

**MINUTES
SPECIAL COMMITTEE OF THE WHOLE MEETING
VILLAGE OF VERNON HILLS
NOVEMBER 1, 2016**

President Byrne called the meeting to order at 6:06 pm.

IN ATTENDANCE: President Byrne, Trustees Grieb, Schultz, Hebda and Marquardt. Trustee Williams and Koch were absent. A quorum was established.

Also present were: Village Manager Kalmar, Assistant Village Manager Carey, Deputy Chief Davies, Finance Director Larson, Building Commissioner Atkinson, Public Works Director Brown, Attorneys Brankin and Kenny, and Recording Secretary Fischbach.

1. APPROVAL OF COMMITTEE OF THE WHOLE MEETING MINUTES OF OCTOBER 18, 2016

Motion by Trustee Schultz, second by Trustee Hebda, to approve the Committee of the Whole Minutes for the October 18, 2016 meeting.

Roll call vote:

AYES: 4 – Grieb, Hebda, Schultz, Byrne

NAYS: 0 - None

ABSENT AND NOT VOTING: 2 – Williams, Koch

ABSTAIN – 1 Marquardt

Motion carried.

2. APPROVAL OF COMMITTEE OF THE WHOLE MEETING MINUTES OF OCTOBER 20, 2016

Motion by Trustee Schultz, second by Trustee Hebda, to approve the Committee of the Whole Minutes for the October 20, 2016 meeting.

Roll call vote:

AYES: 4 – Grieb, Hebda, Schultz, Marquardt

NAYS: 0 - None

ABSENT AND NOT VOTING: 2 – Williams, Koch

ABSTAIN – 1

Motion carried.

Trustee Koch arrived at 6:13PM

3. REGENCY CENTERS AND FOCUS DEVELOPMENT – MELODY FARM

A. REVIEW OF THE TERMS AND CONDITIONS OF THE REDEVELOPMENT AGREEMENT (RDA) FOR THE PROPOSED MELODY FARM DEVELOPMENT

B. REGENCY CENTERS & FOCUS DEVELOPMENT – MELODY FARM - CONSIDERATION OF REPORT AND RECOMMENDATIONS FROM THE PLANNING & ZONING COMMISSION REGARDING VARIOUS ITEMS INCLUDING THE PROPOSED SITE PLAN, PLAT OF SUBDIVISION, AND SPECIAL USE FOR A PUD FOR PROPERTY LOCATED AT THE INTERSECTION OF TOWNLINE ROAD AND MILWAUKEE AVENUE

Village attorney Kenny indicated there were six items still to be discussed regarding the project. He also stated that the Village is meeting with Regency in the following days and these issues will be discussed and worked out.

1. Land cost cap of TIF reimbursable fees. Regency proposes they get 2.5 million with the first TIF reimbursement and the balance of land reimbursable would come at the fee when all TIF reimbursements would be paid.
 2. Approval of TIF reimbursable as it come up and approved by the Village Manager versus Board approval. Regency expressed concern about getting reimbursement in a timely manner.
 3. Shared defenses over and potential litigation with regard to land management over any Cuneo documents. Regency is fine with the shared defense as long as it involves their property.
 4. Bond interest cap of 5%. Consensus is that whatever the bond rate is on January 17 the project will go ahead.
 5. The Homerun Clause was discussed.
 6. If the village doesn't or can't issue bonds are we saying that we will come up with the funds from some other source is this deal dead in terms of the Village having a funding source.
4. **REVIEW AND CONSIDERATION OF A CONTRACT WITH NORTH SHORE SIGN FOR A NEW ELECTRONIC MESSAGE BOARD SIGN AT THE PUBLIC WORKS AND POLICE FACILITIES; AND UPGRADING THE EXISTING MESSAGE BOARD CABINET AT THE VILLAGE HALL**

BACKGROUND

Building Commissioner Atkinson stated that the Village Board, as part of the FY16-17 CIP budget review and approval process, authorized funds to install two new monument signs with electronic message board cabinets; one to be located at the Vernon Hills Police Department, 754 Lakeview Parkway and the other located at the Vernon Hills Public Works facility, 490 Greenleaf Drive. Funds to upgrade the existing message board cabinet at the Village Hall were also included. The total budgeted amount approved by the Village Board is \$150,000.

SELECTION PROCESS

In early August, a selection team was formed consisting of the following members.

- Lynn DeAnda, Village Secretary
- Joe Carey, Assistant Village Manager/Director of Community Development
- Rick Davies, Deputy Police Chief
- Brian Bourdeau, Assistant to the Finance Director
- David Brown, Director of Public Works
- Gene Schroeder, Public Works Crew Leader
- Michael Atkinson, Building Commissioner

On August 15, 2014, the Village released the Request for Proposal (RFP) for design and build services. Four (4) firms submitted proposals in response to the request.

- Olympic Signs, Lombard, IL

- C. Johnson Sign Company, Franklin Park, IL
- North Shore Sign, Libertyville, IL
- Bright Light Sign Company, Lake Zurich, IL

Following an extensive review and discussion of the RFP response and related information, the selection team ranked each firms in order of preference as follows:

- North Shore Sign
- Bright Light Sign Company
- Olympic Signs
- Johnson Sign Company

Fees were opened after the ranking. The fee proposal varied slightly from each firm. Bright Light Sign Company and C. Johnson Sign Company did not include Electrical and Fiber installations in their bids (Approximately \$39,000 in value). The range of fees is as follows:

- | | |
|--------------------------------------|---|
| 1. <u>North Shore Sign:</u> | <u>Total Fee: \$157,600</u> |
| 2. <u>Bright Light Sign Company:</u> | <u>Total Fee: \$135,720 (Electrical/Fiber not included)</u> |
| 3. <u>Olympic Signs:</u> | <u>Total Fee: \$166,745</u> |
| 4. <u>C. Johnson Sign Company:</u> | <u>Total Fee: \$141,200 (Electrical/Fiber not included)</u> |

* Please note: Although not originally contemplated for this project, an alternate quote was requested to install an electronic message board sign at the Muni. The approximate cost for this work is \$65,000. Staff does not recommend including this sign as part of the contract because the cost would exceed the FY16-17 budgeted amount of \$150,000.

RECOMMENDATION

Based on the findings referenced above, the selection team determined that North Shore Sign is the most responsible and responsive company. North Shore has been in business for over 86 years and has successfully completed past projects for the Village, including the current Village Hall sign. They have also completed several public message board sign projects. Examples include the College of Lake County, Wauconda Park District, Warren Township and Evanston High School. The design of the Police and Public Works sign are architecturally consistent with the respective buildings.

Please note, the contract price with North Shore has been reduced by eliminating sign demolition work and fiber cable installation. The demo work will be performed by PW staff and the fiber install will be included with the scope of work for the new VOIP phone system.

Motion by Trustee Hebda, second by Trustee Marquardt, staff should be directed to prepare a Resolution authorizing the Village Manager to enter into a contract with North Shore Sign for design build services to install two new monument signs with electronic message board (EMB) cabinets; one to be located at the Vernon Hills Police Department and the other located at the Vernon Hills Public Works facility; and to upgrade the

existing message board cabinet at the Village Hall. The total budgeted amount approved by the Village Board is a not to exceed amount of \$150,000.

Roll call vote:

AYES: 5 – Marquardt, Koch, Grieb, Hebda, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Williams

Motion carried.

5. LASCHEN COMMUNITY CENTER PROPOSED OPERATING PLAN

Village Manager Kalmar stated the Park District hand delivered and mailed letters in August to the various user groups that rent space in the Laschen Center advising them, effective January 1, 2017, the District will no longer be renting space in the Laschen Center. The letter advised that the building is owned by the Village and they have no information on the future use of the space. They directed any questions to the Village.

To date, we have received two calls from HOAs, although we anticipate receiving additional calls from other these groups. Other current users groups include:

- The New Life Fellowship Church. They are interested in using the building on a month to month basis until the building is closed. We have heard that the congregation has been declining in size and they now only use the Hawthorn Melody room on Sundays. They entered into a one-year rental agreement with the Park District that expires December 31, 2017.
- The six (6) scouting groups. We understand that they are now using the schools or meeting in the homes of the den or troop leaders.
- Music teacher. Moving to the Sullivan Center when construction is completed.
- Representative Sente's office. The office is located on the upper level of the building. We understand that they would like to stay in the space for a short period of time until other opportunities become available.
- The Vernon Hills Lions Club. The Park District is working with the Lion's Club to establish a new home in one of its facilities.

We are aware that the Park District office will continue to operate out of the building beyond the January 1 deadline. Their plans are to move back to the Sullivan Center by mid-April. They have indicated that they will work to accommodate the Church through the end of April. The District has also agreed to operate the Center as a polling place through the April 4, 2017 elections.

Village Hall - Alternative Meeting Room Options

Hezner has been working with staff on conceptual plans for repurposing some existing underutilized space in Village Hall to create several community meeting rooms. Hezner is refining these drawings and related cost estimates. We will share them with the Board in the next month or so. Hezner was also tasked with looking at repurposing a training area within the Police Department's Dispatch Center. While it is possible to rework the space, there is a significant shortage of public parking which makes it nearly impossible to host a meeting of any size in the building.

Interim Use of Laschen Center in 2017

I am recommending the following:

1. We make available the three (3) rooms in the Lower Level of the building for use by resident or community groups through calendar year 2017.
2. The following three (3) rooms would available on the Lower Level of the building:
 - Carriage Green Room
 - Deerpath Room (Don Hook Lion's Den)
 - Hawthorn Melody Room – largest of the three and typically used by the Church.
3. We would completely shut off use of the upper level office space with the exception of Representative Sente's office and adjacent restrooms. Direct access to her office would come from the rear parking lot.

In talking with the Park District staff about past use of the building, they felt that the three (3) rooms would adequately meet the needs of any of the existing user groups. Additionally, each of the rooms has its own HVAC system which is separate from the main units which serve the Park District office on the second level.

Lower Level Availability and Use

If the Board supports the use of the Lower Level as described above, I am recommending the following:

1. The three (3) rooms would be available on Monday thru Thursday from 6-9PM in the evenings, and on Sunday morning from 9:30AM to 1PM (consistent with the existing church rental).
2. Keys would have to be picked up and returned to Village Hall during regular business hours. Other arrangements could be made as needed.
3. A limited number of chairs and tables would be provided for each room. Groups using the rooms would be responsible for configuring the room as they need it to conduct their activities.
4. The Center would not be open during the day and would not be staffed during the evening. The Police Department could take emergency calls and dispatch Public Works employees to respond to a building emergency. The Police Department would close and alarm the building at the end of each evening.
5. We continue with the same rental schedule established by the Park District for the various groups. The rates would be as follows:
 - Resident Associations – The pay \$30 per every 2 hour increment plus a \$40 charge if room isn't vacated by 9PM.
 - New Life Church – Uses the Hawthorn Mellody Room on Sundays at \$40 per hour.

Staffing

We would evaluate the need for additional manpower during the budget process. At this time, I don't anticipate needing additional personnel to maintain the building in the short term. During the week, our cleaning contractor would maintain the rooms and restrooms on a limited basis. Grounds maintenance would be added to our current contract for Village Hall. For HVAC maintenance, Public Works would be responsible for these activities. Consistent with current practices, snowplowing of the parking lot would be shared between Public Works and the Park District in 2017.

Going Forward

Staff is requesting direction from the Village Board on this proposal.

Should the Board agree with what is proposed, staff will work to create guidelines for temporarily operating the Center through 2017. We are not going to advertise the availability of the Center. To date, we have heard from two HOA groups about possibly using the Center during 2017. I am assuming that several more groups will contact us and we will look to accommodate them in 2017.

Moving forward, we will be working based on the following assumptions:

- Laschen Center will be closed at the end of 2017.
- Limited Village funding in 2017 will be available for operations and repairs of the Center. Additional funds will be added to the Public Works budget to accommodate the 2017 year.
- Due to budgetary limits, any Village Hall modifications will be done in one budget year and demolition of the Laschen Center will occur in the following budget year.
- Village Hall will not be modified/remodeled in the current budget year. Should construction be authorized, it will be delayed until the new FY 2017/18 budget year.
- Any modifications to Village Hall will take a minimum of 60 days to complete.
- The Center may be demolished during either 2017 or 2018 depending on direction from the Board and budgetary limitations.
- As a part of this discussion, we will seek the Board's direction on future use of the property once the building is gone. One thought is to repurpose the property as a small passive park with landscaping and some hardscape, i.e. benches, sculpture or art features, etc. We could include money in the FY 17/18 budget for a landscape architect to design the park. We would recommend inviting the adjacent neighbors to a meeting to seek input on the reuse and design of the property.

President Byrne requested that an environmental service come in and check the facility. Trustee Schultz expressed concern about voting in the Laschen Center and what would happen. Village Manager Kalmar said he would check with Lake County and see how they would like to handle voting.

6. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE

Motion by Trustee Schultz, second by Trustee Marquardt, to adjourn the Committee of the Whole.

Roll call vote:

AYES: 5- Koch, Grieb, Hebda, Schultz, Marquardt

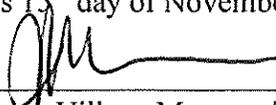
NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Williams

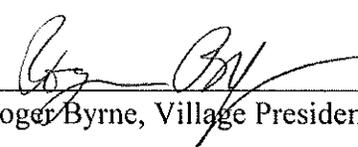
Motion carried.

Meeting adjourned 7:17 p.m.

Approved this 15th day of November 2016



John M. Kalmar, Village Manager/
Village Clerk
JMK/LLF



Roger Byrne, Village President

MINUTES OF THE PUBLIC HEARING
OF THE PRESIDENT AND BOARD OF TRUSTEES OF VERNON HILLS
HELD NOVEMBER 1, 2016

PUBLIC HEARING – ANNEXATION

President Byrne called the public hearing concerning the Annexation of the property located at the southwest corner of US Route 45 and Buffalo Grove Road also known as the Woodland Chase Subdivision to order at 7:19 pm.

Roll call indicated the following Board Members present: Village President Byrne, Trustees Hebda, Koch, Marquardt, Schultz, and Grieb. Trustee Williams was absent. A quorum was established.

Also present were: Village Manager/Clerk Kalmar, Assistant Village Manager Carey, Finance Director Larson, Assistant to the Finance Director Bourdeau, Building Commissioner Atkinson, Public Works Director/Village Engineer Brown, Attorney Kenny and Recording Secretary Fischbach

No comments or questions were received.

Trustee Schultz made a comment regarding the cooperation with the school districts and not having multiple districts in the subdivision.

Motion by Trustee Koch, second by Trustee Hebda, to continue the Public Hearing to November 15, 2016.

Roll call vote:

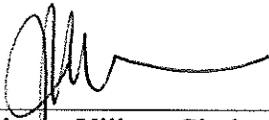
AYES: 5- Koch, Grieb, Hebda, Schultz, Marquardt

NAYS: 0 - None

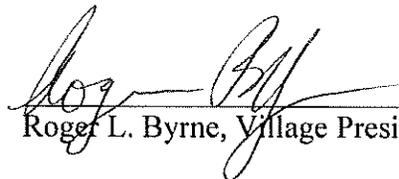
ABSENT AND NOT VOTING: 1 - Williams

Motion carried.

Approved this 15th day of November 2016



John M. Kalmar, Village Clerk



Roger L. Byrne, Village President

MINUTES OF THE PUBLIC HEARING
OF THE PRESIDENT AND BOARD OF TRUSTEES OF VERNON HILLS
HELD NOVEMBER 1, 2016

PUBLIC HEARING – TIF DISTRICT

President Byrne called the public hearing concerning the TIF District located at the northeast corner of Milwaukee Avenue (US Route 21) and Townline Road (US Route 60) to order at 7:17 pm.

Roll call indicated the following Board Members present: Village President Byrne, Trustees Hebda, Koch, Marquardt, Schultz, and Grieb. Trustee Williams was absent. A quorum was established.

Also present were: Village Manager/Clerk Kalmar, Assistant Village Manager Carey, Finance Director Larson, Assistant to the Finance Director Bourdeau, Building Commissioner Atkinson, Public Works Director/Village Engineer Brown, Attorney Kenny and Recording Secretary Fischbach

No comments or questions were received.

Motion by Trustee Schultz, seconded by Trustee Marquardt, directing staff to prepare the necessary Ordinance for the TIF District, Tax Increment Allocation Financing and the TIF District boundary

Roll call vote:

AYES: 6 - Koch, Grieb, Hebda, Schultz, Marquardt, Byrne

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Williams

Motion carried

Motion by Trustee Koch, second by Trustee Hebda, to close the Public Hearing.

Roll call vote:

AYES: 5- Koch, Grieb, Hebda, Schultz, Marquardt

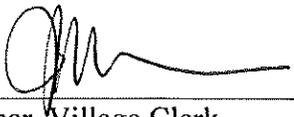
NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Williams

Motion carried.

The public hearing adjourned at 7:19 p.m.

Approved this 15th day of November 2016



John M. Kalmar, Village Clerk



Roger L. Byrne, Village President