

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 16, 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 16, 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 Hoefft, John Piwko and JR Westberg

ABSENT: Trustees: Niko Kanakaris and Harry Leopold

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, Director of Finance and Human Resources Jennifer Chernak and Village Attorney John Cowlin.

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

SPECIAL PRESENTATION:

Recognition of Huntley High School Poms Team – 2nd Place State

Mayor Sass congratulated the Coach and the Huntley High School Poms team and presented each member with a special recognition for their recent accomplishment of placing 2nd Place at State.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the January 26, 2017 Village Board and February 2, 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 26, 2017 Village Board and February 2, 2017 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of an Ordinance Approving an Amendment to the Final Planned Unit Development to Modify the Approved Building Elevations and Allow Two (2) Additional Wall Signs for Walmart, 12300 Route 47

Director of Development Services Charles Nordman reported that LK Architecture, on behalf of Walmart, is requesting approval to modify the building elevations and signage for Walmart, 12300 Route 47. The proposed exterior modifications include changing the color scheme of the building's EIFS surfaces, replacement of existing signage and installation of two (2) new signs. The Village Board previously approved the Final Planned Unit Development on July 19, 2007 per Ordinance (O) 2007-7.35 which included the building elevations and

wall sign package for Walmart.

The alterations to the exterior elevations include changing the color scheme of the building's EIFS surfaces from shades of brown to two (2) shades of gray. The building's EIFS surfaces proposed to be changed are located above the building's main entrances, above the windows flanking each of the two (2) northernmost store entryways, above the garden center entryway, the building's parapet trim, and the canopy above the pharmacy drive-thru lane.

The exterior alterations also include replacing the signs on the front (west) and side (north) elevations and the installation of two (2) new signs on the front (west) elevation. The new signs include a 66.76 square foot "Pickup" sign near the northwest corner of the building and an 8.81 square foot "Vision Center" sign to be added near the store's northernmost (Grocery & Pharmacy) main entrance.

Staff Analysis

The proposed replacement of the existing wall signs is part of the overall store update that is being completed by Walmart. The replacement signs will match the existing signs which total 1,498.25 square feet. The two (2) new signs (totaling 75.57 square feet) represent an increase of approximately five percent (5%) in sign-area over the existing sign package square footage.

Director Nordman reported that a representative from the project was in attendance to answer questions.

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

Trustee Piwko questioned the "Pick Up" wall sign. Jacob Hiatt, Project Manager for LK Architecture reported that shoppers can order items on line for pick-up; go to the kiosk inside the store and their item will be brought out to them. Mr. Hiatt stated that there will also be several designated parking spaces. Trustee Piwko told the petitioner that Walmart will have to come back for approval should they decide to add an actual drive-up area.

Trustee Goldman asked if this store will look like the other stores that Walmart is rehabbing and noted that the proposed white lettering on the tan base will be hard to read. Mr. Hiatt stated that they can use the Dorian Gray (P135) color instead of the Snowbound (P140) color. Trustee Goldman asked when they anticipate beginning the project; Mr. Hiatt stated it was anticipated to begin in mid-May.

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 an Ordinance approving an amendment to the Final Planned Unit Development to modify the approved building elevations and allow two (2) additional wall signs for Walmart, 12300 Route 47.

- c) Discussion – Consideration of a Resolution Approving Proposals for Surveying and Plats (\$14,012); Site Design Engineering (\$16,700) and Off-Site Design Engineering (\$23,900) for Site Redevelopment at 11708 Coral Street and to Amend the FY17 Budget

Director of Public Works and Engineering Timothy Farrell reported that three separate proposals for Surveying and Design Engineering Services for the Site Redevelopment at 11708 Coral Street have been received from Christopher B. Burke Engineering, Ltd. (CBBEL).

Staff Analysis

Tasks to be performed include surveying, preparing plats, and design engineering necessary to re-subdivide the property and service the property with off-street parking along with water main and sanitary sewer utility

service to a future retail building to be developed on the site. CBBEL's not-to-exceed figures for surveying and design engineering services are as follows:

Surveying and Plats:	\$14,012.00
Site Design Engineering:	\$16,700.00
<u>Off-Site Design Engineering:</u>	<u>\$23,900.00</u>
Total Survey and Design:	\$54,612.00

Financial Impact

A budget amendment is required for the professional surveying and design engineering services for site redevelopment. The budget amendment would transfer \$55,000 from the Capital Projects Fund to the Downtown TIF Fund 16-10-2-6320.

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 a Resolution Approving Proposals for Surveying and Design Engineering Services for Site Redevelopment at 11708 Coral Street in the total not-to-exceed amount of \$55,000.00 and to Amend the FY17 Budget.

- d) Discussion – Consideration of a Resolution Approving the Bid Award to Behm Pavement for the Village of Huntley 2017 Crack Sealing Program

Director of Public Works and Engineering Timothy Farrell reported that on January 19, 2017 sealed bids were opened and read aloud for the 2017 Crack Sealing Program. The bids were evaluated based on a material cost price per pound with a not-to-exceed cost of \$50,000. Bidders were required to be pre-qualified by the Illinois Department of Transportation (IDOT) and provide a Certificate of Eligibility with their bids. The lowest bidder, Behm Pavement Maintenance, Inc. is pre-qualified and met all the requirements of the bid specifications.

The following bids were received:

Behm Pavement Maintenance, Inc., Crystal Lake	\$1.14/lb
Patriot Pavement Maintenance, Inc., Des Plaines	\$1.17/lb
SKC Construction, Inc., West Dundee	\$1.191/lb

Staff Analysis

The bids have been reviewed by Staff. Staff recommends that the bid for the 2017 Crack Sealing Program be awarded to Behm Pavement Maintenance, Inc. from Crystal Lake.

