VILLAGE OF HUNTLEY VILLAGE BOARD MEETING January 12, 2012 MINUTES

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 12, 2012 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, IL 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Pam Fender, Ron Hahn, Nick Hanson, Niko Kanakaris, Harry Leopold and John Piwko.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

PLEDGE OF ALLEGIANCE: Mayor Sass led the Pledge of Allegiance.

PUBLIC COMMENTS: None

SPECIAL PRESENTATION:

a) Acceptance and special recognition of a gift to the Village by the Florence Schaffenegger Trust

Mayor Sass reported that the Village has received a second gift from the Trust of Florence T. (Conley) Schaffenegger. A brief history of Mrs. Schaffenegger shows that she was born on January 16, 1917, in Huntley, one of the five children of Enos and Margaret (Weidner) Conley, raised within their residence at the north end of Woodstock Street. While devoted to the family farming business, Florence also attended Northwestern University and taught school for five years in Evanston, Gilberts and Lucas.

In 1945, she married John Schaffenegger an attorney and Navy lieutenant who served aboard the U.S.S. Nevada in World War II. After the War, John returned to his law practice and he and Florence purchased the Haligus Country School near Conley Road and remodeled the property into a comfortable home.

In the early 1960s the Schaffeneggers moved to Wilmette but continued their controlling interest in the family farm at the northwest corner of Route 47 and Reed Road. John Schaffenegger passed away on Sept. 27, 1986 and Florence sold the farmstead to the Inland Corporation in 1995.

Florence T. (Conley) Schaffenegger, 92, passed away Tuesday, Nov. 17, 2009, at Alden Estates in Barrington.

The Village previously received a gift of \$45,000 to be used on the James C. Dhamer Town Square and on December 15, 2011 the Village received another gift in the amount of \$139,917.

Mr. Tom Conley was in attendance and made a presentation on the Schaffenegger family.

ITEMS FOR DISCUSSION AND CONSIDERATION:

a) Approval of the December 8, 2011 Village Board, December 15, 2011 Liquor Commission Hearing and December 15, 2011 Village Board Meeting Minutes

Mayor Sass asked if the Village Board had any comments or changes to any of the Minutes; there were none.

A MOTION was made to approve the December 8, 2011 Village Board, December 15, 2011 Liquor Commission Hearing and December 15, 2011 Village Board Meeting Minutes.

MOTION: Trustee Leopold SECOND: Trustee Piwko

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

b) Approval of the January 12, 2012 Bill List in the amount of \$105,460.68

Mayor Sass reported that 30% of the total bill list is attributed to compliance bond refunds for General RV and Auto Tech. He also stated that \$32,702.22 of the bill list expenditures is from the FY11 Budget and the remaining \$72,758.46 is from the FY12 Budget.

Mayor Sass asked if the Village Board had any comments or questions regarding the Bill List; there were none.

A MOTION was made to approve the January 12, 2012 Bill List in the amount of \$105,460.68.

MOTION: Trustee Piwko SECOND: Trustee Fender

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

c) Approval of Ordinance (O)2012-01.01 – An Ordinance Approving an Off-Premise Sign Permit Request / Coyote Auto Center, Inc.

Village Manager David Johnson reported that the Village is in receipt of a request from Coyote Auto Center to modify their existing off-premise sign located near the northwest corner of Smith Drive (east) and Kreutzer Road. The existing 4' by 8' (32 square feet per face/64 square feet total) double sided off-premise sign was approved by the Village Board on October 8, 2009.

Coyote Auto Center is requesting approval to modify the existing sign to allow a 4' wide by 3' tall (12 square feet per face/24 square feet total) double sided changeable copy sign on top of the existing sign. The changeable copy would be used to advertise specials/promotions for Coyote Auto Center. The Sign Ordinance allows the use of changeable copy provided the area does not exceed fifty percent (50%) of the entire allowable area of the sign and has a secure permanent lockable shield over the text area to prevent unauthorized alteration of the text.

The Village Sign Regulations allows off-premise signs provided that certain standards and criteria are adhered to. Below is a table that details the criteria and what is proposed for the modified sign.

Criteria	Proposed
Sign adjacent to and intended to be viewed from	The sign is located along Kreutzer Road
Route 47 Only	
Prohibited within a residentially zoned property	The property is zoned "M"
	Manufacturing
Maximum area of a sign face, whether a single sign	The sign is double-sided and each face
face, two back-to-backs, or a V-shaped type sign is	is 44 square feet (88 square feet total)
100 square feet	
Maximum height is 15 feet above grade	The proposed height is 9.5 feet above
	grade
The location shall not obscure or interfere with an	The proposed sign does not obstruct
official traffic control device or railroad safety	vehicular sight lines at the intersection
signal or sign, or obstruct or interfere with a	of Kreutzer Road and Smith Drive. The
driver's view of approaching, merging or	sign is setback 50 feet from the edge of
intersecting traffic for a distance of 500 feet	Kreutzer Road (27 ft. from right-of-way)
	and approximately 108 feet from Smith
	Drive.

Consideration of this request is required in accordance with Sign Regulations Section 156.121 Prohibited Signs, subparagraph (G) (1) Off-Premise Signs. If approved, the Off-Premise Sign Permit shall be valid for one year with an automatic renewal at the discretion of the Village Board. The Off-Premise Sign Permit may be rescinded by the Village Board on a case-by-case basis.

Conditions of Approval

Staff recommends the following conditions be applied should the Village Board approve the petition to enlarge the sign:

- 1. The sign shall be maintained in good condition at all times.
- 2. The off-premise sign shall be removed should Coyote Auto Center, Inc. cease to conduct business from their current location at 11441 Allison Court, Unit 5.
- 3. The changeable copy message shall be limited to advertising specials/promotions for Coyote Auto Center only.
- 4. No streamers, pennants, flags or other methods of attracting attention shall be affixed to the sign.
- 5. The area of changeable copy shall include a secure permanent lockable shield over the text area to prevent unauthorized alteration of the text.
- 6. The Off-Premise Sign Permit shall be valid for one year with an automatic renewal at the discretion of the Village Board. The Off-Premise Sign Permit may be rescinded by the Village Board on a case-by-case basis.
- 7. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Ordinance (O)2012-01.01 – An Ordinance Approving an Off-Premise Sign Permit Request / Coyote Auto Center, Inc.

MOTION: Trustee Leopold

SECOND: Trustee Fender

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

d) Approval of Ordinance (O)2012-01.02 – Granting Off-Premise Sign Permits for the Huntley Youth Baseball Association

Village Manager David Johnson reported that the Huntley Youth Baseball Association (HYBLL), a youth baseball organization, located in Huntley, IL serving over 600 young athletes is a non-profit 501(C)3 organization that relies solely on the support of parents and sponsors to provide the financial support necessary to provide proper equipment, uniforms, league fees, tournament fees, and related team expenses.

This January HYBLL is requesting Village approval to place "Open Registration" banners on Saturday, January 14, 2012 through Saturday, February 4, 2012 at the following five (5) locations in and around the Village of Huntley:

- 1. Southwest corner (SWC) of Route 47 and Mill Street intersection
- 2. SWC of Reed Road and Haligus Road intersection
- 3. Either NWC or SWC Algonquin Road and Haligus Road intersection
- 4. Entrance to Huntley High School/Leggee Elementary School Campus (Harmony Road)
- 5. Huntley Consolidated School District 158 Square Barn Road Campus

The Board of Trustees may only approve those signs within the corporate limits and within the Village of Huntley rights of way. The other signs are listed for informational purposes only.

The Village's Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The below table details the criteria and the proposed sign:

Criteria	Proposed
Sign adjacent to and intended to be viewed from	The Deicke Park ball field banners are located
Route 47 Only	adjacent to Route 47
Prohibited within a residentially zoned property	Some of the property is zoned residential, but the
	banners will be placed in the right-of-way.
Maximum area of a sign face, whether a single sign	The banners are 3' x 8' – 24 square feet
face, two back-to-back, or a V-shaped type sign is 100	
square feet	
Maximum height is 15 feet above grade	The banners will be mounted on the ground between
	metal posts – height of the banner no more than three
	(3') feet
The location shall not obscure or interfere with an	The banner height of no greater than three (3') feet
official traffic control device or railroad safety signal or	will meet this requirement.
sign, or obstruct or interfere with a driver's view of	
approaching, merging or intersecting traffic for a	
distance of 500 feet	

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the off-premise sign permit request:

1. The banners shall be maintained in good condition at all times.

- 2. All banners shall be removed by Sunday, February 5, 2012.
- 3. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The petitioner has requested a waiver of the applicable sign permit fees.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Ordinance (O)2012-01.02 – Granting Off-Premise Sign Permit for the Huntley Youth Baseball Association.

MOTION: Trustee Fender SECOND: Trustee Hahn

AYES: Trustees Fender, Hahn, Hanson, Kanakaris and Leopold

NAYS: None ABSENT: None

ABSTAIN: Trustee Piwko The motion carried: 5-0-0-1

e) Approval of Resolution (R)2012-01.01 – Proposal for Professional Design Engineering and Construction Observation Services for the 2012 MFT Street Program - Christopher B. Burke Engineering, Ltd.

Senior Assistant to the Village Manager Lisa Armour reported that a Proposal for Professional Design Engineering and Construction Observation Services for the 2012 Motor Fuel Tax (MFT) Street Program has been received from Christopher B. Burke Engineering, Ltd. (CBBEL) to do the project engineering including surveying; field reconnaissance; plans specifications, and estimate; and construction observation. The base bid includes final surface course on Kiley Drive (the base was replaced with the 2011 Program), partial reconstruction of Cindy Jo Avenue, Bernice Avenue, Edward Avenue, full depth reconstruction of Joan Avenue, and a grind and overlay of the streets within the Huntley Cemetery. The public streets consist of 4,688 linear feet (0.89 miles), with an additional 2,517 linear feet within the cemetery. The estimated project cost, including engineering, is approximately \$620,000. Kenneth Avenue, Church Street from Algonquin north to Joan Avenue and Bakley Street would be bid as optional and would be included in the program if bids are favorable. The estimated cost for this is an additional \$296,000. These streets would require a full depth reconstruction.

CBBEL's not-to-exceed figure for the project engineering as described above is \$93,400.00, and is included in the estimates stated above.

Staff Analysis

To ensure a timely completion of the project in 2012 Staff recommends approval of the Proposal for Professional Design Engineering and Construction Observation Services for the 2012 MFT Street Program.

Financial Impact

The FY2012 Budget includes funding for the 2012 program in the amount of \$600,000 from the Motor Fuel Tax Fund and \$45,000 from the Cemetery Fund.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hahn asked how it is determined which streets will be part of the program. Ms. Armour stated the CBBEL prepared a pavement management report in 2011 which indicated which order the streets should be redone. Ms. Armour also stated that the area proposed for the 2012 program was delayed from a previous year due to the Route 47 Widening Project.

There were no other comments or questions.

A MOTION was made to approve Resolution (R)2012-01.01 – Proposal for Professional Design Engineering and Construction Observation Services for the 2012 MFT Street Program - Christopher B. Burke Engineering, Ltd.

MOTION: Trustee Kanakaris SECOND: Trustee Leopold

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

f) Approval of Resolution (R)2012-01.02 - Authorization to execute Deed for the Transfer of Ownership of Parcel #N-4C-10-003 and Parcel #N-4C-10-006 to the Illinois State Toll Highway Authority

Village Manager David Johnson reported that in order to improve regional access to the interstate system and enhance economic development opportunities, the Village has partnered with the Illinois State Toll Highway Authority, the Illinois Department of Transportation, Kane County, and McHenry County to construct a full interchange at I-90 and Route 47.

Staff Analysis

In connection with the Illinois State Toll Highway Authority (Tollway) plans to improve the existing interchange at I-90/IL Rt. 47 and pursuant to the intergovernmental agreement (IGA) between the Tollway and the Village of Huntley, the Tollway has formally requested that the Village transfer ownership of Parcel #N-4C-10-003 and Parcel #N-4C-10-006 to the Tollway Authority. Execution of the deed provided by the Tollway will facilitate a smooth transfer and avoid the need to retain a negotiator in the matter.

Village Manager Johnson stated that Staff attended a meeting with the Tollway which their appraisers noted the estimated value of the larger parcel to be \$157,000 and the smaller parcel \$36,000. These amounts will be credited to the Village's obligation for the project. Village Manager Johnson also reported that final plan reviews are to be completed by January 26th and the project will go out for bid during the week of February 7th. The Tollway expects to have acquired all of the necessary rights-of-way by mid-June and a notice to proceed in May 2012.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked if there have been any problems with other parcel acquisitions. Village Manager Johnson reported that the Tollway is obligated to reach out personally before letters are sent out. If negotiations do not work, the Tollway has the power to do a quick take.

Trustee Fender asked when it is anticipated that Manning Road will be closed. Village Manager Johnson stated that an exact time has not been determined but it will take place some time during the project. Trustee Fender asked if the widening of I-90 will take place before the construction of the full interchange. Village Manager Johnson stated that the construction of the full interchange will be completed before the widening of I-90; but the full interchange construction will take place in anticipation of the widening.

There were no other comments or questions.

A MOTION was made to approve Resolution (R)2012.01.02 - Authorization to Execute Deed for the Transfer of Ownership of Parcel #N-4C-10-003 and Parcel #N-4C-10-006 to the Illinois State Toll Highway Authority.

MOTION: Trustee Leopold SECOND: Trustee Kanakaris

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

g) Approval of Resolution (R)2012-01.03 – Proposal for Professional Engineering Services for Preliminary Engineering Services for the Extension of Reed Road from the Talamore Subdivision to Coyne Station Road – Christopher B. Burke Engineering, Ltd.

Senior Assistant to the Village Manager Lisa Armour reported that Christopher B. Burke Engineering, Ltd. has submitted a proposal for professional engineering services for the extension of Reed Road from the Talamore Subdivision to Coyne Station Road. The proposal includes an understanding of the assignment, scope of services, and estimate of fee. All work performed under the proposal will be in accordance with the Master Agreement for Village Engineering Services.

Staff Analysis

The preliminary design engineering for the extension of Reed Road will include the initial engineering to develop conceptual plans and cost estimates for the extension of Reed Road, connecting the existing Reed Road constructed through the Talamore development to a western termination point at Coyne Station Road. The preliminary engineering services will allow for the flexibility to develop a Phase 1 report if federal funding is pursued or move directly into a Phase 2 engineering plan if only local funds are used.

The scope of services with estimate of fee follows:

Task 1 – Wetland Delineation	\$ 5,000
Task 2 – Boundary Survey	\$ 3,500
Task 3 – Topographic Survey	\$10,000
Task 4 – Phase 1 Geotechnical Report	\$ 8,700
Task 5 – Traffic Study	\$ 7,500
Task 6 – Preliminary Drainage Study	\$ 7,500

Task 7 – Stormwater Mitigation Plan	\$ 5,000
Task 8 – Concept Plan Technical Memorandum	\$10,000
•	\$57,200

Financial Impact

The total estimated cost is \$57,200 which will be billed to the Village on a time and materials basis, not to exceed the \$57,200 total utilizing the rates in the Master Agreement for billing purposes. The FY12 budget includes \$60,000 for this project in line item 04-10-4-7500, Street Improvement Fund.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked if the final route has been determined or if this will be determined during final engineering. Ms. Armour stated that the proposed route is all on private property and that will be part of final engineering.

There were no other questions.

A MOTION was made to approve Resolution (R)2012-01.03 – Proposal for Professional Engineering Services for Preliminary Engineering Services for the Extension of Reed Road from the Talamore Subdivision to Coyne Station Road – Christopher B. Burke Engineering, Ltd.

MOTION: Trustee Piwko SECOND: Trustee Fender

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None ABSENT: None

The motion carried: 6-0-0

h) Approval of Resolution (R)2012-01.04 – Approval of an Intergovernmental Agreement with the Village of Algonquin for Chief Building Official and Plan Review Services

Village Manager David Johnson reported that the 2011-2015 Strategic Plan identified partnerships and collaboration with other entities as a primary vision, with one of the goals for implementing this vision being enhanced intergovernmental cooperation. Another key vision is maintaining quality municipal services, with one of the goals for implementation being improved service delivery methods throughout all departments. Staff has identified an opportunity for utilizing Chief Building Official and Plan Review Services provided by the Village of Algonquin that will be of benefit to both communities and is consistent with the vision and goals expressed in the Strategic Plan.

Staff Analysis

The Village currently utilizes a private contractor to provide plan review services for projects of all sizes and to assist with questions related to interpretation and application of building codes. Through the intergovernmental agreement, the Village would utilize services of the Village of Algonquin to complete plan reviews for small projects and tenant build-outs of existing buildings. The Village will continue to utilize the services of a private contractor to review plans for larger projects. Algonquin would also provide the services of a Chief Building Official on an as-needed basis to explain, interpret, and provide oversight regarding all applicable codes and policies to architects, engineers, developers, contractors, residents, and other interested parties. Supervision of Village of Huntley building inspectors will remain the responsibility of the Director of Development Services. The parties agree that the services to be provided to the other entity will be done in a manner so as not to interfere with the normal operations of the respective departments. Each party will indemnify the other party for any actions which arise as a

result of the other party performing the work.

Financial Impact

The cost for plan review services to be paid by Huntley is outlined in the intergovernmental agreement and varies according to the type of project. The hourly cost for technical assistance provided by the Chief Building Official is proposed at \$79.67 per hour. Village Manager Johnson stated that this rate was less costly than fees from TPI, Inc.

Legal Analysis

The Village Attorney has reviewed the Intergovernmental Agreement and finds it acceptable.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hahn noted that this agreement would be a win-win situation for both municipalities.

There were no other comments or questions.

A MOTION was made to approve Resolution (R)2012-01.04 – Authorizing the Execution of an Intergovernmental Agreement between the Village of Huntley and the Village of Algonquin for Chief Building Official and Plan Review Services.

MOTION: Trustee Hahn SECOND: Trustee Kanakaris

AYES: Trustees Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: Trustee Fender

ABSENT: None

The motion carried: 5-1-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

Village Manager Johnson stated that Staff would appreciate any input that the Village Board may have on the paperless packet system. Trustee Leopold asked that the packet be paginated.

On a separate matter, Trustee Leopold asked if the asphalt recycling plant is the same group that was once considering Huntley; Village Manager Johnson stated that it is a separate entity.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that Village offices will be closed on Monday in observation of Martin Luther King's birthday.

Mayor Sass asked the Board to please RSVP for the McCOG and Chamber dinners.

Mayor Sass reminded the Trustees that it is against the Ethics Act to encourage someone to vote for or to openly endorse the electric aggregation referendum on the March ballot. The Village will be handing out 01.12.12 VB Minutes

factual documents informing the residents what the electric aggregation is about, but no one should openly state or tell anyone to vote for it. Village Attorney Mike Coppedge stated that the Constitution is very clear on this matter and that the public funds cannot be used for advocacy, spoken or printed; so anything spoken or printed can only be factual and not in support or non-support. The Ethics Act includes elected officials personal opinions.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:38 p.m.

MOTION: Trustee Piwko SECOND: Trustee Fender

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read Recording Secretary