.m. – 8:00 p.m. during the months of April and May and August through October;
2. The Park District will use the space on Monday-Friday evenings for t-ball fields from 5:00 p.m. – 8:00 p.m. during the months of June and July;
3. The Park District agrees to mow the site all the way to the back and mark the fields, as necessary;
4. The Park District will place two (2) port-a-potties on the site;
5. The Park District will place and maintain trash and recycling receptacles on the property;
6. Temporary fencing will be installed behind the goals, as in past years, to prevent soccer balls from crossing Donald Drive as well as a second layer of temporary fencing to provide a walkway between the soccer fields and the parking along Donald Drive;
7. The Park District will encourage parking on the east side of the fields, via signage and parental notification, to minimize the number of vehicles parking on Donald Drive;
8. The Village requires the Park District to notify the participating families that there is no parking in the Green Tree Apartment parking areas and that anyone blocking the entrances to driveways on Donald Drive may be ticketed; and
9. The Park District will provide the required waivers and certificates of insurance.
10. Either party may, with or without cause, terminate this Letter of Understanding upon not less than 60 days written notice.

The Village Board also authorized the construction of a 12 ft. x 12 ft. shed on site to store equipment under the following conditions:

1. A building permit will be obtained by the Park District prior to construction.
2. By signing this Letter of Understanding, the Huntley Park District agrees to hold harmless the Village of Huntley, its Elected Officials, its Staff and/or Contractors of any responsibility for damage to the shed or caused by the use of the shed.
3. The shed will be maintained by the Huntley Park District.

Management Assistant Read noted the explanation, in the packet, from the Park District explaining why they would prefer to build a wood shed as opposed to a metal shed.

Financial Impact

The Village will see a positive financial impact with the reduction of costs involved in maintaining this area as the Park District will be responsible for its maintenance during its use.

Management Assistant Read reported that Debbie Kraus, Recreation Director from the Huntley Park District was in attendance to answer questions.

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

Trustee Piwko asked if the Park District would be mowing the site all the way back to the tree line; Ms. Kraus said they would mow the entire lot. Trustee Piwko asked if they anticipate needing electricity to the shed; Ms. Kraus said that they would not need electricity to the shed.

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,

authorization to enter into a Letter of Understanding with the Huntley Park District for the use of Village owned property on Donald Drive for the 2017 – 2021 Athletic Activity Season and the construction of a 12 ft. x 12 ft. shed on the property.

- c) Discussion – Conceptual Review of a Proposed Annexation and Site Plan for the Tee 2 Green Indoor Golf - Outdoor Entertainment Center, 11173 Dundee Road

Trustee Hoeft recused himself and left the Board Room.

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Marc Tintner, owner of the Tee 2 Green Indoor Golf facility located at 11173 Dundee Road within the Huntley Tech Center building is proposing to expand the operation of that facility to accommodate an outdoor entertainment area within the currently unincorporated McHenry County property immediately adjacent to the east of the Huntley Tech Center property.

The request for the proposed Tee 2 Green Indoor Golf expansion project includes the following:

- Annexation of approximately one (1) acre of the Huntley Tech Center (HTC) property located directly adjacent to the east of the building, currently occupied by HTC's parking area and request for the Village Board to waive the associated \$3000.00 capital development fee.
- The proposed outdoor entertainment center would be oriented to south of the proposed annexed property and include two (2) sand volleyball courts and an activity/entertainment area located south of the existing Tee 2 Green patio deck.
- The proposed outdoor entertainment center would be enclosed with a black vinyl chain link style fence with a height of between four and six feet (to-be-determined) with black netting (with a height of approximately twelve (12') feet) surrounding the volleyball court area and black wind screen on the south side of the volleyball courts.
- Proposed lighting will include fixtures with house-side shields on pole standards with a height of between 16 and 20 feet (to-be-determined).