The streets to be crack sealed include the Southwind subdivision as shown on the attached exhibit.

As has been done in previous years, residents in the project area will be notified.

Financial Impact

The FY2017 budget amount for this program is \$50,000. The amount is budgeted for in the Road & Bridge Fund 43-05-4-7501.

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

Trustee Piwko asked when the Southwind Subdivision was last paved; Director Farrell reported that it was done in two phases in 2010 and 2011. Director Farrell reported that he would like to follow up with a resealing after five or six years.

Trustee Westberg asked what the anticipated cost of the project would be as approval is a not-to-exceed number of \$50,000; Director Farrell stated that it is hard to project and anticipates that it could be less than the \$50,000. Village Manager Johnson reported that typically if the project costs less than the not-to-exceed amount then the company would be directed to move on to other sections of roadway.

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 Approving the Bid Award to Behm Pavement Maintenance, Inc., from Crystal Lake for the Village of Huntley 2017 Crack Sealing Program with a not-to-exceed cost of \$50,000.

- e) Discussion – Consideration of a Resolution withdrawing membership from Northern Illinois Health Insurance Initiative (NIHII) and joining newly formed sub pool Northwest Health Insurance Pool (NWHIP), which is a Member of the Intergovernmental Personnel Benefit Cooperative (IPBC)

Director of Finance and Human Resources Jennifer Chernak reported that the Village became a member of NIHII (sub pool of IPBC) effective July 1, 2016. This sub pool has now grown to 33 entities across Northern Illinois. At the January 18, 2017 NIHII Board meeting the NIHII Board unanimously voted to split the NIHII sub pool effective July 1, 2017.

Staff Analysis

One of the main issues for splitting is organizational as NIHII is governed by the Open Meetings Act and requires a physical quorum to transact business. Due to the large geographic area of the current members, having a quorum at meetings has been a major challenge. The North/South split will be effective July 1, 2017.

Financial Impact

The split will not impact the upcoming renewal on July 1st as the two sub pools have a common renewal date. The Village of Huntley will transfer to the new Northwest Health Insurance Pool (NWHIP) which will have 15 entities and over 1,000 lives from inception.

Legal Analysis

The Intergovernmental Personnel Benefit Cooperative (IPBC) legal counsel has prepared the required documents for the new sub pool creation and transfer. The resolution that is required to be adopted by the 15 NWHIP members is purely administrative to meet legal requirements by withdrawing from one pool to the new pool.

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

Trustee Piwko asked that this item not go on the Consent Agenda and voted on with a Roll Call vote.

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 a Resolution withdrawing membership from Northern Illinois Health Insurance Initiative (NIHII) and joining newly formed sub pool Northwest Health Insurance Pool (NWHIP), which is a Member of the Intergovernmental Personnel Benefit Cooperative (IPBC).

- f) Discussion – Consideration of an Ordinance Amending the FY2017 Budget in the Amount of

\$150,000 for the Property located at 11117 S. Church Street

Village Manager David Johnson reported that on January 26, 2017, the Village Board approved Ordinance (O)2017-01.06 that authorized the purchase of the former Catty property located at 11117 S. Church Street. The property includes the main building of approximately 33,000 square feet and a metal building. The property acquisition was completed on February 9th.

Staff Analysis

In order to maintain the site and begin preparation work for redevelopment of the property, a number of actions must be taken. These include removal of the metal building, securing the main building to prohibit unauthorized entrance (properly boarding up windows and other potential access points), interior clean-up and disposal of garbage, additional groundwater sampling to accommodate a request from the IEPA for a letter of No Further Remediation (NFR), and other costs associated with maintenance/renovation/redevelopment of the property. While Phase I and II environmental reports were completed and indicated no soil contamination from previous use of the site. The NFR provides a release from further responsibilities under the Illinois Environmental Protection Act and demonstrates that the site does not require any additional remediation, thereby facilitating the future transfer/sale of the property.

Financial Impact

A budget amendment is required to accommodate additional expenditures required with work related to preparing the site for redevelopment. The budget amendment would transfer \$150,000 from the Capital Projects Fund to the Downtown TIF Fund. Funds would be utilized for purchase of materials, disposal of debris, contractor services, and consultant and professional fees.

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 the approval of an Ordinance Amending the FY2017 Budget in the Amount of \$150,000 for the Property located at 11117 S. Church Street.

g) Discussion – Approval of the February 23, 2017 Bill List in the amount of \$150,269.53

Mayor Sass reported that \$49,616.01 of the bill list expenditures was from the FY16 Budget and the remaining \$100,653.32 is from the FY17 Budget.

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 23, 2017 Bill List in the amount of \$150,269.53.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Village Manager Johnson reported that earlier in the day, bids were opened for the demolition of the demolition of the Kelley House located at 11708 Coral Street. The results ranged from \$24,821 to \$49,900.00 and at the February 23rd Village Board Meeting the bid will be awarded to N-Trak Group as the lowest, responsible bidder.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass asked Trustee Westberg to report on his trip to Springfield. Trustee Westberg stated that the group met with State Representatives and the Governor and noted that the Governor is looking at freezing property taxes permanently which will make the Village's job harder and he was hoping to complement that with getting more funding to the schools so the schools won't take as much. There is one side down there that is giving in and the other side has been instructed not to do anything to make the Governor look bad and not be re-elected.

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 7:32 p.m. to Enter into Executive Session for d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to Exit Executive Session at 7:51 p.m.

MOTION: Trustee Hoeft

SECOND: Trustee Westberg

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 7:52 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary