

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
April 20, 2017  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, April 20, 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, Assistant to the Director of Public Works and Engineering Jason Irvin, CBBEL Engineer Greg Sanders, Village Attorney John Cowlin and Special Counsel Tom Burney.

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the April 6, 2017 Committee of the Whole Meeting Minutes

Mayor Sass asked the Committee if there were 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 April 6, 2017 Committee of the Whole Meeting Minutes.*

- b) Discussion – Conceptual Review of a Proposed Site Plan for a Multi-Tenant Retail/Restaurant at 11708 Coral Street and Referral to the Plan Commission to begin the Formal Development Review Process

The Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that on February 23, 2017, the Village Board authorized staff to begin negotiations to enter into a redevelopment agreement for a multi-tenant retail/restaurant building at 11708 Coral Street. Since that time staff has been working with Jason Szmurlo, owner of the BBQ King Restaurant in Woodstock, to draft the redevelopment agreement and also prepare a site plan for the proposed building.

Mr. Szmurlo is proposing to construct a multi-tenant/restaurant building on the site to open a second BBQ King location. The building footprint would be approximately 7,640 square feet. The building would provide for two retail spaces of approximately 1,500 square feet each (total of 3,000 square feet),

and a restaurant space of 4,923 square feet on the first floor and 3,152 square feet on the second floor. While the tenant spaces are ground floor uses only, the façade will have the appearance of a two-story building. The building will front Coral Street and include a patio area for outdoor dining, which would be enclosed by wrought iron fence on private property adjacent to the public sidewalk.

*Old Village Hall and 11705 First Street*

In order to develop the site as proposed there are several modifications required to the property immediately west and north of the old Village Hall. Most notably, the single family house owned by the Village at 11705 First Street would need to be demolished to accommodate the parking lot necessary for the redevelopment. The Village has worked out an exit strategy with the tenant which includes rent concessions. The two-car garage would remain and be used to store downtown snow clearing equipment and barricades for the Farmers Market and other special events. The modifications to the area immediately west of old Village Hall are necessary to accommodate the walkway that would be created between the two buildings. The following is further summary of the changes needed to the existing site:

Old Village Hall

- Removal of the fence enclosure at the southwest corner of the building
- Relocation of three (3) air conditioning units to the north elevation of the building
- Removal of the payment drop box
- Removal of two (2) Maple trees and various shrubs
- Two (2) doorways and one (1) window well on the west elevation would be removed and filled with brick to match the building

11705 First Street

- Demolition of the single family house
- Demolition of the two (2) sheds located in the rear yard

*Parking*

Parking for the new building would be provided in an expanded Village-owned parking lot that would be constructed at the rear of the building. The lot would provide 34 parking spaces for public use and 6 parking spaces for the Legion (the Legion presently has 6 parking spaces in their lot, which would remain under the Legion’s ownership). Additional parking would be available on Coral Street and Church Street. Parking regulations on First Street would be modified to prohibit parking on either side of the street (parking is currently allowed on the north side of First Street). The current parking spaces on Church Street and Woodstock Street would remain unchanged. Village staff has also begun discussions with the First Congregational Church about exploring the alternative to utilize their existing parking lot for downtown overflow parking. The Church’s parking lot can accommodate approximately 50 vehicles (existing parking plus additional lots that would be paved by the Village).

*Existing and Proposed Parking*

	Existing	Proposed
Coral Street	14	16
Old Village Hall	15	NA
Legion	6	6
New Parking Lot	NA	34
<b>TOTAL</b>	<b>35</b>	<b>56</b>
1 <sup>st</sup> Congregational Church Parking Lot	NA	50
<b>TOTAL WITH CHURCH LOT ALTERNATIVE</b>	<b>35</b>	<b>106</b>

\*The eleven (11) parking spaces on Church Street and the existing parking spaces on Woodstock Street are not included in the above numbers. Parking on both streets would remain as existing.

*Required Parking for New Building*

	Area (Square Feet)	Required Parking
BBQ King	8,075 (136 seats, excluding outdoor dining)	46
Tenant Space 1	1,500	6
Tenant Space 2	1,500	6
<b>TOTAL</b>	<b>±11,075</b>	<b>58</b>

Staff Analysis

The property is zoned “B-2” Highway Service District which allows a restaurant as a special use and retail as a permitted use. In addition to the redevelopment agreement, the proposed building will require approval of the following:

1. Plat of Subdivision to create the lot for the new building, as well as separate lots for the Village parking lot and the remainder of the Village-owned property that the Legion will utilize for an outdoor patio/horseshoe area per the terms of the License Agreement between the Village and the Legion
2. Special Use Permit for a restaurant in the B-2 zoning district
3. Site Plan Review, including any necessary relief

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a Strategic Priority, and “Continue Downtown Revitalization Efforts” and “Attract and Retain Businesses to Enhance Tax Base and Create New Jobs” as goals.

Director Nordman reported that representatives of the petition were in attendance to answer questions.

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

Trustee Kanakaris stated that he wants the parking spaces to be 10 feet wide. Trustee Leopold asked how wide as proposed; Director Nordman reported that they are 9 feet wide and with the wider parking spots that four (4) spaces will be lost. Mayor Sass suggested that 9 foot wide spaces be made at first and when additional parking is available then widen the spaces.

Trustee Kanakaris asked how wide the drive aisle is proposed to be; Engineer Greg Sanders reported that the drive aisle will be 24 feet.

Trustee Leopold suggested adding diagonal parking spaces on one side of Coral Street; Director Nordman reported that diagonal spaces were previously considered on Coral Street but it would not add additional parking. Village Manager Johnson stated that staff will research other options. Trustee Hoeft suggested turning Coral into a one-way street. Village Manager Johnson stated that might make it difficult for the Huntley Fire District.

Trustees Goldman, Hoeft and Westberg supported making the parking stalls 10 feet wide. Trustee Leopold asked if there would be a written agreement with the First Congregational Church of

Huntley regarding public use of their parking lot; Village Manager Johnson stated that there would be a written agreement. Trustee Leopold stated that the agreement should not allow additional parking of Anchor Spa and Pool vehicles.

Trustee Leopold asked where the Old Village Hall air conditioning units would be relocated; Director Nordman reported that they would be moved to the north side of the building. Trustee Leopold suggested adding a sidewalk from the garage on the north side of the building to the walkway from the parking lot to Coral Street.

Trustee Westberg asked if the petitioner ran a truck simulation for deliveries; Nick Morel of CBBEL reported that a simulation was performed and the only thing that would not make it would be a 50 foot tractor trailer (a semi). Trustee Kanakaris stated that a beer truck could temporarily park on the street for deliveries.

Trustee Westberg stated that he did not think there was enough parking in the Downtown.

Trustee Leopold suggested that if the parking lot only had one access from 1<sup>st</sup> Street then they should consider moving the entrance to the parking to the west; Village Manager Johnson reported that idea was considered but the flow of the lot does not allow that change.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to refer the Proposed Site Plan for a Multi-Tenant Retail/Restaurant Building at 11708 Coral Street and Referral to the Plan Commission to begin the Formal Development Review Process.***

- c) Discussion - Approval of the Village of Huntley 2017 Street Improvement Program:
  - i. Approval of a Resolution to Appropriate \$880,000 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2017 Street Improvement Program
  - i. Approval of a Resolution Executing the Construction Contract to Arrow Road Construction Company in the amount of \$723,966.76 for the 2017 Street Improvement Program

Assistant to the Director of Public Works and Engineering Jason Irvin reported that on March 31, 2017 the Village received bids from seven (7) contractors for the 2017 Street Improvement Program. The results are summarized in the bid tabulation summary table below. Arrow Road Construction Company was the lowest responsible bidder in the amount of \$723,966.76. The 2017 program will consist of the grind and overlay of the following streets:

<u>Street</u>	<u>Limits</u>	<u>Length (ft.)</u>
Del Webb Blvd.	Eakin Creek Ct. to Dakota Fields Dr.	8,200
Oak Creek Pkwy	IL. Rt. 47 to Terminus	1,275
Jamestown Rd	Reed Rd. to Rainsford Dr.	1,850
Evendale Rd.	Wheatlands Way to Haligus Rd.	650

Total Length = 11,975 ft. (2.27 miles)

The locations of work are generally identified in the attached exhibit. The rehabilitation will generally

consist of spot concrete curb and gutter removal and replacement, ADA curb ramp upgrades, Class D HMA patching, base repair and HMA resurfacing. The estimated cost for the base bid was \$880,192.85. Work is anticipated to begin in June, with the project completion date of August 4, 2017.

**Bid Tabulation Summary:**

COMPANY	BASE BID
<i>Engineer's Estimate</i>	\$880,192.85
ARROW ROAD CONSTRUCTION CO.	\$723,966.76
PLOTE CONSTRUCTION, INC.	\$729,729.56
LORIG CONSTRUCTION CO.	\$776,865.06
J.A. JOHNSON PAVING CO.	\$791,324.19
SCHROEDER ASPHALT SERVICES, INC.	\$799,950.00
PETER BAKER & SON CO.	\$846,743.93
GESKE & SONS, INC.	\$868,807.84

Staff Analysis

It is recommended that the Arrow Road Construction Company bid in the amount of \$723,966.76 be approved by the Village Board contingent upon IDOT approval of the Motor Fuel Tax (MFT) resolution for the appropriation of funds. The IDOT MFT appropriation is a procedural requirement for the use of MFT funds. By appropriating \$880,000 in MFT funds, any potential Board-approved change orders would be covered by the resolution and does not necessarily imply that the appropriated amount will be expended.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY2017 Budget includes \$880,000 in the MFT Fund line item 42-05-3-6750 for the 2017 Street Improvement Program.

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

Trustee Hoeft asked what concrete subcontractor Arrow was using; Engineer Greg Sanders reported that staff does not yet know who they will use. Trustee Hoeft stated that he is concerned after last year; Engineer Sanders stated that he agreed.

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:***  
***i. Approval of a Resolution to Appropriate \$880,000 in Motor Fuel Tax Funds for Contract Construction for the 2017 Street Improvement Program***

**ii. Approval of a Resolution Executing the Construction Contract to the lowest responsible bidder, Arrow Road Construction Company, in the amount of \$723,966.76 for the 2017 Street Improvement Program**

- d) Discussion – Consideration of a Resolution Approving a Bid Award to Corrective Asphalt Materials, LLC for the Village of Huntley 2017 Asphalt Rejuvenator Program

Assistant to the Director of Public Works and Engineering Jason Irvin reported that the asphalt rejuvenator is an emulsion made up of specific oils and resins applied to the surface of an asphalt street that has been surfaced within the last three (3) years. Once applied, the product penetrates into the voids of the pavement sealing out the air and water thereby fending off the oxidation that starts immediately after a new asphalt surface is laid and extending the life of the surface by maintaining the flexibility of the asphalt.

The Village participated in the Municipal Partnering Initiative (MPI) Bid to procure services for the 2017 Asphalt Rejuvenator Program.

The following bid was received:

Corrective Asphalt Materials, South Roxana, IL:                      \$0.79/SY

Corrective Asphalt Materials, LLC met all the requirements of the bid specifications and is the same contractor that completed the 2016 Asphalt Rejuvenator Program.

The streets to receive asphalt rejuvenator include Haligus Road between Huntley-Dundee Road and Kreutzer Road, and Wing Pointe Subdivision west of Haligus Road which were resurfaced as part of the 2015 MFT Program. Residents in the project area will be notified.

Staff Analysis

The MPI is a municipality based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. Utilizing MPI for this project eliminates the need for developing contract documents and preparing and distributing a bid package. Staff prepared the necessary documents for the Village to participate in the MPI Bid for the 2017 Asphalt Rejuvenator Program. Staff has reviewed the Bids and recommends an award to Corrective Asphalt Materials, LLC from South Roxana, IL.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The Fiscal Year 2017 budget amount for this program is \$37,000. The cost per planned quantities at \$0.79/SY is \$31,715.00. 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; there were none.

***It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving the Bid Award to Corrective Asphalt Materials, LLC from South Roxana, IL for the Village of Huntley 2017 Asphalt Rejuvenator Program with a not-to-exceed cost of \$37,000.***

- e) Discussion – Consideration of a Resolution Approving a Budget Amendment in the amount of \$75,000.00 for the Village of Huntley Municipal Complex Building Security System Upgrade Project

Village Manager David Johnson reported that the Municipal Complex was completed in 2006. In 2016, equipment started failing and upgrades began to take place. In addition, technology has also surpassed the current network from analog to digital technology.

Staff Analysis

The 2016 IT budget allowed for emergency repairs to begin by replacing software and hardware that run the Village’s security system. In March 2017 additional failures have been realized which now include interview room and jail cell camera issues. While no serious security issues have been experienced, replacement of this equipment must occur quickly to avoid further failures.

Financial Impact

A three phase process will ensure the timely completion of these upgrades with the first phase having been completed at the end of 2016. Phase two of the upgrade needs to be completed quickly and the costs associated with this project were not contemplated in the FY17 budget. An amendment to the FY17 budget in the amount of \$75,000.00 in the Equipment Replacement Fund line item 48-10-4-7780 is required to complete this phase. Staff will request funds during the FY2018 budget process to complete phase three which will address camera replacement and add Public Works facilities to the security camera system.

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 to amend the FY17 Budget in the amount of \$75,000.00 for phase two of the Municipal Complex Security System Upgrade project.***

- f) Discussion – Approval of the April 27, 2017 Bill List in the amount of \$641,738.23

Mayor Sass reported that \$293,899.05(or 45.8 %) of the total bill list is attributable to the payment of development impact fees to other taxing bodies (\$90,083.00), purchase of a new PW Vehicle (\$22,636.00), purchase of the new radio system for the SEECOM dispatching service (\$139,355.05), payment to N-Trak for the Demolition of 11708 Coral Street (\$22,421.00), and payment to Unilock for the bricks for the Woodstock Street Brick & Sand Fill Project (\$19,404.00).

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

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the April 27, 2017 Bill List in the amount of \$641,738.23.***

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** None

**VILLAGE PRESIDENT’S REPORT:**

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

**UNFINISHED BUSINESS:**

Trustee Kanakaris asked if Arrow Construction did a bad job last year why would they contract the work out to the same contractor; Village Manager Johnson reported that there have been issues over the years with various concrete subcontractors. Engineer Sanders reported that they correct the errors at no additional cost to the Village. Village Manager Johnson stated that with concrete work, the Village has struggled with both Arrow and Plote.

**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 7:31p.m. to Enter into Executive Session for a) Probably or Imminent Litigation and Pending Litigation, c) Property Acquisition, Purchase, Sale or Lease of Real Estate, and h) Review of Closed Session Minutes.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Goldman**

**The Voice Vote noted all ayes and the motion carried.**

Special Counsel Tom Burney left Executive Session at 8:10 pm.

**A MOTION was made to Exit Executive Session at 8:21pm**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

**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 8:22 p.m.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Hoeft**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary