

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 5, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 5, 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, Charles Huffman, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Finance and Human Resources Jennifer Chernak and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the January 15, 2015 Committee of the Whole, January 22, 2015 Liquor Commission Hearing and January 22, 2015 Village Board Meeting 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 January 15, 2015 Committee of the Whole, January 22, 2015 Liquor Commission Hearing and January 22, 2015 Village Board Meeting Minutes.

- b) Discussion – Approval of the February 12, 2015 Bill List in the Amount of \$300,877.60

Mayor Sass reported that \$174,512.19 of the bill list expenditures was from the FY14 Budget and the remaining \$126,365.41 is from the FY15 Budget.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 12, 2015 Bill List in the Amount of \$300,877.60.

- c) Discussion – Consideration of a Resolution Approving an Intergovernmental Agreement Between the Village of Huntley, the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Johnsburg, the Village of Ringwood, and the Village of Lakewood for General Public Dial-A-Ride Transit Service in 2015

Assistant Village Manager Lisa Armour reported that in June 2014, the Village Board approved a Memorandum of Understanding (MOU) between the County of McHenry and the Village of Huntley for the purpose of communicating to Pace Suburban Bus, the McHenry County Senior Grant Commission, and the Regional Transportation Authority the intent and commitment to expand MCRide services for seniors, disabled, and the general public into the Village of Huntley in 2015. An intergovernmental agreement (IGA) among all participating governmental agencies is required to formalize participation in the program in 2015. The County Board approved the IGA on December 16, 2014.

Staff Analysis

Participating municipalities and townships that are a party to the intergovernmental agreement are the Cities of Crystal Lake, Harvard, Marengo, McHenry, and Woodstock; the Villages of Huntley, Johnsburg, Lakewood, and Ringwood. McHenry County approved the intergovernmental agreement on December 16, 2014. The agreement is for a one-year period (December 1, 2014 through November 30, 2015). The County also entered into an intergovernmental agreement between with the Townships of Dorr, Greenwood, Nunda, and Grafton.

Below are some of the highlights of the program:

- a. Service hours are Monday – Friday 6am – 7pm; Saturday 9am – 5pm
- b. If a rider has a disability and requires a personal travel assistant, one assistant rides free
- c. Up to two children 7 years or younger can ride free per fare paying adult
- d. Service would be provided to all residents within the Village of Huntley, including Kane County
- e. Fees are as follows:
 - General Public \$2.00
 - Senior (+60) \$1.00
 - Person with a Disability \$1.00(Plus \$.25 / mile for each additional mile after the first five)
- f. Riders may travel to any location that is included in the MCRide Program
- g. Trip reservations for general public riders may be made the day before the requested trip and up to 1 hour before the requested trip; senior and individuals with disabilities may reserve trips between 7 days in advance and up to 1 hour before the requested trip

Financial Impact

The maximum cost for the Village to participate in 2015 is \$48,582 (\$2 per capita). The program received \$300,000 in McHenry County Senior Services grant funding and \$300,000 in

federal grant funding, which will reduce the cost to the Village to approximately \$2,725 per month, or \$32,700. As part of the Village's FY2015 budget, \$40,000 was included in line item 01-10-2-6355 to fund the Village's participation in the program.

Grafton Township has agreed to provide \$10,000 to the Village to offset the cost of providing service to Grafton Township residents within the Village of Huntley. An intergovernmental agreement with Grafton Township is included as a separate agenda item.

Legal Analysis

The Village Attorney has reviewed the intergovernmental agreement. The agreement is subject to re-approval before November 30, 2015.

Assistant Village Manager Armour reported that Mr. Scott Hennings of McHenry County MC Ride Program was in attendance to answer questions.

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

Trustee Piwko stated that this program is better than the Senior Transportation Program as it provides service to everyone in the Village.

Trustee Goldman stated that she was happy that Grafton Township stepped up and is supporting this program. Trustee Goldman stated that she was disappointed with the other Townships in Huntley for not serving their constituents.

Trustee Westberg asked if there was a consideration for future Sunday service. Mr. Hennings reported that is not being considered at this time; however, with representation from Huntley now on their task force that can be considered in the future should the Village want to have it discussed. Trustee Westberg asked if business advertisements will be sold to off-set the cost of service. Mr. Hennings reported that PACE has regulations for advertising.

Trustee Leopold asked how the MC Ride program information will be distributed. Mr. Hennings stated they are preparing a brochure for distribution and they will be working with participating municipalities for website postings. Mr. Hennings also stated that PACE also distributes information.

Assistant Village Manager Armour stated that Village Staff has discussed methods of information distribution. Village Manager Johnson reported that Village Staff will be sending a letter directly to those that participated in the Senior Transportation Program.

Trustee Leopold asked when the program will begin. Mr. Hennings stated that it will begin on March 2nd.

Trustee Goldman asked if discussions were still open with Algonquin. Mr. Hennings stated that the program will also be open for discussion with Algonquin and Lake in the Hills if they become interested in joining.

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 Approving an Intergovernmental Agreement Between the Village of Huntley, the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Johnsburg, the Village of Ringwood, and the Village of Lakewood for General Public Dial-A-Ride Transit Service in 2015.

- d) Discussion – Consideration of a Resolution Approving an Intergovernmental Agreement between the Village of Huntley and Grafton Township for Transportation Services

Assistant Village Manager Lisa Armour reported that in June 2014, the Village Board approved a Memorandum of Understanding (MOU) between the County of McHenry and the Village of Huntley for the purpose of communicating to Pace Suburban Bus, the McHenry County Senior Grant Commission, and the Regional Transportation Authority the intent and commitment to expand MCRide services for seniors, disabled, and the general public into the Village of Huntley in 2015. The Village will be entering into a separate intergovernmental agreement among the participating governmental agencies to formalize participation in the MCRide program in 2015.

Staff Analysis

Grafton Township has agreed to provide \$10,000 to the Village to offset the cost of providing service to Grafton Township residents within the Village of Huntley. An intergovernmental agreement with Grafton Township is required to formalize the commitment.

Financial Impact

The maximum cost for the Village to participate in 2015 is \$48,582 (\$2 per capita). The program received \$300,000 in McHenry County Senior Services grant funding and \$300,000 in federal grant funding, which will reduce the cost to the Village to approximately \$2,725 per month, or \$32,700. As part of the Village's FY2015 budget, \$40,000 was included in line item 01-10-2-6355 to fund the Village's participation in the program. The \$10,000 received from Grafton Township will reduce the estimated cost to the Village to \$22,700.

Legal Analysis

The Village Attorney has reviewed the agreement.

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 Board a Resolution Approving an Intergovernmental Agreement between the Village of Huntley and Grafton Township for Transportation Services.

- e) Discussion – Consideration of an Ordinance Providing for the Issue of a \$4,000,000 Debt Certificate of the Village to Finance Various Improvements to the Village's Downtown Streetscape and Authorizing the Sale of Such Certificate to American Community Bank and Trust

Village Manager David Johnson reported that in late 2010, the Village Board adopted the Downtown Revitalization Plan to guide efforts to redevelop the core downtown area and adjacent areas along Illinois Route 47. In addition, the creation of the Downtown Tax Increment Financing District was approved on January 10, 2013. In April 2014, the Village Board approved a Downtown Streetscape Improvement Plan. Implementation of the plan is included as a \$4,000,000 capital project in the FY15 budget. Included as part of the streetscape improvements is the cost to relocate and bury overhead utilities, underground utility relocations, water and sewer improvements, streets, sidewalks and parking improvements, lighting, landscaping, benches, planters, and other improvements to Village-owned property and building structures.

Staff Analysis

Staff solicited proposals from interested financial institutions for the purpose of securing the lowest interest rate and net borrowing cost for the purpose of financing the Village's Downtown Streetscape Project. Two proposals were received.

The lowest rate/cost proposal received was from American Community Bank and Trust, which offered an indicative rate of 2.60% on \$4,000,000 over fifteen years. Upon approval, a commitment letter must be initiated with a closing date within 14 days. Rates cannot be locked in until the commitment letter is signed.

Financial Impact

As proposed, payments will be made in 180 monthly installments of \$26,929.83 (\$323,157.96 annually) for both principal and interest beginning in March 2015, and ending in February 2030. The repayment sources will be telecommunications tax revenue and water/sewer revenues. Telecommunication tax revenue currently allocated to the Tollway/Interchange Fund (\$260,000) will become available in FY16 after the Village makes the final payment for its share of the full interchange project in April 2015. Water and sewer revenue currently allocated to the debt service for the Public Works facility in the amount of \$109,600 will become available in FY16, when the facility is paid off. It is proposed that \$63,160 annually from water and sewer funds be dedicated to the debt service for the water and sewer improvements associated with the Downtown Streetscape Improvements. The Village will save over \$75,000 in interest by beginning the monthly payments in 2015. Upon completion of the 2014 audit, funds will be allocated to amend the budget for this repayment structure. In the future, funds generated through the Downtown Tax Increment Finance District may be utilized to repay the debt.

As proposed, the debt certificate can be redeemed prior to maturity in 2030 at the option of the Village, in whole or in part, with 30 days' notice and without penalty.

Legal Analysis

The ordinance was prepared by the Village's bond counsel, Ms. Lynda Given of Chapman and Cutler, and reviewed by the Village Attorney.

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 an Ordinance providing for the Issue of a \$4,000,000 Debt Certificate of the Village to Finance Various Improvements to the Village's Downtown Streetscape and Authorizing the Sale of Such Certificate to American Community Bank and Trust

- f) Discussion – Consideration of a Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2015 MFT Street Program – Christopher B. Burke Engineering, Ltd in an Amount Not To Exceed \$90,000.00

Village Manager David Johnson reported that a Proposal for Design Engineering and Construction Observation Services for the 2015 Motor Fuel Tax (MFT) Street Program has been received from Christopher B. Burke Engineering, Ltd. (CBBEL). The 2015 program will consist of a rehabilitation of the following streets:

<u>Street</u>	<u>Limits</u>	<u>Length (ft.)</u>	<u>Rehabilitation</u>
<u>Wing Pointe</u>			
Haligus Rd	Cape Cod Ln to Kreutzer Rd	2,400	Grind & Overlay
Cape Cod Ln	Haligus Rd to Cul de Sac	1,850	Grind & Overlay
Grand Canyon Ave	Haligus Rd to Cape Cod Ln	1,850	Grind & Overlay
Shenandoah Ct	Haligus Rd to Cul de Sac	300	Grind & Overlay
Blue Bayou Dr	Grand Canyon to Wing Point Dr	1,600	Grind & Overlay
Everglades Rd	Grand Canyon to Heartland Ln	950	Grind & Overlay
Heartland Ln	Haligus Rd to Blue Bayou Dr	1,025	Grind & Overlay
Wing Pointe Dr	Haligus Rd to Blue Bayou Dr	975	Grind & Overlay
Blue Bayou Ct	Wing Point Dr to Cul de Sac	625	Grind & Overlay
Great Plains Ct	Haligus Rd to Cul de Sac	500	Grind & Overlay
North St	IL Rt. 47 to Woodstock St	100	Grind & Overlay
Third St.	Woodstock St to Church St	300	Partial Reconstruction
		Total =	12,475 ft.

Tasks to be performed include surveying, field reconnaissance, geotechnical investigation, plans, specifications, estimates, and construction observation. Total project cost, including design and construction engineering is estimated at \$1,005,000.00. CBBEL's not-to-exceed figure for design and construction engineering is \$90,000.00.

Staff Analysis

Staff recommends approval of the Proposal for Professional Design Engineering and Construction Observation Services for the 2015 MFT Street Program.

Financial Impact

The FY2015 Budget includes funding for the 2015 program in the amount of \$90,000.00 for

engineering costs from the Street Improvement Fund, 04-10-2-6320 and \$915,000.00 from the MFT Fund, 42-05-3-6750.

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 Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2015 MFT Street Program – Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$90,000.00.

- g) Discussion – Consideration of a Resolution Authorizing a Professional Services Agreement with Ruckert-Mielke in an Amount Not to Exceed \$60,000 for GIS Utility Inventory and Update

Mayor Sass reported that the FY2015 Budget included funding for updates to the Village's Geographic Information System (GIS). A proposal dated January 12, 2015 was received from Ruckert-Mielke, the Village GIS consultant, for the GIS Utility Inventory and Update.

Staff Analysis

Each year over the past several years, the Village has budgeted funds to continue building the GIS system on an incremental basis. The next areas to be added to the system with utility information (water, sanitary and storm sewer) generally include portions of Huntley Corporate Park, Sun City, Huntley High School, Village Green, Huntley Automall and the Outlet Center. The GIS inventory and update will provide the Village with additional data including field verified utility locations that will be uploaded to the web application for these areas. The cost to complete the field inventory and GIS data upload for these areas is approximately \$60,000.

Financial Impact

The FY15 Budget includes \$30,000 in the Water Capital Fund, 20-10-4-6900 and \$30,000 in the Sewer Capital Fund, 30-90-4-6955 for GIS Utility Updates.

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 a Professional Services Agreement in an amount not to exceed \$60,000 with Ruckert-Mielke for GIS Utility Inventory and Update.

- h) Discussion – Consideration of a Resolution to Waive the Formal Bidding Process and Purchase a new Ford F-550 Truck Equipment Package from Bonnell Industries Inc. for \$68,574.00

Mayor Sass reported that the FY2015 budget included the purchase of a new Ford F-550 Truck Package equipped with receiver type rear hitch, warning lights, PTO system, utility plow hitch, 9' utility plow and stainless steel spreader. The total amount budgeted for this purchase is \$111,000. The Village Board approved the purchase of the cab and chassis in the amount of \$39,440 on January 22nd.

Staff Analysis

Staff recommends purchasing the truck package from Bonnell Industries, Inc. to outfit the chassis, as the Village has done for more than 20 years. Bonnell manufactures the dump body, plow frame, and snowplow. All Village snowplowing vehicles utilize Bonnell equipment, which makes maintenance and repair more efficient.

Financial Impact

The cost to purchase the truck cab and chassis is \$39,440. The cost to purchase and install the truck package is \$68,574, for a total cost \$108,014. Two-way radio and lettering will be done by Staff after we receive vehicle (\$1,200). 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 amount of \$111,000.00.

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

Trustee Leopold asked if Bonnell Industries went out of business would Tom Peck Ford be able to do this work. Village Manager Johnson reported that Tom Peck Ford would not be able to handle this type of work.

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 to Waive the Formal Bidding Process and Purchase a new Ford F-550 Truck Equipment Package from Bonnell Industries Inc. for \$68,574.00.

- i) Discussion – Consideration of an Ordinance Amending Title V: Public Works, Chapter 51 (Sewer Use Regulations), Section 51.52 (General Pretreatment Regulations) of the Village of Huntley Code of Ordinances

Assistant Village Manager Lisa Armour reported that the federal Clean Water Act has established a regulatory program to address non-domestic discharges from industries to publicly owned treatment works (POTWs) through the National Pretreatment Program, a component of the National Pollutant Discharge Elimination System (NPDES) Permit Program. The National Pretreatment Program requires certain industrial and commercial dischargers, called industrial users, to obtain permits or other control mechanisms to discharge wastewater to the POTW. The permit may specify the effluent quality that requires an industrial user to pretreat or otherwise control pollutants in its wastewater before discharging it to a POTW. The National Pretreatment Program provides the regulatory basis to require industrial (non-domestic) dischargers to comply with pretreatment standards to ensure that the goals of the Clean Water Act are attained.

Staff Analysis

As part of the Village's wastewater treatment facility NPDES Permit, the USEPA required the Village to adopt a pretreatment program for industrial wastewater users. The Village adopted amendments to Chapters 51 and 52 of the Village code on August 8, 2013 to incorporate the General Pretreatment Regulations and other associated updates. With these standards in place, the Village has become the permitting and local control authority for certain industrial users of

the system such as Dean Foods. Village staff has incorporated required updates as identified by the USEPA within the body of the Village General Pretreatment Regulations. In a letter dated November 14, 2014, the USEPA notified the Village that they have completed a review of the Village's pretreatment program documents and concluded that they appear to be consistent with Federal requirements. Before the USEPA can formally approve the proposed pretreatment program, the Village must amend Section 51.52 (General Pretreatment Regulations) adopted on August 8, 2013 as indicated (in red) in the attached amendment. The Village must then submit the request for formal approval to USEPA in accordance with 40 CFR 403.9. The majority of the revisions are related to adding specific references to various rules within the Code of Federal Regulations) (CFR).

Legal Analysis

The Village Attorney has reviewed the proposed revisions. The regulations have also been reviewed by the USEPA and IEPA.

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 Amending Title V: Public Works, Chapter 51 (Sewer Use Regulations), Section 51.52 (General Pretreatment Regulations) of the Village of Huntley Code of Ordinances.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Leopold complimented Staff on the great job that was done plowing the streets during the recent snow event.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the Chamber Dinner was on Saturday.

Mayor Sass reported that Pub 47 was opening on Monday, February 9th.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal Public Officers

- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 7:22 p.m. to Enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:36 p.m. to Exit Executive Session.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

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