

**COMMITTEE-OF-THE-WHOLE
MINUTES OF THE MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF ARLINGTON HEIGHTS
HALL COMMUNITY ROOM
THURSDAY, MARCH 14, 2013
7:30 P.M.**

BOARD MEMBERS PRESENT: Mayor Arlene J. Mulder, Trustees Blackwood, Breyer, Farwell, Glasgow, Hayes, Rosenberg, Scaletta, & Sidor

STAFF MEMBERS PRESENT: Bill Dixon, D. Mikula, T. Kuehne, S. Shirley, J. Massarelli, C. Perkins, M. Pagones, M. Juarez, J. Melaniphy, M. Reynolds, J. Musinski, S. Rowader, D. Sabatello. A. Ellwanger, P. Robb, P. Wilkiel

OTHERS PRESENT: M. Silverberg, Daily Herald, T. O'Connor, Arlington Heights Journal

SUBJECTS:

4. Staff Follow-up from Previous Meeting
5. Engineering Department
6. Public Works Department
7. Planning & Community Development Department
8. Other Business
9. Adjournment

President Mulder called the meeting to order at 7:30 PM. Trustee Breyer arrived at 7:37 pm.

4. Staff Follow-up from Previous Meeting

There were no follow-ups.

5. Engineering Department

Director of Engineering Jim Massarelli shared some highlights of his proposed budget saying that there was a slight increase of .5% from the previous year. He said that final approvals were obtained for the Northwest Highway/Arthur/Davis Street Project which is 80% funded through IDOT and said that the Nichols Rd/Walnut Project is in the process of obtaining federal funding. Mr. Massarelli continued by saying that a committee was formed that will determine locations for street improvements, road reconstruction, and pavement patching and includes three staff members of both the Public Works and Engineering Departments. He finished by saying that Engineering uses emails and the Village's website to keep residents informed, but continues to use paper notifications for road construction.

Trustee Glasgow noted the reduction in the Petroleum Products line item. Superintendent of Maintenance Mike Reynolds said that less fuel has been used in the last couple of years due to vehicle reductions and use throughout the departments over the past few years and because of the use of some hybrid vehicles.

Trustee Hayes questioned the increase in the number of resurfaced streets in the Performance Measures. Mr. Massarelli said that it is somewhat attributed to a \$400,000 grant received from the State which allowed for more resurfacing and said Engineering does as much as can be by using the most current technology available for asphalt and concrete mixtures. Trustee Rosenberg asked about the increase in the Sidewalks replaced. Mr. Massarelli said that the increase is due to issues with ADA and ramp compliance.

Trustee Rosenberg questioned the Council Trail Sewer and Street Improvement line item in the TIF IV Fund. Mr. Massarelli explained that as part of the TIF funding, road reconstruction and storm sewer improvements will be done on a portion of Council Trail. Mayor Mulder added that federal grant money received pays for 80% of some road projects which gives the Village an opportunity to get more projects done. Mayor Mulder also asked for the status of the Commuter Drive Project. Mr. Massarelli said that Rolling Meadow is the lead organization on that project and said that an agreement and approvals could be done within the next six weeks.

Trustee Scaletta requested an update on the Flood Control Project. Director of Public Works Scott Shirley started by saying that after the flood in July 2011 a survey was sent to everyone that called in about flooding and said that once received, they were separated into neighborhoods where there were issues. He went on to say that based on Staff's recommendations, the Board authorized two studies. One study pertained to trouble spots in separate sewer areas, that field survey work was done, and that a draft report for staff review should be received in 3-4 weeks. Mr. Shirley thought that sometime in the future, after the final report is completed, there could be a meeting with a presentation of the findings and where the engineering company can speak to the neighborhood issues, possible solutions, and the estimated costs associated with them.

Mr. Shirley said that the Village would then follow-through on the second much larger study and explained that staff prepared and put out an RFP for the combined sewer area, where mostly basement back-ups occurred after the flood. He stated that residents were encouraged to take advantage of the Overhead Sewer Rebate Program and maintains, until further notice, that it is the ultimate solution for homes that have plumbing systems that are not within code. Mr. Shirley said that Public Works and Engineering are analyzing the four proposals received from the RFP and hopes that within the next six weeks a recommendation for an engineering firm to proceed will be brought to the Board for approval.

Trustee Scaletta asked about the Flow Monitoring Study. Mr. Shirley said that a flow monitoring study was done and said that even though there were no significant rain events, there was enough data for the modeling of the combined area sewer system. He went on to say that if you want to refine the model in the future, flow monitoring can be done again to further calibrate it. Mr. Shirley said there will be valuable and useful information from the model that the Board can use in making decisions on how

to proceed. Trustee Rosenberg asked if the Metropolitan Water Reclamation District (MWRD) was going to be contacted. Mr. Shirley said there needs to be communication and said that the Village cannot model its system unless we know what the MWRD is going to do downstream. Mayor Mulder asked about the Cypress Detention Basin. Mr. Shirley said that some minor improvements allowed by IDOT have been done, but the problem has not yet been solved.

Trustee Rosenberg asked if anything could be done to compel residents who have ponding in their backyards to make improvements. Mr. Massarelli said there are funds in the Flood V account that are being used to extend storm sewers in 6-8 locations. He said that if residents are willing to put in a private system, they can connect to the Village's sewers which would help alleviate their problem. He also said property improvements by residents and proper grading would help with flooding issues.

Discussion continued regarding the deterioration and increased number of broken water mains, and with options for and costs of their repair. The Board commended Mr. Massarelli on the Engineering Department's budget.

TRUSTEE SCALETTA MOVED, SECONDED BY TRUSTEE SIDOR THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2014 BUDGET IN ITS ENTIRETY FOR THE ENGINEERING DEPARTMENT. The motion carried unanimously.

6. Public Works Department

Mr. Shirley started by saying that the Public Works' General Fund budget is within the ceiling and is .2% lower than the previous year. He continued by giving a brief overview of the other Public Works' funds and related projects which included possible security cameras, painting, and structural evaluation of some of the municipal garages, as well as with the moving of the Village's telephone switch from the basement of the police building to the basement of the municipal building.

Trustee Scaletta asked about the status of EAB removal. Mr. Shirley said that Public Works staff has been working longer days and Saturdays this winter to remove Ash trees and that contractual removal is being done as well. Mr. Reynolds added that it is hoped that 25% of removals will be done in-house. Forester Dru Sabetello said that treated trees are being monitored and that they will be removed if they are 60% or more of being dead. He also said that about 1,000 trees will be planted this spring. Trustee Glasgow asked if residents will be told that their tree will need to be taken down after they have treated it. Mr. Sabetello said that they will be notified. Trustee Glasgow asked if Public Works was comfortable with the amount budgeted for the EAB this year. Mr. Reynolds said absolutely, provided that when spring comes they don't find a lot more Ash trees dead than what is anticipated. Trustee Blackwood questioned the costs associated with the removal and replacement of trees. Mr. Shirley explained that there are expenditures for every tree removed including restoration; grinding the stump, removal of chips, filling with dirt, and seeding or replacing with sod.

Trustee Rosenberg asked about the Other Capital Outlay line item for Tree Services. Mr. Reynolds said that the line item covers a host of tree services including removals,

replacements and includes all items that can be recaptured through the Capital Program. Mr. Kuehne said that most of this fund is being characterized as capital outlay and explained that a bond issue is going to be sold to complete the work and said it will be based on capital expenses. Discussion took place regarding garage updates, street and sidewalk crack paving, and equipment maintenance, among others.

Mayor Mulder questioned the increase in the Disposal Services line item for landfill charges. Mr. Shirley stated that more asphalt has been removed and that the amount budgeted reflects a more accurate cost for disposal.

Trustee Glasgow asked if the amount in Building Maintenance line item includes things discussed last year including windows, leakage, outdated materials, etc. to help keep the current Police building maintained. Mr. Reynolds answered no and said that the Building Maintenance line item is for only regular Village building maintenance. Trustee Glasgow requested, because of newer technology, that the Petroleum Products line item be monitored in order to reduce future budget costs. The Board commended Public Works' staff for doing a great job.

TRUSTEE GLASGOW MOVED, SECONDED BY TRUSTEE SCALETTA, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2014 BUDGET IN ITS ENTIRETY FOR THE PUBLIC WORKS DEPARTMENT.

7. Planning & Community Development Department

Director of Planning & Community Development Charles Perkins stated that the department's mission statement is to ensure professional, courteous, consistent and reliable service through management and oversight of the divisions within the department. He said that the Department's goals include; balancing the needs and concerns of residents in the community, providing dedicated courteous assistance to the public, and implementing the department's budget in a fiscally, responsible manner. Mr. Perkins gave an overview of the Planning Department's performance measures and mentioned some of the major development projects from the past year. He said that 113 new businesses opened which generated 465 jobs and said more leased and occupied space is anticipated this next year.

Mr. Perkins continued by saying the Zoning Code was changed which will help streamline processes for property owners to lease space by allowing additional permitted uses in certain districts. He also said that there is now an administrative process for small restaurants to get through the process quicker. Mr. Perkins highlighted some of the department's accomplishments which included the Energy Efficiency Conservation Block Grant (EEOBG), the Homes for a Changing Region Study, working with the Arlington Economic Alliance in their review of the Discover Arlington Campaign, and the creation of the department's Facebook page, to name a few. Mr. Perkins finished by saying that there is a slight increase in the department's General Fund budget because of consultant fees for a Hickory/Kensington area study, and for replacement of monument signs, wayfinding sign panels, and banners for light poles.

Trustee Scaletta asked if it was possible to have banners for Frontier Days and Sounds of Summer charged to the AE & E Fund since the Village promotes those events and because the events support the AE & E Fund. Mr. Kuehne explained that funds are limited in the AE & E Fund. Discussion continued regarding the light pole banners and with possible corporate sponsorships. Trustee Farwell thought that the banner line item was discretionary spending and asked that corporate sponsorship be looked into. Mr. Perkins said that he would like to see the results of the efforts of the sesquicentennial sponsorships and then report back to the Board.

Trustee Glasgow voiced his concern with some of the administrative design and permit review times in the Performance Measures. Mr. Perkins said that the department has been working on streamlining procedures saying that some projects are more complicated than others and that some are in need of more information before they can be approved. Mr. Dixon added that there has been a vacancy in the department which will be filled on April 1st. Trustee Glasgow also asked about the decrease in the number of retention visits compared to the increase in new businesses. Mr. Perkins explained that the department continues to work from leads from previous years as well as with current leads in order to get a businesses located in Arlington Heights. Trustee Rosenberg asked why there was a decrease in the retention visits. Mr. Perkins said that the goal is to make about 25 visits a month and that some of those visits depend on how long they take.

Trustee Glasgow asked how going to Chamber events helps with the interaction of the Chamber and the Planning Department. Mr. Perkins stated that the Chamber is a great organization that it does a fantastic job working with businesses. He said attending the events lets people know who we are and allows them to talk to us about any issues or concerns they may have. Trustee Glasgow stated that he appreciates the hard work of staff and the Chamber of Commerce. Trustee Rosenberg thanked Mr. Perkins and Mr. Melaniphy for their efforts in bringing in businesses over the last couple of years. Discussion took place regarding some goals and objectives, with various TIF districts, property taxes, and the Metra STAR line.

Trustee Farwell thanked the Planning Department staff saying that they have continued to deliver business growth in this community, and mentioned the 2010 Chaddick Award that was received which reinforced the Village's pro-business friendly commitment.

Trustee Hayes concurred with Trustee Farwell's comments and said that he believes that the Planning Department is critically important to the Village' mission in having a thriving business community which will produce more sales tax revenues and in turn help keep property tax levels down for residents. He went on to say that the only thing that stops the Planning Department in pursuing more business is manpower and the Department's somewhat limited resources.

Trustee Hayes brought forth a draft proposal that would supplement the Planning Department's efforts in the attraction of businesses and said that he has had the opportunity do discuss it with each individual trustee and the Mayor over the last couple of weeks. He said that it was also discussed with Mr. Dixon, Mr. Perkins, Jon Ridler of the Chamber of Commerce and Tony Guido of the Economic Alliance saying that they were all important in this effort. Trustee Hayes said that his proposal is to

go outside Village Hall to utilize resources that are available in order to further the Village's business community and make its businesses thrive.

Trustee Hayes said that this small business development proposal is a joint venture with the Chamber of Commerce and that it would focus particularly on small businesses, a niche that needs to be addressed. He explained that this concept would partially fund a position at the Chamber of Commerce at a rate of about 50%, not to exceed \$50,000 to include salary and benefits. He said it would be an independent contractor, not an employee of the Village, and be subject to a specific agreement and reporting requirements of specific duties and responsibilities as outlined in the proposal.

Trustee Hayes explained that the proposal is in rough form and said that if the Board would like to explore this concept further, he envisioned that a small group of individuals meet, which could include Mr. Perkins, Jon Ridler of the of the Chamber, Tony Guido or a representative of the Economic Alliance, and himself or another member of the Board to ensure retention and attraction efforts will not be duplicated and to ensure the accomplishment of the mission. He said it will take some work to arrive at an agreed upon agreement. He continued by saying that the small business development person would include all existing businesses in the Village and that new businesses would not be required to join the Chamber. Trustee Hayes thought it was worth the expenditure of funds and is looking at the contingency account to fund this endeavor. He said he thought it was a wise use of taxpayer dollars and that it would ultimately keep their property taxes down.

Trustee Scalletta voiced his concerns saying that he is generally supportive of the concept, but far from signing an agreement. He stated that he is concerned with how the reporting would work and with the person's knowledge of the Village's zoning and building codes when questions get asked.

Trustee Sidor asked Mr. Perkins how he envisioned utilizing this position to work positively. Mr. Perkins said he didn't know how this would work because a lot of questions need to be answered. He said that you have to define what a small business is first and then define what the role of the Chamber and the Village would be.

