



**MINUTES FOR VILLAGE OF PINGREE GROVE
BOARD OF TRUSTEES MEETING
Village Hall, 14N042 Reinking Rd, Pingree Grove, IL 60140**

**Tuesday, February 20, 2018
7:00 p.m.**

1. CALL TO ORDER

President Wiedmeyer called the meeting to Order at 7:00pm.

2. PLEDGE OF ALLEGIANCE

The Board recited the Pledge of Allegiance.

3. ROLL CALL

The Roll was called; answering present were President Wiedmeyer and Trustees: Spieker, Paszkiewicz, Kubiak, Dulkoski, and Hirschbein. Trustee Thomas was absent. Also present were: Police Chief Shawn Beane, Finance Director Karen Plaza, Public Works Director Pat Doherty, Village Attorney Dean Frieders, Village Engineering Representative Stephen Dennison, Village Planner Chris Heinen, Building Department Director Jim Kelly, and Village Clerk Dawn Grivetti.

4. PUBLIC COMMENTS

Connie von Keudell introduced herself and stated she is a candidate for Kane County Board District 9.

Richard Rakow, 30 Catamaran Circle, Pingree Grove, addressed the Board regarding the action item to rename certain streets within the Village. He is concerned about the personal expense associated with the change and would prefer the Board not approve the ordinance.

5. SPECIAL PRESENTATIONS / ITEMS

Chief Beane recognized Sgt Pokorney and Officer Trusk for 10 years of service to the Village.

Chris Hansen, Kluber Architects, architect for the new Village Hall / Public Works Municipal Center, gave the Board an update on the development of interior floor plans for the facility and stated exterior designs will be presented soon.

6. CONSENT AGENDA

Trustee Paszkiewicz made a motion, seconded by Trustee Hirschbein to approve the consent agenda which included the minutes from Village Board Meeting February 5, 2018, and the Warrant List of February 20, 2018 in the amount of \$123,051.59. Following a discussion regarding the codification of ordinances, a Roll Call vote determined Trustees: Paszkiewicz, Hirschbein, Spieker, Kubiak, and Dulkoski answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.

7. ITEMS FOR SEPARATE ACTION

- a. Approval of Agreement with Building and Code Consultants, Inc., Relating to Inspection and Construction Representation Services for the Village Municipal Center

Attorney Frieders stressed the importance of the Village having an owner's representative for the construction of the new municipal center building. He stated the proposed fee is less than standard fees of this nature. Mr. Kelly spoke of his experience in municipal plan review and building inspection representing municipalities in several construction projects; and his work with the Village of Pingree Grove as Building Inspector for the past nine years. His fee would be 1% of the construction cost for the building and facility, not to furnish it or for landscaping and pavement as presented by the developer.

A consensus of the Board is in favor of hiring a representative for plan reviews and inspections; however, there is concern as to what the final cost will be. A not-to-exceed limit of \$35,000 was suggested. Trustee Dulkoski made a motion, seconded by Trustee Paszkiewicz to approve the Agreement with Building and Code Consultants, Inc for services relating to the Village Municipal Center at a cost not to exceed \$35,000. A Roll Call vote determined Trustees: Dulkoski, Paszkiewicz, Spieker and Kubiak answered aye. Trustee Hirschbein answered no. Roll Call vote passed 4-1.

- a. – e. Approval of DR Horton Cambridge Final Plats and Landscape Plans for Neighborhoods A6 and A7; and Parkside at Cambridge Units 29 and 30

These final plats and plans were considered in omnibus. The Board discussed tree spacing and the possibility of relocating trees to private property in the traditional housing neighborhoods. The Planning and Zoning Commission recommended approval subject to the following:

- 1) Revision of A6 and A7 plans to show access control gates in a format and location acceptable to the Village Planner and Engineer;
- 2) Submission of plans for the neighborhood park in Unit 29, in a format and content acceptable to the Village Planner; and,
- 3) Update to the plats to show that the homeowners association has the maintenance obligation for the gas line easement.

After further discussion regarding these topics, the Village Board added:

- 4) Resubmission of landscape plans in a format acceptable to the Village Board with regard to the location and orientation of front yard trees.

Trustee Kubiak made a motion, seconded by Trustee Hirschbein to approve the final plat and plans for Neighborhoods A6 and A7, as well as Units 29 and 30, subject to revision consistent with the comments of the Village Planner and Engineer, and the following additional points:

- 1) Revision of A6 and A7 plans to show access control gates in a format and location acceptable to the Village Planner and Engineer;
- 2) Submission of plans for the neighborhood park in Unit 29, in a format and content acceptable to the Village Planner; and,
- 3) Update to the plats to show that the homeowners association has the maintenance obligation for the gas line easement.
- 4) Resubmission of landscape plans in a format acceptable to the Village Board with regard to the location and orientation of front yard trees.

A Roll Call vote determined Trustees: Kubiak, Hirschbein, Spieker, Paszkiewicz and Dulkoski answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.

f. Approval of Ordinance 2018-O-01 Renaming Certain Streets Within the Village of Pingree Grove, Kane County, IL

Attorney Frieders informed the Board of a discrepancy between addresses on certain approved plats of subdivision and some corresponding deeds of property that can have an adverse effect on emergency response times. The recommended change will result in two property owners having to change their street name address. Staff recommends this change from a public safety perspective. The Board discussed compensating the two residents affected by the address change. Trustee Kubiak made a motion, seconded by Trustee Dulkoski to approve the Ordinance Renaming Certain Streets within the Village of Pingree Grove. A Roll Call vote determined Trustees: Kubiak, Dulkoski, Spieker, Paszkiewicz, and Hirschbein answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.

g. Approval of Agreement with Landmark Ford and J&M Truck Bodies for the Purchase and Equipment of a 2018 Transit Van from State Purchase in an Amount not to Exceed \$42,000

Public Works Director Doherty spoke to the need for this vehicle. Trustee Kubiak made a motion, seconded by Trustee Dulkoski to approve agreements with Landmark Ford and J&M Truck Bodies for the purchase and equipment of a 2018 transit van from state purchase in an amount not to exceed \$42,000. Following the motion, Trustee Spieker asked if the diesel option was necessary. Doherty spoke to the longevity of a diesel engine. After further discussion, a Roll Call vote determined Trustees: Kubiak, Dulkoski, Paszkiewicz, and Hirschbein answered aye. Trustee Spieker answered no. Trustee Thomas was absent. Roll Call vote passed 4-1.

- h. Approval of Ordinance 2018-O-03 Amending the Village Budget for FY 2017-18
Finance Director Plaza stated the ordinance amends the budget to account for increased revenue and expenses for the Municipal Center construction project. Trustee Hirschbein made a motion, seconded by Trustee Dulkoski to approve the Ordinance Amending the Village Budget for Fiscal Year 2017-2018 per Attachment A (Revenue) and Attachment B (Expenses). A Roll Call vote determined President Wiedmeyer and Trustees: Hirschbein, Dulkoski, Spieker, Paszkiewicz, and Kubiak answered aye. Trustee Thomas was absent. Roll Call vote passed 6-0.
- i. Approval of Authorization for Village Hall/Public Works Municipal Center Construction Payments
Attorney Frieders stated the Building Inspector will review invoices and recommend them for payment, but he does not have final authority to approve payment of invoices. Approved invoices will be presented to the Finance Director for authorized payment within budgeted limits. This item authorizes the Finance Director to approve payments to the developer from the construction escrow account held by the title company. Trustee Kubiak made a motion, seconded by Trustee Hirschbein to authorize the Finance Director to approve of and issue properly presented invoices relating to the construction of the Village Hall/Public Works Municipal Center and to transfer and wire funds as needed for such payments, within budgeted amounts. A Roll Call vote determined Trustees Kubiak, Hirschbein, Spieker, Paszkiewicz, and Dulkoski answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.
- j. Approval of Agreement with OZ Engineering, LLC for Additional Soil Borings of the Village Hall/ Public Works Municipal Center Construction Site Not to Exceed \$10,000
The developer's civil engineer for project construction recommended additional soil borings. This cost is outside the scope of the contracted project. There was discussion regarding the estimated cost and the recommended amount. Trustee Dulkoski made a motion, seconded by Trustee Hirschbein to approve an agreement with OZ Engineering, LLC to obtain additional soil boring testing as needed for the construction of the Village Hall/Public Works Facility in an amount not to exceed \$5,000. A Roll Call vote determined Trustees Dulkoski, Hirschbein, Spieker, Paszkiewicz, and Kubiak answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.

8. **PRESIDENT'S REPORT**

- a. Village Hall / Public Works Municipal Center Update – President Wiedmeyer stated the project is moving along quickly, and exterior renderings will be forthcoming.

9. **STAFF REPORTS AND DISCUSSION**

- a. Legal
- i. Discussion of Formal Title And Address for New Village Hall / Public Works Municipal Center – A consensus of the Board agreed on 555 Reinking Rd. This item will be added to the consent agenda of the next meeting for final approval.

- ii. Discussion of Formal Title and Proposed Uses for St Peters Lutheran Church Property – There was discussion of the property’s code compliance and a possible use for community outreach. Attorney Frieders suggested the Board include residents in the planning process of the property.
 - iii. CL QuickStop Update – It was stated the current owner proposed a new developer who is no longer interested. The owner is looking into additional options for the property.
 - iv. Saleh Property Discussion – Attorney Frieders presented a proposed concept plan offered by the new owner of property along Rt 47 north of Rt 72, formerly known as the Knight-Poppen property. The concept plan includes commercial, multi-family residential and open space uses. There was discussion regarding an incentive program, and an existing agreement with the Village of Gilberts regarding commercial development along Rt 47.
 - v. Active & Back-up SSA’s – Attorney Frieders recommended the Board review prepared maps and address this issue for current and future development.
- b. Police
Chief Beane presented the monthly departmental report.
- c. Finance
- i. Funds Transfer Policy Discussion – Director Plaza requested the Board’s direction on whether or not fund transfers based on approved budgeted amounts could be made without additional Board action and when they preferred those transfers to be done. No consensus was obtained.
 - ii. Village Hall / Public Works Municipal Center Budget – A tentative budget was presented for review.
 - iii. Capital Improvements Fund Balance – Also presented for review. There was discussion regarding the upcoming budget process.
- d. Public Works
Director Doherty thanked the Board for discussing tree locations and approving his vehicle purchase.
- e. Engineering
Engineer Dennison stated his agency is putting together cost estimates and working with the City of Elgin on a resolution for Highland Ave improvements; they are currently reviewing and intergovernmental agreement with the City of Elgin for the Rt 20 Roundabout; and the Village’s NPDES waste water plant permit has been finalized. He reported nothing was changed from the draft permit. The Board asked when the Rt 72 and Richard J. Brown intersection construction might be let for bid.

Mr. Dennison replied cost estimates could be prepared for an upcoming Board meeting.

f. Planning

Planner Heinen introduced a new staff member and reported on updates to Lazar's Dunkin Addition drive-thru project. New plans indicating the location of a menu board allow for faster stacking flows. They also agreed to pavement striping and no-parking signs along the building and additional outdoor lighting. The Board directed Planner Heinen to re-address directional traffic entrance and exit signage with the owner. There is no consensus on the approval of the plan as redesigned. The Board requested the petitioner and franchise developer address these issues with the Board at a future meeting.

Planner Heinen also stated he received concept plans for Cambridge Lakes North parks from DR Horton/Cambridge.

g. Clerk/Communications

Clerk Grivetti thanked the Board for their review of the newly re-designed website and discussed the possibility of including Trustee and Staff photos on it. She further reported on her attendance at recent Northern Kane Chamber of Commerce and Hampshire Area Chamber of Commerce membership meetings, and talked about increased involvement in upcoming events.

10. OLD BUSINESS

Attorney Frieders reviewed the boundary line agreement between the Villages of Pingree Grove and Gilberts regarding commercial development along Rt 47 north of Rt 72.

He further reported on a call received from NKEC looking for feedback from the Village regarding the sale of Village property.

11. NEW BUSINESS

Trustee Spieker reported on an upcoming meeting scheduled with the Kane County Forest Preserve to review proposed plans for the Heritage District Park.

12. EXECUTIVE SESSION—To Discuss Pending or Imminent Litigation Pursuant to 5 ILCS 120/2(c)(11)

At 10:05 pm Trustee Paszkiewicz made a motion, seconded by Trustee Spieker to convene an Executive Session of the Village Board for the purpose of discussing Pending and Imminent Litigation pursuant to 5 ILCS 120/2(c)(11). A Roll Call vote determined Trustees: Paszkiewicz, Spieker, Kubiak, Dulkoski and Hirschbein answered aye. Trustee Thomas was absent. Roll Call vote passed 5-0.

At 10:27 pm Trustee Spieker made a motion to return to regular session, seconded by Trustee Dulkoski. President Wiedmeyer directed that a Voice vote be taken. All present answered aye, and President Wiedmeyer declared the motion passed.

13. ADJOURNMENT

Trustee Spieker made a motion to adjourn the meeting, seconded by Trustee Paszkiewicz. President Wiedmeyer directed that a voice vote be taken. All present answered aye, and President Wiedmeyer declared the motion passed; the meeting adjourned at 10:28 pm.