

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
January 15, 2015  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, January 15, 2015 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, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** Trustee Charles Huffman

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Police Chief John Perkins, Village Engineer Tim Farrell and Village Attorney Mike Coppedge.

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – December 11, 2014 Village Board, December 18, 2014 Liquor Commission Hearing and December 18, 2014 Village Board 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 December 11, 2014 Village Board, December 18, 2014 Liquor Commission Hearing and December 18, 2014 Village Board Minutes.*

- b) Discussion – Approval of the January 22, 2015 Bill List in the Amount of \$3,552,098.26

Mayor Sass reported that \$3,266,180.63 of the bill list expenditures is from the FY14 Budget and the remaining \$285,917.73 is from the FY15 Budget. \$2,918,798.29(or 82%) of the total bill list is attributable to Impact Fees, SSA Property Taxes, payment for the 2015 Special Census and the Recapture Payment to American Community Bank for the West WWTP.

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 January 22, 2015 Bill List in the amount of \$3,552,098.26.***

- c) Discussion – Consideration of an Ordinance Granting Off-Premise Sign Permits for the Huntley Area Chamber of Commerce for the Installation of Temporary Signs for the Annual Home and Business Expo

Mayor Sass reported that the Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of event signs at nine (9) locations and directional signs at thirteen (13) locations for the Home and Business Expo. The Expo will take place on Saturday, March 7<sup>th</sup> from 9 a.m. to 4 p.m. at Marlowe Middle School at Reed and Haligus Roads.

Staff Analysis

The following signs would be installed on Friday, February 27<sup>th</sup> and taken down on Sunday, March 8<sup>th</sup>. The directional signs are being requested for the following intersections:

Rt. 47 at Deicke Park	Kreutzer Road at Haligus Road
Rt. 47 at Main Street	Haligus Road at Main Street
Rt. 47 at Reed Road	Haligus Road at Dundee Road
Rt. 47 at Kreutzer Road	Haligus Road at Algonquin Road
Rt. 47 at Algonquin Road	Haligus Road at Scott Drive
Rt. 47 at Freeman Road	Haligus Road at Reed Road
Ruth Road at Algonquin Road	

Event signs would be installed at the following locations on Friday, February 20<sup>th</sup> and removed on Sunday, March 8<sup>th</sup>:

Rt. 47 at Kreutzer Road	Rt. 47 at Oak Creek Parkway
Rt. 47 at Algonquin Road	Rt. 47 at Ackman Road
Rt. 47 at Main Street	Haligus Road at Reed Road
Rt. 47 at Reed Road	Haligus Road at Algonquin Road
Rt. 47 at Freeman Road	

As the Village has done in the past, the Gateway Sign at Route 47 and Main Street will be used to announce the event from February 20<sup>th</sup> through March 7<sup>th</sup>.

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 noted in the letter 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 signs:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	Many of the proposed signs will be viewed from Route 47 and the others will be visible from other roads throughout the Village.
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 face, two back-to-back, or a V-shaped type sign is 100 square feet	The largest sign is 4' x 10' (40 square feet). The other signs are small directional signs.
Maximum height is 15 feet above grade	The directional signs will be approximately three (3') feet high.
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic for a distance of 500 feet	The 4' x 10' banner and directional signs shall be installed so not to obstruct a driver's view of approaching, merging or intersecting traffic.

Financial Impact

The sign ordinance waives temporary sign permit fees for non-profit organizations.

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 reported that members of the Chamber of Commerce were in attendance to answer questions. 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 an ordinance granting Off-Premise Sign Permits and Waiving of Fees for the Huntley Area Chamber of Commerce for the installation of temporary signs and banner for the 2015 Home and Business Expo.***

- d) Discussion – Consideration of an Ordinance Approving an Intergovernmental Agreement Between the Village of Algonquin and the Village of Huntley Regarding Jurisdictional Boundaries and Facilities Planning Areas

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Village previously approved a boundary agreement with the Village of Algonquin on November 10, 1992. The Agreement established the jurisdictional boundary for both planning and annexation purposes. The boundary ran along what is now the eastern edge of the Cider Grove subdivision and extended south of Huntley Road to split the parcel located at the intersection of Kreutzer Road/Huntley Road. The Illinois Compiled Statutes limits the term of boundary agreements to a maximum of 20 years; therefore, the agreement expired in 2012.

The proposed agreement will maintain the same boundary identified by the 1992 agreement, which is also reflected in the Longmeadow Parkway/Huntley Road/Kreutzer Road Corridor Intergovernmental Agreement (Longmeadow Parkway IGA).

A public hearing to consider the proposed agreement has been scheduled for the January 22, 2015, meeting of the Village Board.

#### Staff Analysis

The proposed boundary agreement is consistent with the Longmeadow Parkway IGA which proposes the realignment and signalization of the Huntley/Kreutzer Road intersection.

#### Legal Analysis

65 ILCS 5/11-12-9, as amended, provides that if unincorporated territory is within one and one-half (1½) miles of two or more municipalities that have adopted official comprehensive plans, the corporate authorities involved may agree upon a line which shall mark the boundaries of the jurisdiction of each of the corporate authorities who have adopted such agreements. The Village Attorney has reviewed the agreement.

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

Trustee Leopold suggested that the Village keep the entire triangular piece at the corner of Huntley-Dundee Road and Kreutzer Road. Trustee Kanakaris stated that he was not sure why they would have divided the parcel. Director Nordman stated that he would discuss this with the Village of Algonquin. Village Manager Johnson reported that the East Waste Water Treatment Plant has a defined capacity based on the current boundary agreement and agreed to discuss with Algonquin.

***It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Approving an Intergovernmental Agreement between the Village of Algonquin and the Village of Huntley regarding Jurisdictional Boundaries and Facilities Planning Areas.***

- e) Discussion – Consideration of an Ordinance Approving a Plat of Easement from Zain Enterprises (Catty Property)

Village Manager David Johnson reported that the former Catty property located at 11117 Church Street is currently owned by Zain Enterprises. To accommodate the relocation and burial of overhead utility lines within the downtown as presented to the Village Board on December 18<sup>th</sup>, an overhead line is required from Mill Street running north adjacent to the railroad tracks along the western edge of the Catty property. Installation of the new line on this side of the property avoids the addition of new poles on Church Street, which would have been required to facilitate the burial of the overhead lines along Main Street.

#### Staff Analysis

The plat of easement provides a 20' wide easement that allows ComEd to install a new overhead line, and also grants the Village a public utility easement for the purposes of ingress/egress, water supply and distribution, sanitary and storm sewerage and drainage.

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 an Ordinance Approving a Plat of Easement from Zain Enterprises (Catty Property).***

- f) Discussion – Consideration of a Resolution Authorizing the Relocation of Overhead Utilities in Downtown Huntley

Village Manager David Johnson reviewed a Power Point Presentation and reported that the relocation and burial of the overhead lines associated with the downtown streetscape improvements was reviewed with the Village Board on May 1 and December 18, 2014. Board direction was to continue with the design work for overhead line removal and burial on Main Street between Rt. 47 and Church Street, Coral Street between Dwyer Street and Church Street, and the alley behind the Main Street businesses between Woodstock and Church Street. To accommodate the removal of lines along Main Street from Rt. 47 east to Church Street, a new overhead line feed is required from Mill Street north to the back side of the Village-owned parcels adjacent to the alley.

Staff Analysis

Staff has continued to work with Ron Watson of Dry Utility Services to refine the cost estimate. ComEd has provided an engineered estimate of cost to relocate the overhead facilities. Staff also met with an electrical contractor for a walk-through of the area to obtain estimates for the cost of conduit installation and underground service installations. The estimated cost to complete the work as discussed on December 18<sup>th</sup> is as follows:

ComEd	\$344,917
AT & T	\$97,640
Comcast	\$13,034
Estimated cost of conduit installation	\$225,000
Estimated cost of service installations	\$200,000
Total Estimated Cost	\$880,591.35

Village Manager Johnson reported that if the Village Board authorizes proceeding with the relocation design, payments to ComEd and AT & T will be required to move forward with engineering and design work. Authorization to make these payments is a separate item included on the Committee of the Whole agenda.

Financial Impact

The FY2015 budget includes funds in the Downtown TIF fund to accommodate utility relocations as part of the implementation of the Downtown Streetscape/ Revitalization Plan.

Options

**Downtown Dry Utility Improvements  
Service Modifications Along Alley  
Option 1 – Underground Secondary Service**



**Downtown Dry Utility Improvements  
Service Modifications Along Alley  
Option 2 – Overhead Secondary Service**



Mayor Sass asked if the Committee which option they would prefer.

Trustee Goldman stated that she would support Option 2 if it would save the taxpayers money. Village Manager Johnson reported that Option 2 would save about \$10,000/meter. Trustee Goldman stated that since the meters are located in the alley, she would support saving the money.

Trustee Piwko stated that the Village should do a complete job and bury all the overhead utilities in the area.

Trustee Leopold asked how tall the poles would be; Village Manager Johnson reported that they will be about 30 feet tall. Trustee Leopold stated that if the poles are not visible from Main Street then he would choose Option 2 and save \$90,000.

Trustee Westberg stated that the poles don't seem too obtrusive and that he would like to save money by going with Option 2.

Trustee Kanakarlis stated that the total project is about \$4 Million so in the light of that, the \$90,000 does not seem too much and to have the area look good the utilities should be buried.

Mayor Sass reminded that the project will be eventually reimbursed by the TIF and so it is not directly saving the taxpayers money.

Trustee Westberg stated that he would reconsider as the TIF would be paying for burying the utilities.

Trustee Leopold stated that he needed time to consider the options and asked that this item would be voted on separately next week.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward to the Village Board a Resolution Authorizing the Relocation of Overhead Utilities in Downtown Huntley.***

- g) Discussion – Consideration of a Resolution Authorizing the Execution of Engineering Design Agreements and Payment of Associated Fees with ComEd and AT & T for the Relocation of Overhead Utilities in Downtown Huntley

Village Manager David Johnson reported that subject to Village Board authorization to proceed with the relocation of overhead utilities in downtown Huntley, engineering design agreements and associated fees are required for ComEd and AT & T to complete their design work.

#### Staff Analysis

ComEd requires a nonrefundable deposit, in the amount of ten percent (10%), or \$34,491.70 of the estimated \$344,917 cost for their portion of the work. The deposit for the engineering and design plans will be credited against the actual Village contribution required for the installation and relocation.

AT & T requires payment up front for the cost of relocation of their facilities. That amount is \$97,640.

#### Financial Impact

The FY2015 budget includes funds in the Downtown TIF fund to accommodate utility relocations as part of the implementation of the Downtown Streetscape/ Revitalization Plan.

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 to the Village Board a Resolution Authorizing the Execution of Engineering Design Agreements and Payment of Associated Fees with ComEd and AT & T for the Relocation of Overhead Utilities in Downtown Huntley.***

- h) Discussion – Consideration of a Bid Award for the Hackett House Interior Renovation and an Amendment to the FY15 Budget

Village Manager David Johnson reported that on January 15, 2015, the Village received bids for the interior renovation of the Hackett House at 11879 E. Main Street. The bid results will be summarized and sent out to the Village Board prior to the January 22<sup>nd</sup> meeting for review. Village Manager Johnson reported that after a brief review of the bids, the apparent low bidder is Shales McNutt; however, a detailed review of the bids was being completed.

#### Staff Analysis

The renovation will create the office space required to accommodate Visit McHenry County, the McHenry County Convention and Visitors Bureau. The Village Board approved a lease with Visit McHenry County for this space on November 6, 2014. The lease begins April 1, 2015.

#### Financial Impact

Funding of \$300,000 for the renovation of the Hackett House, both interior and exterior, was included in the FY14 Budget. Since the majority of the work was not completed in the 4<sup>th</sup> quarter of 2014, as anticipated, an amendment to the FY15 budget is required to proceed with the project.

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

***It is recommended that the bid results be reviewed at the January 22<sup>nd</sup> Village Board Meeting and a determination be made regarding the submittal of a resolution to the Village Board for approval of the bid award for the Hackett House Interior Renovation.***

- i) Discussion – Consideration of a Resolution Approving the Purchase of a 2015 Ford F550 Cab and Chassis from Bob Ridings Fleet Sales through the State of Illinois Joint Purchase Program in the amount of \$39,440.00

Mayor Sass reported that the FY2015 budget included the purchase of a new 1-1/2 ton Dump Truck equipped with dump body, hydraulics, controls, plow, spreader, 2-way radio and lettering. This is a multi-purpose vehicle that is used year round by Public Works for snowplowing, road repairs, and underground work. The amount budgeted for this purchase is \$111,000. The vehicle is an addition to the fleet.

#### Staff Analysis

The truck chassis and cab will be purchased from Bob Ridings Fleet Sales, Taylorville, Illinois, at a cost of \$39,440.00 through the State of Illinois Joint Purchase Program. The remaining set-up of the truck will be done through other vendors.

### Financial Impact

Funding for this purchase will be spread across three funds: Capital Projects, 02-10-4-7720, Water Capital, 20-10-4-6908 and Sewer Capital, 30-90-47-7500 (\$37,000 each); total budgeted \$111,000.00. The set-up of the truck will be completed with the remaining funds of \$71,560.

***It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving the Purchase of a 2015 Ford F550 Cab and Chassis from Bob Ridings Fleet Sales through State of Illinois Joint Purchase Program in the amount of \$39,440.00.***

- j) Discussion – Consideration of a Resolution Authorizing the Purchase of Four Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program and the Suburban Purchasing Cooperative (SPC) for a total cost of \$108,968.00

Police Chief John Perkins reported that based on current vehicle use and projected mileage of vehicles, the FY2015 vehicle replacement plan includes one Police patrol vehicle, one Police administrative vehicle, and two vehicles for Administration.

### Staff Analysis

It is proposed that one Ford Police Interceptor, one Ford Explorer, and two Ford Fusions be purchased to replace the following four vehicles: Car #10 with 101,265 miles (2006 Dodge Charger) used by police detectives; Car #40 with 53,546 miles (2010 Ford Crown Vic) used by police sergeants; Car #1611 with 96,304 miles (2006 Dodge Charger - Village Manager's Office); and Car #1208 with 114,033 miles (2006 Dodge Charger- Finance Department).

Authorization to dispose of these vehicles will be required at a later date. In addition, the old Car #42 (2007 Ford Expedition) which was replaced in 2014 and vehicle #1811 which is the old meter reading van will also need disposal approval. Car #42 was replaced after the 2014 August auction requiring it to be placed on the 2015 schedule.

### Financial Impact

The Village will purchase these vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program and the Suburban Purchasing Cooperative (SPC).

Funds for the vehicle purchases were included in the FY2015 budget through the Village's Equipment Replacement Fund line items 48-10-4-7750, 48-10-4-7710, and 48-10-4-7725.

The base cost for all four vehicles is \$108,968 which is within the overall budgeted amount of \$132,000. The remaining budget will be utilized for equipment and detailing once the vehicles are delivered.

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 a Resolution Authorizing the Purchase of Four Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program and the Suburban Purchasing Cooperative (SPC) for a total cost of \$108,968.00.***

- k) Discussion – Approval of Payout Request No. 1 in the amount of \$149,614.54 to Berger Excavating Contractors for Downtown Watermain Extension and Looping Project

Mayor Sass reported that on November 13, 2014 the Village Board awarded a contract for the Downtown Watermain Extension and Looping project to Berger Excavating Contractors. The contract amount was \$180,817.00.

Staff Analysis

Berger Excavating started working on the Watermain Extension and Looping project on December 8, 2014 and is now submitting a pay request in the amount of \$149,614.54 for work completed to December 31, 2014. The project is substantially complete.

Financial Impact

The FY2014 budget was amended on May 22, 2014 to appropriate funds for this project in the Water Capital Fund 20-10-4-6900.

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 in the amount of amount of \$149,614.54 to Berger Excavating for the Downtown Watermain Extension and Looping project.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Trustee Leopold asked where the aerals came from which were used in the earlier presentation. Village Manager Johnson reported that some were from the Village’s GIS program and Assistant Village Manager Armour reported that the Village also gets them from the County or from Google.

Trustee Westberg stated that the signals on Kreutzer Road have turned facing west; Village Engineer Farrell stated that staff will report this to Kane County as it falls under their jurisdiction.

Trustee Leopold stated that the sign near I-90 has also been damaged; Village Manager Johnson reported that IDOT had been notified.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass reported that the Village has received an APWA Award for the Kreutzer Road Extension.

Mayor Sass reported that the Centegra/Chamber Mixer was Tuesday January 20<sup>th</sup> from 5 – 7pm at Centegra.

Mayor Sass also noted the invitation for the Chamber Annual Dinner and asked the Trustees to let Staff know if they will be attending.

**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 7:37 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

Respectfully submitted,

Barbara Read  
Recording Secretary