Staff Analysis

Development of the property will require annexation and rezoning to Manufacturing. A letter from the property owner indicating his agreement to annex and rezone the parcel is required no later than February 15, 2017.

Financial Impact

The petitioner is requesting waiver of the \$3,000 capital development fee.

Legal Analysis

The proposed annexation will require a petition to annex filed by the property owner and a public hearing by the Village Board. Rezoning will also require a public hearing with the Plan Commission.

Director Nordman reported that Mr. Tintner was in attendance to answer questions. Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if the two (2) volleyball courts would be located next to each other; Mr. Tintner said that they would be next to each other. Trustee Leopold asked if the petitioner was requesting the

waiver of the Capital Development Fee; Mr. Tintner said yes. Village Manager Johnson reported that the application fee has been waived for non-profits but that Mr. Tintner would be paying the application fee which is substantial and that the \$1,500-\$3,000 Capital Development Fee could be waived by the Board.

Mayor Sass asked if the plans included Bocce Ball and Horseshoe courts; Mr. Tintner reported that these will be located in the Entertainment Area in the rear of the site. Mayor Sass asked if parking was adequate per code. Mr. Tintner replied there was plenty of parking.

Mayor Sass asked if there will be hour restrictions for the outdoor area's use; Village Manager Johnson stated that the hours would be at the Village Board's discretion.

Trustee Leopold asked if the Volleyball, Bocce Ball and Horseshoe courts would be lit; Mr. Tintner stated that they would be lit. Village Manager Johnson reported that they could be on a timer as they are at Tomaso Park. Trustee Piwko stated that the lights at Tomaso Park are turned off at 10:00 p.m. Trustee Kanakaris stated that 10:00 p.m. is too early to be turned off at this business; Mr. Tintner stated that they would like the lights on later than 10:00 p.m.

Village Manager Johnson noted that petitioner is looking to address the Village Board's past concerns at this concept review and it still needs to go through the formal development review and approval process before it comes back to the Village Board. Village Manager Johnson asked if the Committee had comments regarding lighting, landscaping, parking and fencing.

Mayor Sass stated that he does not want any bands/concerts to be held outside at this location. Mayor Sass stated he did not want any surprises moving forward.

Village Manager Johnson told Mr. Tintner that the Village must receive complete details to move forward.

Trustee Goldman asked what happens if the property owner does not move forward with the annexation; Village Manager Johnson reported that the project would not move forward without the owner's authorization.

Mr. Tintner was asked about the fencing around the volleyball courts. Mr. Tintner stated that he is proposing a chain link fence at the bottom and 6 -12 foot netting would go along the top to prevent the volleyballs from leaving the court. Mr. Tintner stated that the volleyball courts will also be curbed in order to keep the sand from spilling out.

Mayor Sass asked the Committee about landscaping and the fence. Trustee Goldman stated that she does not want a chain link fence and asked the petitioner to come back with other options. Mayor Sass and Trustee Kanakaris stated that they would like to see a split rail wood fence and additional landscaping.

Trustee Westberg stated that he is optimistic about the addition of lighting as it will make the parking lot safer.

Mayor Sass stated that this area is not far from the residences on Donald Drive and the Wing Pointe subdivision as it relates to noise. Mayor Sass asked what will be done with the parking lot and stated that it is in rough shape and should be at least seal coated.

Trustee Kanakaris asked if the Village can make the property owner repair the parking lot. Village Manager Johnson stated that currently the parking lot is not within the Village limits but after it is annexed in to the Village it could be made to be brought up to code. Mayor Sass stated that the property owner probably has more liability with the bad, unsafe shape of the parking lot than it would cost to replace the parking lot. Mayor Sass stated that the blacktop is turning into gravel and suggested that The Village Engineer give an opinion as to its condition.

Village Manager Johnson reiterated the need for complete details of every aspect from the petitioner.

There were no other comments or questions from the Committee.

It was the consensus of the Committee of the Whole to refer Tee 2 Green to begin the formal development review and approval process.

Trustee Hoeft re-entered the Board Room.

- d) Discussion – Consideration of a Resolution Authorizing an Intergovernmental Agreement with the State of Illinois Appropriating Funds for the Route 47 Multi-Use Path Construction and Intersection Improvement Project

Director of Public Works and Engineering Timothy Farrell reported that this project consists of the extension of a multi-use path on the east side of Route 47 from the north side of Kreutzer Road to the south side of Oak Creek Parkway. Signalized pedestrian crossings to the west side of Illinois Route 47 are to be included at both the south side of Del Webb Boulevard and the north side of Regency Parkway. The multi-use path would provide off-road access to Huntley Grove (Walmart), Huntley Crossings Phases I and II, and Village Green (Jewel-Osco), in addition to the internal sidewalks planned through these developments. As it is currently, golf carts will continue to be prohibited east of Route 47 and therefore, prohibited on the multi-use path.

Staff Analysis

The Village received an Illinois Transportation Enhancement Program (ITEP) Grant on April 12, 2014 with a federal cap of \$1,121,530.00 up to 80% of the project cost. On April 18, 2016, IDOT issued approval of the Preliminary Phase I engineering thereby allowing Final Design Phase II engineering to be initiated. After the Phase I Preliminary design, the estimated project costs were adjusted to include upgrades to crossings and associated signalized intersection improvements as well as additional drainage improvements to satisfy IDOT requirements. In order to advance the Phase II engineering and target a January 2017 bid letting per the ITEP agreement, on May 19, 2016, the Village Board approved a resolution authorizing Phase II engineering be paid entirely by local funds and the federal share amount be moved into construction. The following table provides a summary of the approved cost breakdown at that time:

FEDERAL FUNDS MOVED OUT OF DESIGN AND INTO CONSTRUCTION				
	Est. Total Cost	Federal	Local	Local %
Phase 1 Design	\$ 86,280.00	\$ 69,020.00	\$ 17,260.00	20%
Phase 2 Design	\$ 75,490.00	\$ -	\$ 75,490.00	100%
Construction	\$ 1,251,500.00	\$ 923,110.00	\$ 328,390.00	26%
Construction Engineering	\$ 161,750.00	\$ 129,400.00	\$ 32,350.00	20%

TOTAL	\$ 1,575,020.00	\$ 1,121,530.00	\$ 453,490.00	29%
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During Phase II design, the project scope expanded again to include additional drainage improvements to satisfy IDOT requirements. On September 21, 2016, IDOT approved an increase of the ITEP grant to cover 80% of the additional construction costs associated with upgrades to the signalized intersections as well as to satisfy IDOT drainage requirements.

The following table provides a summary of the current ITEP grant approved cost breakdown:

FEDERAL FUNDS MOVED OUT OF DESIGN AND INTO CONSTRUCTION - REVISED COSTS				
	Est. Total Cost	Federal	Local	Local %
Phase 1 Design	\$ 86,280.00	\$ 69,020.00	\$ 17,260.00	20%
Phase 2 Design	\$ 75,490.00	\$ -	\$ 75,490.00	100%
Construction	\$ 1,608,000.00	\$ 1,286,400.00	\$ 321,600.00	20%
Construction Engineering	\$ 161,750.00	\$ 129,400.00	\$ 32,350.00	20%

TOTAL	\$ 1,931,520.00	\$ 1,484,820.00	\$ 446,700.00	23%
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On January 20, 2017, bids were opened and received. The following table provides a summary of the cost breakdown with the "As Read" Bid Costs:

FEDERAL FUNDS MOVED OUT OF DESIGN AND INTO CONSTRUCTION - "AS READ" BID COSTS				
	Est. Total Cost	Federal	Local	Local %
Phase 1 Design	\$ 86,280.00	\$ 69,020.00	\$ 17,260.00	20%
Phase 2 Design	\$ 75,490.00	\$ -	\$ 75,490.00	100%
Construction	\$ 1,160,570.80	\$ 928,456.64	\$ 232,114.16	20%
Construction Engineering	\$ 161,750.00	\$ 129,400.00	\$ 32,350.00	20%

TOTAL	\$ 1,484,090.80	\$ 1,126,876.64	\$ 357,214.16	24%
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Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a Strategic Priority, and "Identify additional locations and funding sources for multi-use paths and pedestrian crossing overpass across Route 47" as an objective.

Financial Impact

Based on the "As Read" Bids, the Village share of the Construction and Construction Engineering Cost is \$264,464.16. The FY17 Budget includes \$353,950.00 for the Village's share of Construction and Phase III Construction Engineering costs in the Street Improvement Fund 04-10-2-6320.

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

Trustee Leopold asked if there was a layout of the design; Director Farrell stated that not at this time. Trustee Leopold asked if the path would be connected to the sidewalk on the south side of Del Webb Blvd. Director Farrell reported that it would be connected and the lights on a timed delay. Trustee

Leopold asked if there would also be a light at Regency; Director Farrell stated that there would be on the north side of Regency as well.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Authorizing an Intergovernmental Agreement with the State of Illinois Appropriating Funds for the Route 47 Multi-Use Path Construction and Intersection Improvement Project.

e) Discussion – Consideration of a Resolution Authorizing Submittal of a Project Application for CMAQ/TAP funds for the Reed Road Multi-Use Path

Director of Public Works and Engineering Timothy Farrell reported that the Chicago Metropolitan Agency for Planning (CMAP) has announced the availability of funding for transportation projects through the Congestion Mitigation and Air Quality Improvement (CMAQ) program and the Transportation Alternatives Program (locally programmed) (TAP-L). Both programs are funded through the Federal Highway Administration (FHWA).

The Reed Road Multi-Use Path was previously submitted for an IDOT ITEP grant but funding was not awarded. This path would connect the existing path from its terminus at Vine Street east to Route 47 along the north side of Reed Road. This extension is identified on the Park District Park and Pathway Plan. CMAP will be programming CMAQ funds for FY2018-2022 and TAP for FY2018-2020. Bicycle projects will be considered simultaneously for CMAQ and TAP.

Staff Analysis

All eligible phases will be programmed at a maximum level of 80% federal funding for both CMAQ and TAP funding. To be eligible for funding through either program, a Phase I engineering design would need to be completed by June 1st. The estimated cost to complete the preliminary design work is \$15,000. This would not be a reimbursable cost if awarded program funding. To complete the preliminary design work by June 1st, Christopher B. Burke Engineering (CBBEL) would need to start immediately.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a priority, and “explore grant opportunities in each department to offset costs of programs and capital improvements” as an objective. The plan also identifies *Preserve and Enhance Quality of Life for Village Residents* as another priority.

Financial Impact

The estimated construction cost is approximately \$270,000 (not including any potential land acquisition or environmental mitigation) and is identified as a future project in the FY17 – FY2021 Capital Improvement Program. However, the cost may increase due to requirements associated with complying with the grant.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution Authorizing Submittal of a Project Application for CMAQ/TAP funds for the Reed Road Multi-Use Path.

f) Discussion - Approval of Payout Request No. 2 and Final in the amount of \$37,214.75 to J. Congdon

Sewer Service Inc. for 2016 Water Main Replacement Program

Mayor Sass reported that on September 22, 2016 the Village Board of Trustees awarded a contract for the 2016 Water Main Replacement Program to J. Congdon Sewer Service Inc. The contract amount was \$338,428.50.

J. Congdon Sewer Service Inc. has completed the improvements and has submitted the second and final payout request for the 2016 Water Main Replacement Program. The final project construction cost is \$5,085.53 above the bid amount mainly due to additional water services discovered during construction and the rerouting of storm sewer pipe in the alley to avoid utility conflicts with the new water main. Village staff and the Village's project engineer, CBBEL, have reviewed the request and recommend approval of Payout Request No. 2 and Final.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$322,420.30	\$16,121.02	\$0.00	\$306,299.28
#2 (Final)	\$343,514.03	\$0.00	\$306,299.28	\$37,214.75

Financial Impact

The FY2016 Budget included \$285,000 for the Water Main Replacement Program in the Water Capital Fund 20-10-4-6900 and \$40,000 in the Water Capital Fund line item 20-10-2-6320 for the 2016 Water Main Replacement Program. The FY2016 Budget was amended by the Village Board on September 22, 2016 to approve the increased project cost and use of engineering funds in Water Capital Fund 20-10-2-6320 and Water Capital Fund balance for the 2016 Water Main Replacement Program.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 2 and Final in the amount of \$37,214.75 to J. Congdon Sewer Service Inc. for the 2016 Water Main Replacement Program.

- g) Discussion – Approval of Payout Request No. 7 and Final in the amount of \$78,046.06 to Alliance Contractors, Inc. for the Downtown Streetscape Improvements

Mayor Sass reported that on May 14, 2015 the Village Board of Trustees awarded a contract for the Downtown Streetscape Improvements to Alliance Contractors, Inc. The contract amount was \$2,857,772.58. On October 22, 2015 and March 10, 2016 the Village Board of Trustees approved Change Order No. 1 and 2, respectively. The adjusted contract amount is \$2,939,690.54.

Alliance Contractors, Inc. has completed the work and submitted the seventh and final payout request for the Downtown Streetscape Improvements. The project total cost is \$10,799.96 below the adjusted contract amount. The Village's project engineer, CBBEL, has reviewed the request and recommends approval of the Payout Request No. 7 and Final.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$213,434.85	\$21,343.49	\$0.00	\$192,091.36
#2	\$682,701.12	\$68,270.11	\$192,091.36	\$422,339.65
#3	\$1,515,595.71	\$151,559.57	\$614,431.01	\$749,605.13
#4	\$2,682,932.35	\$53,658.65	\$1,364,036.14	\$1,265,237.56
#5	\$2,765,447.52	\$55,308.95	\$2,629,273.70	\$80,864.87
#6	\$2,909,025.02	\$58,180.50	\$2,710,138.57	\$140,705.95
#7 (Final)	\$2,928,890.58	\$0.00	\$2,850,844.52	\$78,046.06

Financial Impact

The Fiscal Year 2015 and 2016 budgets included funds for the Streetscape Improvements and Downtown Square projects, respectively in the Downtown TIF Fund 16-10-4-7712.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 7 and Final in the amount of \$78,046.06 to Alliance Contractors, Inc. for the Downtown Streetscape Improvements.

h) Discussion – Approval of the February 9, 2017 Bill List in the amount of \$400,801.22

Mayor Sass reported that \$317,311.37 of the bill list expenditures is from the FY16 Budget and the remaining \$83,489.85 is from the FY17 Budget. \$115,260.81 or (29%) of the total bill list is attributable to the Payout#7(Final) to Alliance Contractors Inc. for the Downtown Streetscape Improvements Project(\$78,046.06) and Payout#2(Final) to J. Congdon Sewer Service Inc. for the 2016 Water Main Replacement Program (\$37,214.75).

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 9, 2017 Bill List in the amount of \$400,801.22.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Piwko noted the information in the Board’s packet regarding the solar lights for the Village’s sign on the Tollway and asked if the Board approved of Staff moving forward with the purchase and installation. It was the consensus of the Committee of the Whole to direct Staff to move forward with the purchase and installation of two (2) solar lights for the sign.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the next McCOG meeting will be held in Woodstock.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 7:41 p.m. to Enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to Exit Executive Session at 7:52 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:53 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary