

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
October 19, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 19, 2017 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 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 September 21, 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 September 21, 2017 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of an Ordinance amending the Final Planned Unit Development for the Huntley Park District’s Paul Ostrander Maintenance Facility to Allow the Addition of a Sledding Hill within Betsey Warrington Park, 12219 Lois Lane

Village Manager David Johnson reported that on November 17, 2016, the Village Board adopted Ordinance (O)2016-11.41 approving the preliminary and final planned unit development for a ±11,900 square foot maintenance/storage building to the south of the Stingray Bay Aquatic Center in Betsey Warrington Park. The Huntley Park District is requesting to amend the Planned Unit Development (PUD) to allow the 22 foot high sledding hill constructed from the excess spoils from the maintenance building project to remain on site. The hill is located directly west of the Stingray Bay Aquatic Center. The dirt has been temporarily placed in the proposed location pending approval of the sledding hill by the Village Board. The Board previously discussed the amendment to the PUD at the April 6, 2017 Committee of the Whole meeting but tabled action at that time and directed the Park District to meet with the adjacent residents in Lions Chase to discuss the hill (Committee of the Whole meeting minutes excerpt is attached.)

The Park District sent out a letter (see attached) to adjacent property owners and met with four residents from Fitzgerald Lane, which backs up to the site. A meeting summary is attached. In addition, the Park District has attempted to address the Village Board's comments regarding fencing and landscaping in the attached letter dated October 10, 2017.

Staff Analysis

The proposed sledding hill is in a location that was previously dedicated as landbanked parking for the Stingray Bay Aquatic Center. The Park District has stated that the landbanked parking was intended to accommodate a future expansion of the aquatic center; however, there is no longer any plan to expand the pool and the maintenance building was constructed in the area that was once proposed for the expansion.

Village Manager Johnson reported that Thom Palmer, Executive Director, Huntley Park District was in attendance to answer questions.

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

Trustee Leopold asked if the Park District was going to use a snow machine; Executive Director Palmer stated that there would be no snow machine or lights on the sledding hill.

Mayor Sass stated that he still was not in agreement with this request as the Village made Centegra take out their spoils which cost them about \$1M; Mayor Sass stated that he wanted to be consistent.

Trustee Hoeft asked for a Roll Call vote on this agenda item.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Amending the Final Planned Unit Development for the Paul Ostrander Maintenance Facility to Allow the Addition of a Sledding Hill within Betsey Warrington Park, 12219 Lois Lane.

- c) Discussion – An Ordinance Creating Certain Parking Regulations in the Village of Huntley/1st Street

Village Manager David Johnson reported as part of the approval process for the BBQ King and the reconfiguration of the municipal parking lot adjacent to 1st Street, the elimination of on-street parking on 1st Street was proposed in order to facilitate the movement of traffic through this area. With added construction traffic due to the commencement of construction, it is proposed that the restriction be put in place beginning November 1st.

Staff Analysis

Parking is currently allowed on the north side of 1st Street. Parking would be prohibited on the north side of the street with approval of this ordinance.

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 an Ordinance Creating Certain Parking Regulations in the Village of Huntley/1st Street.

- d) Discussion – Consideration of a Resolution Authorizing Execution of a Consent to Collateral Assignment and Agreement among First Southern National Bank, Huntley Tax Holdings, LLC, and the Village of Huntley

Assistant Village Manager Lisa Armour reported that in March, 2007, the Village approved a Business Development Agreement with TDC Huntley, LLC (Tucker Development) to assist with the development of Huntley Grove, which includes Walmart and the adjacent outlots. The agreement provides for a sales tax rebate to the developer that totals \$4,325,000.

Staff Analysis

In 2012, the bank holding the loans on the property sold the loans to an Ohio-based firm. Tucker Development joint ventured with the buyer in a new entity (Viking-TDC Huntley, LLC). As part of this process, on May 10, 2012, the Village approved an Estoppel and Confirmation Agreement confirming the status of the original Business Development Agreement, acknowledging that neither party was in default at that time, and that the Village acknowledged that the assignment of TDC's rights under the Business Development Agreement was permitted under the agreement. On April 13, 2017, the Village Board approved a second estoppel agreement with consent for Viking-TDC's assignment of all of its right, title and interest in, to and under the Business Development Agreement to Huntley Tax Holdings, LLC (HTH). HTH's lender, First Southern National Bank, has agreed to advance funds to HTH to be secured by, among other things, the sales tax rebate payments made pursuant to the Business Development Agreement. As a result, Huntley Tax Holdings is now requesting Village Board approval of a Consent to Collateral Assignment and Agreement.

Financial Impact

The terms of the original Business Development agreement remain in place.

Legal Analysis

The Village Attorney has reviewed the agreement and all is in order for approval.

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 to the Village Board a Resolution Authorizing Execution of a Consent to Collateral Assignment and Agreement among First Southern National Bank, Huntley Tax Holdings, LLC, and the Village Of Huntley.

- e) Discussion – Consideration of a Resolution Approving the Renewal of a Professional Services Agreement – Public Relations / MPAG

Mayor Sass reported that the contract for professional services from MPAG expired on August 31, 2017. A new contract is proposed at a reduced fee of \$1,000 per month.

Staff Analysis

The Village has contracted with MPAG since 2007. MPAG maintains a Village presence in Springfield and continues to monitor legislation in the General Assembly that may impact the Village. In addition, MPAG assists with the Village's overall marketing and public relations efforts. MPAG will also continue to assist with the Village's transportation enhancement initiatives.

Financial Impact

The contract is included in the FY2017 Budget. Funding in FY2018 will be determined through 10.19.17 COW Minutes

the FY2018 budget planning process.

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 Authorizing the Renewal of a Professional Services Agreement with MPAG.

- f) Discussion – Consideration of the Approval of Payout Request No. 3 (Final) in the amount of \$154,247.98 to Mauro Sewer Construction Inc. for 2017 Water Main Replacement Program

Mayor Sass reported that on May 11, 2017 the Village Board of Trustees awarded a contract for the 2017 Water Main Replacement Program to Mauro Sewer Construction Inc. The contract amount was \$268,884.00. On June 22, 2017, the Village Board approved a contract work scope addition to Mauro Sewer Construction Inc. in the amount of \$175,947.00 to complete 725 feet of additional water main replacement on Smith Drive and amended the FY17 Budget to account for the total project cost of \$444,831.00

Mauro Sewer Construction Inc. has completed the work and has submitted the third and final payout request for the 2017 Water Main Replacement Program. The final project cost is \$4,016 (less than 1%) below the bid amount. Village staff and the Village’s project engineer, CBBEL, have reviewed the request and recommend approval of the Payout Request No. 3 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	\$201,624.50	\$20,162.45	\$0.00	\$181,462.05
#2	\$301,649.50	\$15,082.48	\$181,462.05	\$105,104.97
#3 (Final)	\$440,815.00	\$0.00	\$286,567.02	\$154,247.98

Financial Impact

The FY 17 Budget includes funds for the Water Main Replacement Program in the Water Equipment Replacement Fund 21-10-4-7725.

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

Trustee Leopold asked if the landscaping was completed; Village Manager Johnson stated that the landscaping was completed.

Trustee Westberg stated that they did a good job.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval Payout Request No. 3 (Final) in the amount of \$154,247.98 to Mauro Sewer Construction Inc. for the 2017 Water Main Replacement Program.

- g) Discussion – Consideration of the Approval of Payout Request No. 2 (Final) to Arrow Road

Construction Company for the 2017 MFT Street Program in the amount of \$279,237.15

Mayor Sass reported that on May 11, 2017, the Village Board approved a resolution appropriating \$880,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2017 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Arrow Road Construction Company in the amount of \$723,966.76 for 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
Oakcreek Pkwy	IL. Rt. 47 to Terminus	1,275
Jamestown Rd	Reed Rd. to Rainsford Dr.	1,850
Evendale Rd.	Wheatlands Way to Haligus Rd.	<u>650</u>
	Total Length =	11,975 ft. (2.27 miles)

Arrow Road Construction Company has completed the work and submitted the Payout Request No. 2 (Final) for the 2017 MFT Street Program. The final cost is \$22,614.49 (3.1%) below the bid amount. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the Payout Request No. 2 (Final).

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$469,016.80	\$46,901.68 (10%)	\$0.00	\$422,115.12
#2 (Final)	\$701,352.27	\$0.00	\$422,115.12	\$279,237.15

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 Leopold stated that everyone in Sun City was happy with Del Webb Blvd.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval Payout Request No. 2 (Final) to Arrow Road Construction Company in the amount of \$279,237.15 for the work completed under the 2017 MFT Street Program.

- h) Discussion – Consideration of the Approval of Payout Request No. 1 (Final) to Brothers Asphalt Paving, Inc. for the 2017 MFT Program – Additional Streets in the amount of \$263,036.42

Mayor Sass reported that on July 13, 2017, the Village Board approved a resolution appropriating an additional \$300,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2017 Street Improvement Program – Additional Streets and a Resolution Authorizing a Bid Award and Construction Contract to Brothers Asphalt Paving, Inc. in the amount of \$260,489.56 for grind and

overlay of the following streets:

<u>Street</u>	<u>Limits</u>	<u>Length (ft.)</u>
Haligus Road	North Village Limit to South of Reed Rd.	3,200
Main Street	Manhattan Road to Haligus Road	1,700
	Total	4,900 ft.

Brothers Asphalt has completed the work and submitted the Payout Request No. 1 (Final) for the 2017 MFT Street Program – Additional Streets. The final cost is \$2,546.86 (less than 1%) over the bid amount mainly due to additional pavement markings and traffic signal loop detectors. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the Payout Request No. 1 (Final).

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1 (Final)	\$263,036.42	\$0.00	\$0.00	\$263,036.42

A cost summary of the original MFT Program (MFT #1) and the MFT Program – Additional Streets (MFT #2) is as follows:

<u>Project</u>	<u>Contractor</u>	<u>Bid Amount</u>	<u>Final Cost</u>	<u>Difference</u>
MFT #1	Arrow Road	\$723,966.76	\$700,702.27	(\$23,264.49)
MFT #2	Brothers Asphalt	\$260,489.56	\$263,036.42	2,546.86
Total	--	\$984,456.32	\$963,738.69	(\$20,717.63)

Financial Impact

A FY17 budget amendment in the amount of \$105,000 was approved by the Village Board on July 13, 2017 to bring the total to \$985,000 in the MFT Fund line item 42-05-3-6750.

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. 1 (Final) to Brothers Asphalt Paving Inc. in the amount of \$263,036.42 for the work completed under the 2017 MFT Street Program – Additional Streets.

- i) Discussion – Consideration to Waive the Bidding Process and Purchase Holiday Decorations from Artistic Holiday Designs

Mayor Sass reported that in preparation for the 2018 budget, Staff met with Artistic Holiday Designs (AHD) which designs and sells unique holiday decorations. AHD works with communities such as Naperville, Park Ridge, Rosemont and New Lenox. In most circumstances, the company works with municipalities and businesses on long term design and implementation projects.

During discussions, it was noted that AHD had some items in stock which could be purchased for the 2017 holiday season.

Staff Analysis

With the positive comments received regarding the downtown improvements and special events on the 2017 Resident Survey, consideration of the purchase of the following items in 2017 is proposed:

- *Champagne Flute Pole Decor*: These decorations would be installed on the Route 47 light poles and are 10 feet tall and 3 feet wide. They were made for a large community that used them for one (1) year and then had a different style designed by AHD. The original cost for each decoration was \$789.12 with the sale price of \$350.00 each. The total cost for 88 fixtures is \$30,800.00.

AHD offers a 3-year lease to purchase plan:

Champagne Flute Pole Décor	Full Price: \$30,800.00	3-year lease to own plan:
		Year 1 \$10,266.67
		Year 2 \$10,266.67
		Year 3 \$10,266.66

There is a 3-year warranty and AHD reports that these decorations typically last between 8-10 years as LEDs last a long time. The company stated that they can also re-wrap new lights on the fixtures in 6-10 years for less than \$100 per decoration, at which time a new 3-year warranty would be issued.

Staff contacted the Village of Wheeling for a reference check for Artistic Holiday Designs and was told that they were quite satisfied with their products and the ease in working with the company.

The installation of the decorations can be completed by Village Staff or by AHD. The cost to have AHD install the decorations would be as follows: the initial installation, which would include installing permanent brackets on all the light poles, is \$12,200. In the following years, installation by AHD would be \$6,480 as the brackets would already be in place. Mayor Sass stated that staff is asking for direction regarding installation.

Financial Impact

If approved, a budget amendment would be required to purchase in FY17.

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

Trustee Hoeft asked where the 88 lights would be stored. Village Manager Johnson stated they would have to be hung on the wall at the Public Works facility. Staff discussed moving the current lights being stored at the Public Works facility to the basement of the Municipal Complex and storing the Route 47 lights at Public Works. Trustee Hoeft requested that this agenda item be a Roll Call vote on the agenda.

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 authorization to waive the bidding process and purchase holiday decorations from Artistic Holiday

Designs.

j) Discussion – October 26, 2017 Bill List in the amount of \$1,091,963.98

Mayor Sass reported that \$784,190.71 of the total Bill List is attributable to payment of SSA Property Taxes (\$18,757.88), Payout#2(Final) to Arrow Road Construction for the 2017 MFT Street Program (\$279,237.15) and for the surface course placement on Vine Street (\$26,436.90), Payout#1(Final) to Brothers Asphalt Paving for the 2017 MFT Street Program-Additional Streets (\$263,036.42), Payout#3(Final) to Mauro Sewer Construction for the 2017 Water Main Replacement (\$154,247.98), and payment to IDOT for the Illinois Route 47 Project (\$42,474.38).

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 October 26, 2017 Bill List in the amount of \$1,091,963.98.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:16 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary