

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
June 2, 2016  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, June 2, 2016 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 April 28, 2016 Village Board, May 5, 2016 Committee of the Whole and May 12, 2016 Village Board 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 April 28, 2016 Village Board, May 5, 2016 Committee of the Whole and May 12, 2016 Village Board Meeting Minutes.*

- b) Discussion – Approval of the June 9, 2016 Bill List in the amount of \$333,320.17

Mayor Sass reported that \$148,499.78 (45%) of the total bill list is attributable to Apex Landscaping for 50/50 Parkway Tree Replacement Program, Payout#1(Final) to Behm Pavement Maintenance, Inc. for the 2016 Crack Sealing Project(\$34,607.88) and payment to JWC Environmental for the purchase of a Reconditioned Grinder for the West Wastewater Treatment Facility(\$22,451.00).

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 June 9, 2016 Bill List in the amount of \$333,320.17.*

- c) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for
- 06.02.16 COW Minutes

Trinity Lutheran Church to Hold an Oktoberfest August 26<sup>th</sup> – August 28<sup>th</sup> 2016 and  
Temporary Sign Request

Management Assistant Barbara Read reported that the Village has received a request from Trinity Lutheran Church to hold an Oktoberfest on the church property from August 26-28, 2016. The event will highlight the music, beer and cuisine of the German culture and will also offer American cuisine, games and activities for children. A tent will be set up on the north side of the property with a stage and tables and chairs for guests. There will also be additional tents set up for food vendors as well as a beer trailer. Parking will be available on-site as well as street parking.

The hours of the event will be: Friday, August 26<sup>th</sup> from 4:00 pm to 10:00 pm; Saturday, August 27<sup>th</sup> from 11:00 am to 10:00 pm; and Sunday, August 28<sup>th</sup> from 4:00 pm to 9:00 pm.

Trinity Lutheran Church is also requesting the issuance of a temporary sign permit. Temporary signs are subject to the following conditions: 1) not to exceed 30 days; 2) maximum size of 50 square feet and no more than 8 feet above ground; 3) not to be displayed on a fence or tree; and 4) not to be located in the rights-of-way.

Trinity Lutheran Church would like to post 15 18”x24” snipe signs on August 12<sup>th</sup> at the following locations:

- 1) RT 47 and Reed Road
- 2) RT 47 and Algonquin Road
- 3) RT 47 and Mill Street
- 4) RT 47 and Del Webb Boulevard
- 5) RT 47 and Kreutzer Road
- 6) RT 47 and Dean St
- 7) RT 47 and Main Street
- 8) Algonquin Road and Haligus Road (E/B)
- 9) Algonquin Road and Haligus Road (W/B)
- 10) Huntley/Dundee Road and Haligus Road
- 11) Huntley/Dundee Road and Main Street
- 12) Reed Road and Haligus Road
- 13) Haligus Road and Main Street
- 14) Kreutzer Road and Main Street
- 15) Kreutzer Road and Haligus Road

*Trinity Lutheran Church acknowledges that some sites may not be under the Village’s jurisdiction and others may not be feasible in the noted location. If these sites are not feasible, the petitioner requests permission for other sites with the approval of the Village Manager. No signs will be posted on private property without prior authorization of the property owner.*

A variation from the Ordinance is required to locate the signs in the Village’s rights-of-way.

Recommended Conditions of Approval:

- Notification to all adjacent property owners.
- Any music or noise generated during the event will comply with the Village’s Noise Ordinance.
- The site shall be kept free of trash throughout the event.

### Financial Impact

It is being requested that any fees associated with the Oktoberfest be waived, as the church is a non-profit organization.

### Legal Analysis

None required.

Management Assistant Read reported that Pastor Robert Hoffman was in attendance to answer questions.

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

Trustee Leopold stated that he was fundamentally against a church selling alcohol and asked for a Roll Call Vote on this 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 for a Resolution Granting a Temporary Use Permit and Temporary Sign Permit and the waiving of Fees to Trinity Lutheran Church for an Oktoberfest Event to be held August 26 – 28, 2016.***

- d) Discussion – Consideration of an Ordinance for the Approval and Issuance of a Class “E” Liquor License; Trinity Evangelical Lutheran Church – Oktoberfest

Management Assistant Barbara Read reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

A Class “E” Liquor License is being requested at this time. A Class “E” Liquor License is a temporary license, not to exceed three days, issued to not-for-profit organizations with a license fee of \$75.00.

### Staff Analysis

The Liquor Commission is being presented with the request from the Trinity Evangelical Lutheran Church (Church) by Pastor Robert Hoffman for a Class “E” Liquor License to sell beer and wine. The request is for an Oktoberfest event planned for August 26<sup>th</sup> – August 28<sup>th</sup> on their premises located at 11008 Church Street.

The Church is requesting the license to operate a beer and wine area during the hours of 4:00 pm to 10:00 pm on Friday, August 26<sup>th</sup>, 11:00am – 10:00 pm on Saturday, August 27<sup>th</sup>, and 4:00 pm – 9:00 pm on Sunday August 28<sup>th</sup>. Serving of alcohol will stop at 9:30 pm on Friday and Saturday and 8:30 pm on Sunday, all of which is one-half hour before the event closes each day. The beer and wine area will be fenced off and there will be no removal of alcohol from this area to the festival area. The event will be monitored by using an ID wristband. A letter of request has been submitted outlining the event and is included in the packet.

An application has been placed on file and reviewed by the Village Clerk’s Office. All is in order for consideration at this time. The application is being presented with the provision of the State license being provided closer to the date of the event. This stipulation will be included as a condition of approval. The liquor license would be issued for only August 26<sup>th</sup> – August 28<sup>th</sup> 2016. All of the

required documentation has been submitted and meets code requirements.

### Financial Impact

The Church is requesting waiver of the payment of the \$75.00 fee.

### Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

Management Assistant Read reported that Pastor Robert Hoffman was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions; there were none. Mayor Sass reported that there will be a Roll Call Vote for this item.

***It was the consensus of the Committee of the Whole to forward on to the Liquor Commission an Ordinance authorizing the issuance of a Class “E” Liquor License to the Trinity Evangelical Lutheran Church for the Oktoberfest event subject to the following conditions of approval:***

- 1. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class “E” Liquor License becomes effective.***
- 2. The beer and wine can only be sold and consumed in the designated beer and wine area.***

- e) Discussion – Consideration of an Amendment for Tent Size and Street Closure Dates for Vet Fest

Management Assistant Barbara Read reported that on February 25, 2016, the Village Board approved a request by Huntley Legion Post 673 to hold a VetFest on Saturday, June 25<sup>th</sup> from 3:00 – 11:00 p.m. Originally, a 20’ by 40’ tent was to be set up on Friday, June 24<sup>th</sup> and taken down on the morning of Sunday June 26<sup>th</sup>.

### Staff Analysis

The Village has been contacted by the Legion to amend the setup of the event and the size and length of time the tent would remain on Coral Street.

American Community Bank is donating a 100’ by 30’ tent which will be set up on Friday, June 24<sup>th</sup> for VetFest. The tent will be secured by a 100 pound weight attached to each pole of the tent. A Certificate of Liability Insurance is required also insuring the Village of Huntley.

The bank would like to keep the tent up until Wednesday, June 29<sup>th</sup> so that it could also be used for the Concert in the Park taking place at the Square; the bank is sponsoring the Tuesday, June 28<sup>th</sup> concert.

If the request is approved, Coral Street and the Old Village Hall Parking Lot will be closed for six (6) days. If there is inclement weather on Tuesday, June 28<sup>th</sup>, the Concert in the Park scheduled for the Town Square will be moved to the Cosman Center as will any other concert if it rains.

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

Trustee Piwko stated that he did not approve of Coral Street being closed for that length of time due to

safety reasons, lack of parking, traffic on Main Street and Parkside's TTF is required to remove the tent they set up in the Village parking lot the day after the event.

Trustees Kanakaris and Leopold stated that they did not mind if the tent stayed up for the six (6) days.

Mayor Sass stated that there will be a Roll Call Vote for this item.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for consideration an amended plan for tent size and street closure dates for Vet Fest.***

- f) Discussion – Consideration of a Resolution approving the Centegra Health System Family Health Fest – Centegra Health Care Campus - 10450 Algonquin Road

Village Manager David Johnson reported that the Village is in receipt of a request from Centegra Health System to hold their annual Family Health Fest on Saturday, July 16, 2016. The event will be held in the parking area southwest of the Centegra Health Center – Huntley facility.

#### Staff Analysis

The Saturday, July 16, 2016 event will be held between 9:00 a.m. and 12:00 p.m. and will take place in the parking area southwest of the Centegra Health Center - Huntley. Centegra has requested permission to install the tents for the event on Friday, July 15, 2016 as well as the fencing around the areas where activities will take place. These activities include: a climbing rock wall, safety helmet checks, DJ music, refreshment zones, and various class demonstrations. Food and beverages will be supplied by Centegra Health System catering and coordinated through the McHenry Department of Health.

As with previous events held within the Centegra Campus, signage is proposed along Haligus Road, to be placed before the event and removed by 5:00 p.m. the day of the event, directing traffic to extra parking at Marlowe Middle School.

Additionally, Centegra will contact the Huntley Police Department regarding assistance with traffic control on Algonquin Road and Haligus Road.

Should the Board approve this request, Staff recommends the following Conditions of Approval:

1. The Centegra Family Health Fest shall be conducted in accordance with the Centegra Event Request Letter, dated May 20, 2016, and accompanying site plan.
2. Tent inspection(s) shall be scheduled with the Developments Services Department and a copy of the Certificate of Flame Retardancy for the tents must be provided to the Development Services Department.
3. The \$75.00 Temporary Use Permit fee shall be paid to the Village of Huntley.
4. Police assistance for traffic control must be coordinated through the Huntley Police Department.
5. Off-site signage shall be removed by 5:00 p.m. on Saturday, July 16, 2016.
6. The event must be conducted so as not to adversely impact surrounding properties.
7. The event location and surrounding area shall be cleaned of all trash at the end of the festivities.

Financial Impact

Applicant understands that any extraordinary request for Police involvement during the event is their responsibility.

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

Trustee Leopold asked if they are required to have additional insurance for the Rock Climbing Wall; Village Manager Johnson reported that they event is held on private property and that they have had the Rock Climbing Wall in previous years.

Trustee Goldman asked about traffic control; Village Manager stated that the Police Department has coordinated the event with Centegra.

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 granting approval of the request from Centegra Health System for the Family Health Fest to be held on Saturday, July 16, 2016 at 10450 Algonquin Road.***

g) Discussion – Policy Direction Regarding Sidewalk Cafes on the Public Rights-of-Way

Village Manager David Johnson reported that the Downtown Revitalization Plan and recently completed streetscape improvements contemplated the addition of sidewalk dining opportunities adjacent to restaurants or other food service businesses in the downtown. The majority of the buildings in the downtown are located at the lot line, with the sidewalk being public right-of-way. Therefore, the cafés would in most cases be located on public property.

Staff Analysis

Section 156.084, Temporary Uses, Structures, Obstructions, (E) Permitted Temporary Uses, Structures, Obstructions, (12) of the Village Zoning Code currently provides for the following temporary use:

*Outdoor Restaurants.* In any Commercial or Business District as an accessory use to a restaurant as a principal use, provided however, that any such restaurant serving alcoholic beverages must adhere to Village of Huntley Code of Ordinances Chapter 110: Alcoholic Beverages.

Chapter 110: Alcoholic Beverages identifies outside activities as off-premises. In order to allow for outside activities, a licensee must identify the activity and timeframe as part of the liquor license application or renewal.

The above provisions do not address the sidewalk café use on public right-of-way.

Staff has researched a number of other communities to determine how this type of use is permitted. In most cases, the municipality requires the following: an annual permit for the sidewalk café, a release and hold harmless agreement, the municipality as an additional insured, a license or lease agreement for use of the property, and a clear and continuous pedestrian path of at least four feet. The use of a barrier around the seating area may be optional, as it may not be feasible to add a barrier.

Should the following be incorporated into an ordinance for approval by the Village Board:

Sidewalk Café with Liquor License	Yes	No
A permit subject to the approval of the Liquor Commission is required for a sidewalk café and shall be a part of the Liquor License application and annual renewal	<i>Trustees Approved</i>	
<p>The establishment desiring to operate outdoor liquor sales on public sidewalks shall be required to enter into a license or lease agreement with the Village</p> <ul style="list-style-type: none"> <li>• <i>Trustee Leopold stated that this should be incorporated into the above statement</i></li> </ul>	<i>Trustees Approved</i>	
<p>The area must be enclosed with a non-barricade style fence or a series of planters that enclose the permitted area from the remainder of the public way and allows viewing area from the street, with the exception of a designated entrance; The height of any barrier shall not exceed three-feet, six-inches (3'6")</p> <ul style="list-style-type: none"> <li>• <i>Trustee Kanakaris stated that this should be reviewed on a case by case basis</i></li> <li>• <i>Trustee Westberg stated that the area should be marked by the establishment</i></li> <li>• <i>Mayor Sass stated that he had concerns that anything left out may be destroyed by vandals and items should be brought inside the establishment at closing</i></li> </ul>		
<p>Barriers and furniture, including umbrellas should complement the building façade as well as any street furniture, be free of advertising or signage, be somewhat transparent (such as wrought iron) and able to withstand inclement weather</p> <ul style="list-style-type: none"> <li>• <i>Mayor Sass stated that he does not want furniture left out after closing and only café size items to be allowed</i></li> <li>• <i>Trustee Kanakaris stated that this should be reviewed on a case by case basis</i></li> <li>• <i>Village Manager Johnson stated that Staff needs a framework of what would be allowed in order to work with the business.</i></li> <li>• <i>Trustee Piwko stated that a café would want to have these items.</i></li> <li>• <i>Trustee Leopold stated that the document should say that items need to be secured off of the public sidewalk</i></li> <li>• <i>Village Manager Johnson stated that the Village should require wrought iron and not consider items that are plastic.</i></li> </ul>		
Barriers and furniture shall be removed or secured along the building at the end of each business day		
<p>The outdoor area is considered as part of the regular food service business located on the licensed premises and alcoholic beverages may be served only with food</p> <ul style="list-style-type: none"> <li>• <i>Trustees Piwko and Leopold stated that alcoholic beverages should only be allowed with food.</i></li> </ul>		
The outdoor area is considered as part of the regular food service business located on the licensed premises and no smoking shall be allowed within the		

outdoor area		
A clear continuous pedestrian path outside of the barrier of no less than four feet (4') wide is required. The path cannot include any obstructions such as parking meters, street trees, streetlights, trees, etc.		
The seating area must meet all provisions of the Americans with Disabilities Act		
A one-time application fee of \$200 plus a \$50 annual use fee shall be charged <ul style="list-style-type: none"> <li><i>The consensus was to only charge the additional \$50 annual fee and the request would be part of the liquor license fee.</i></li> </ul>		
The permit and application are non-transferrable		
The permit holder must indemnify the Village and provide proof of the appropriate insurance naming the Village as an additional insured		
The permit holder will be responsible for maintaining the area free and clear of litter and debris		

There were no other comments or questions.

***This item was for Policy Direction only and will come back before the Village Board at a later date.***

- h) Discussion – Consideration of a Resolution Awarding a Contract to Revize Software Systems for the 2016 Website Update Project for the Village of Huntley and Huntley First! Websites

Assistant Village Manager Lisa Armour reported that the Village issued a Request for Proposals for the 2016 Website Update Project in March, with notice placed in the Northwest Herald and also posted on the Village’s website. Nine proposals were received. The RFP specified that the Village was seeking proposals for website update services for the Village’s main website ([www.huntley.il.us](http://www.huntley.il.us)) and the Huntley First! economic development website ([www.huntleyfirst.com](http://www.huntleyfirst.com)). The RFP identified the Village’s desire to update the websites to enhance the user’s experience through better site navigation, to simplify content management, and to provide better customer service to residents and businesses utilizing the sites. The existing Village website was launched in 2009, with the economic development website created in 2012. The main website is limited in functionality and provides limited opportunities for resident interaction.

Staff Analysis

Staff from the Manager’s Office, Police Department, and Finance/Human Resources reviewed the proposals and conducted interviews with an initial group of four firms. Reference checks were also conducted with communities for which the firms had designed or updated websites. After the initial interviews, two firms were selected for a second interview. After completing the interviews, it was the consensus of staff that the proposal from Revize, LLC of Troy, Michigan most closely met the requirements of the proposal. The timeline for completing the work is by the end of September. The update will include features that make the web pages viewable on any device (Responsive Website Design), a mobile application, citizen request center, and various other features that enhance



communication to and from the public.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation Through Technology* as a priority, and “update Village website design and enhance information provided” as an objective.

Financial Impact

The FY2016 Budget includes \$40,000 for Special Projects, Website Update, in the Capital Projects Fund 02-10-4-6925. A wide range of fees were proposed by the nine respondents. However, Revize demonstrated the best understanding of the proposal requirements and ability to meet the outlined criteria. The redesign fee is \$30,900 and the annual hosting fee is \$5,900.00. This fee covers the annual software subscription, tech support, CMS updates, and website hosting, unlimited users, and unlimited website storage. The hosting fee would be an annual fee. In the fifth year of the agreement, Revize will provide a free redesign of the websites.

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

Trustee Westberg stated that to make it more user friendly the website should be available for every kind of device.

Trustee Leopold asked how long of a response time should the website go down; Assistant Village Manager Armour stated that they it would be very quick approximately 15 minutes and the company has a very high rate of being up and running.

Trustee Goldman asked if there would be a phone application connection; Assistant Village Manager Armour stated that there would be a mobile application.

Assistant Village Manager Armour reported that as the website is being designed there will be items to review and that Staff will come back before the Village Board for approvals.

Trustee Westberg asked if the website has to be hosted by Revize. Assistant Village Manager Armour stated that it would make the most sense to do this as they can address problems directly with better security. Trustee Westberg asked if Revize has an up-time guarantee; Assistant Village Manager Armour reported that they have a 99% guarantee. Trustee Westberg stated that updating the website is a great idea.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward to the Village Board for approval a Resolution Authorizing Entering into a Sales Agreement with Revize, LLC for the 2016 Website Update Project for the Village of Huntley and Huntley First! websites.***

- i) Discussion – Consideration of a Resolution Authorizing Submittal of Project Applications to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP)

Village Manager David Johnson reported that on December 4, 2015, a new transportation bill, Fixing 06.02.16 COW Minutes

America's Surface Transportation Act, or "FAST Act" was signed into law. The Illinois Department of Transportation (IDOT) is now accepting applications for the Illinois Transportation Enhancement Program (ITEP), with applications due by June 17th. The Village Board reviewed the projects outlined below on May 5<sup>th</sup> and it was the consensus of the Board to submit applications for these projects. Federal funds will provide reimbursement up to 50% for right-of-way and easement acquisition costs, and up to 80% for preliminary engineering, utility relocations, construction engineering, and construction costs. The required local match is the responsibility of the project sponsor. The maximum award for any project is \$2 million.

### Staff Analysis

Applications will be submitted for the following projects:

- Reed Road Bike Path – This 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.

Village Manager Johnson reported that the total cost would be \$270,000 with Huntley's portion at \$54,000

- Median Landscaping – This would include adding landscaping to medians along Algonquin Road from Route 47 east to Haligus Road and on Rt. 47 from Rainsford Drive to the south side of I-90.

Village Manager Johnson reported that the work along Algonquin Road would cost \$518,000 with Huntley's portion at \$103,735. The work along Route 47 would cost \$2 million with Huntley's portion at \$435,000.

- Downtown Parking Lot – This would expand and complete the parking lot added as part of the 2015 Downtown Streetscape Improvements Project, as well as adding stormwater management facilities for the parking area

Village Manager Johnson reported that this work would include stormwater management with a permeable pavement and would cost \$809,000 with Huntley's portion at \$178,000.

Village Manager Johnson stated that also discussed on May 5<sup>th</sup> was the extension of the bike path on Kreutzer Road from Haligus Road in Wing Pointe west to the existing path at the signalized entrance to Walmart. However, due to the estimated cost associated with this project including right-of-way acquisition and the future re-alignment of the road, staff recommends not pursuing funds at this time.

Village Manager Johnson stated that Staff recommends withdrawing this as the project is quite cumbersome and will move forward with the future widening of Kreutzer Road.

### 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, and "improve maintenance of public rights-of-

way including Route 47 and Algonquin Road medians and investigate the possibility of adding landscaping in the medians subject to approval of the Illinois Department of Transportation and McHenry County Division of Transportation,” as an objective.

#### Financial Impact

Project costs will be incorporated into future budgets.

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

Trustee Hoeft stated that the Median Landscaping project seemed very costly for the installation of plantings only; Village Manager Johnson stated that through this program it would be required to have design engineering.

Trustee Leopold suggested formulating a Plan B for the Median Landscaping project and possibly do less than the whole distance of Route 47. Village Manager Johnson stated that the project could be adjusted and reminded the Committee that the State does not have much funding. Trustee Leopold asked if design engineering would be required for the Algonquin Road Median Landscaping project; Village Manager Johnson said yes it would be required per Federal guidelines.

Trustee Kanakaris asked if the Village could just do it on our own for less; Village Manager Johnson stated that the Village could probably do it on our own for less as Federal guidelines would not need to be met.

Trustee Piwko asked if the Village applied for all four (4) could the State approve one, all or none; Village Manager Johnson said yes. Trustee Piwko stated that if the Median Landscaping was approved that the Village would then have to maintain the medians.

Mayor Sass stated that he thought it would be better to submit only two (2) projects.

***It was the consensus of the Committee of the Whole to forward to the Village Board for Approval a Resolution Authorizing Submittal of Project Applications to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Reed Road Bike Path and the Downtown Parking Lot projects.***

- j) Discussion – Consideration of a Resolution for Approval of Change Order No. 1 to Arrow Road Construction Company in an amount not to exceed \$40,000.00 for the 2016 Street Improvement Program

Village Manager David Johnson reported that on April 28, 2016 the Village Board awarded a contract to Arrow Road Construction Company in the amount of \$757,990.20 for the 2016 Street Improvement Program. The 2016 program will consist of the grind and overlay of Heritage of Huntley Subdivision. The MFT Fund amount appropriated for FY2016 is \$860,000. Based on the favorable unit pricing received in the Bid, staff identified Main Street between the east side of Manhattan Drive and up to the east side of Ruth Road as a roadway section in need of grind and overlay that could be added to the project.

#### Staff Analysis

The table that was included in the packet identifies the summary of work items and estimated cost for the additional work on Main Street. It is recommended that staff coordinate with Arrow Road  
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Construction Company for a change order to complete the work in an amount not to exceed \$40,000.

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 FY2016 Budget includes \$860,000 in the MFT Fund line item. Approval of Change Order No. 1 will bring the total project contract amount to \$797,990.20.

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 approval of a Resolution awarding Change Order No.1 to Arrow Road Construction Company in the amount not to exceed \$40,000 for the extra work on Main Street as part of the 2016 Street Improvement Program.***

- k) Discussion – Approval of Payout Request No. 1 (Final) in the amount of \$34,607.88 to Behm Pavement Maintenance, Inc. for the 2016 Crack Sealing Project

Village Manager David Johnson reported that on February 11, 2016 the Village Board of Trustees awarded a contract for the 2016 Crack Sealing project to Behm Pavement Maintenance, Inc. The contract amount was \$1.149 per pound of material with a not-to-exceed cost of \$35,000.

Behm Pavement Maintenance, Inc. started working on May 3<sup>rd</sup> and finished on May 9<sup>th</sup>. They used 30,120 pounds of sealant. They have submitted this first and final pay request for the 2016 Crack Sealing project.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1 (Final)	\$34,607.88	\$0.00	\$0.00	\$34,607.88

Financial Impact

The FY 2016 budget amount for this program is \$35,000. 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; 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) in the amount of \$34,607.88 to Behm Pavement Maintenance, Inc. for the 2016 Crack Sealing project.***

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Trustee Leopold asked the status of the new street sweeper; Village Manager Johnson reported that it has not yet arrived.

Trustee Kanakaris asked about the status of the ponds in the subdivisions. Village Manager Johnson reported that the annual weed control of the pond has been completed as well as the controlled burn around the pond in Southwind. Village Manager Johnson reported that nothing has been done at the large pond as the funds taken in via the SSA does not yet cover it and it will have to be done in stages. Trustee Kanakaris stated that aesthetically something needs to be done; Village Manager Johnson reported that it would cost hundreds of thousand dollars.

Trustee Leopold asked if Horizon was supposed to mow in June; Assistant Village Manager Armour stated that she will follow up with Horizon.

Trustee Kanakaris asked if the Village can require the businesses on the outlots along Route 47 to prune the trees; Village Manager Johnson reported that the Police Department has contacted the Seven-Eleven Store since the robbery and suggested making the building more visible. Mayor Sass stated that once Regency has an association, issues such as these can be handled. Village Manager Johnson reported that a meeting is scheduled with the property owners regarding an association at the end of June. Trustee Kanakaris asked if there is anything the Village can do via Ordinance; Village Manager Johnson stated there is nothing in the Ordinance but suggested that the Police Department working with the business will have a response.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass reminded the Committee that the Village is hosting the June McCOG meeting at Pinecrest and that the Lt. Governor is the guest speaker.

**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 8:00 p.m.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

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

Respectfully submitted,

Barbara Read  
Recording Secretary