Jon Ridler of the Chamber said that the Chamber currently answer calls from small businesses when they are confused with a process or on who to call at Village Hall to get an answer. He explained that because of the Village's limited resources, this proposal would increase the opportunity for the Chamber to do more for the Village and small businesses before they get frustrated. He said that it would also allow the Chamber to use their resources to continue to serve the business community more effectively. Trustee Sidor said that in looking at the proposal, he believes there should be some quantitative measures in place to see what is being accomplished. Mr. Ridler agreed and thought that more than one year is needed to do so and said that the Chamber is committed to the concept and would like to move forward with it.

Trustee Blackwood stated that she is an advocate for collaborative efforts with business organizations and felt that this is a very positive move towards that. She

said another person's efforts can triple retention visits and said she was impressed with these steps being taken and with going forward.

Trustee Rosenberg agreed with Trustee Blackwood but said he has concerns with delegation of responsibility and said that he would like to see coordination of efforts between the Village, the Chamber, and the Economic Alliance. Mr. Ridler said he was looking at the role of the Chamber as utilizing the resources and their expertise in getting business owners to the right person who will communicate effectively what they need in order to open their doors.

Trustee Farwell verified that this position is for retention and attraction and that a business does not have to join the Chamber and thanked Trustee Hayes for the footwork he has done in bringing the proposal to the Board. Trustee Farwell said that Arlington Heights is serious about getting more businesses to locate here and said he is looking forward to moving forward with this proposal.

Trustee Glasgow asked Mr. Ridler what the Chamber is currently doing to attract small businesses. Mr. Ridler said that businesses stop at the Chamber when they are looking for space and said that the Chamber connects them with commercial real estate companies that are located in town. He said that the Chamber does not have the financial resources to advertise outside of Arlington Heights to bring businesses in, but brings them in through networking and referrals. He added that the Chamber tries to get people into business counseling in order to get their business and marketing plans in order. Mr. Perkins highlighted some of the Planning Department's current attraction efforts.

TRUSTEE ROSENBERG MOVED, SECONDED BY TRUSTEE GLASGOW TO EXTEND THE MEETING PAST 11:00 pm. The motion carried.

Trustee Glasgow stated that he is interested in attracting small businesses and said that it is important to quantify the results of how much business is brought in and retained compared to the tax dollars that would be spent. Mr. Kuehne said sales tax generated would depend on the types of businesses brought in, as new businesses could include retail or service oriented businesses. Trustee Glasgow added that this proposal needs to be discussed at length before a motion could be made. Trustee Farwell said that it is hard to quantify sales from just the new businesses alone, saying that their customers and employees will also spend money at other stores while they are in Arlington Heights. He said that he would like to see a commitment and have this moved forward within budget so that it is earmarked and so negotiations could continue further.

Trustee Breyer commended Trustee Hayes for starting this discussion and said that the proposal is worth pursuing and thought that there needs to be a case study on who would do what.

Mayor Mulder said that she likes to think things through and would not be comfortable with making any decisions tonight. She said because of the economic downturn and corporate layoffs, many families look to open some type of storefront and said that they would need assistance and training on how to run a business. She said that this is a positive proposal and thought that because the Library does a lot of training, they

may be able to get involved as well. Mayor Mulder said that there other communities that have a tremendous working relationships with their Chambers and said that she would like to know what formulas and changes other towns have made and get some positive examples before the Board meets on this subject again. Mayor Mulder said that Arlington Heights has a good environment and said "How can we make this a we project?" She said Trustee Hayes has given the Board an excellent start by bringing this idea forward and said she looks forward to working through the details and in seeing its success.

Discussion continued regarding on how the Board should proceed since there are many unanswered questions. Mr. Dixon stated that the budget is a plan, and if an agreement doesn't come to fruition, the money would not be spent.

TRUSTEE BLACKWOOD MOVED, SECONDED BY TRUSTEE HAYES, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2014 BUDGET IN ITS ENTIRETY FOR THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT. The motion carried unanimously.

Trustee Farwell asked that during the course of the year, more conversation between Planning and the Board take place regarding the light pole banners before any money is spent on them.

TRUSTEE ROSENBERG MOVED SECONDED BY TRUSTEE SIDOR TO TRANSFER \$50,000 FROM THE GENERAL FUND CONTINGENCY ACCOUNT TO THE PLANNING DEPARTMENT'S ECONOMIC AND BUSINESS DEVELOPMENT ACCOUNT TO COVER 50% OF AN AMOUNT NOT TO EXCEED \$50,000 FOR A SMALL BUSINESS DEVELOPMENT PROJECT BETWEEN THE VILLAGE OF ARLINGTON HEIGHTS AND THE ARLINGTON HEIGHTS CHAMBER OF COMMERCE.

AYES: 9
NAYS: 1 Mayor Mulder

The motion carried.

8. Other Business

There was no other business.

9. Adjournment

There being no further business to discuss,

TRUSTEE FARWELL MOVED, SECONDED BY TRUSTEE SCALETTA TO ADJOURN THE MEETING AT 11:30 P.M. The motion carried unanimously.