

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
August 14, 2008
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, August 14, 2008 at 7:00 pm in the Municipal Complex Village Board Room 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles H. Sass, Trustees: Pam Fender, Jay Kadakia, Niko Kanakaris, Harry Leopold, Paul Mercer, and John Piwko.

ABSENT: None

IN ATTENDANCE: Assistant Village Manager David Johnson, Village Clerk Rita McMahon, Director of Development Services Lisa Armour, Finance Director Jennifer Chernak, Public Works Director Jim Schwartz; Police Chief John Perkins; Village Engineer William Geegan; Management Assistant Barb Read, Management Assistant Griffin, Village Attorney Mike Coppedge, and Recording Secretary Anita Powers of Karick & Associates.

PLEDGE OF ALLEGIANCE:

Mayor Sass led the Pledge of Allegiance.

A MOTION was made at 7:02 pm to move agenda items 11 and 12, Executive Session and Possible Action on Any Closed Session Item, to the front of the agenda and to adjourn the meeting into Executive Session to discuss contractual issues.

MOTION:	Trustee Leopold
SECOND:	Trustee Mercer
AYES:	Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS:	None
ABSTAIN:	None
Motion carried	6:0:0

The meeting reconvened at 7:20 pm

ACTION ON CLOSED SESSION ITEM:

A MOTION was made to authorize Mayor Sass to enter into an employment contract with David Johnson for the position of Village Manager.

MOTION: Trustee Fender
SECOND: Trustee Leopold
AYES: Trustees Fender, Kadakia, Kanakarlis, Leopold,
 Mercer and Piwko
NAYS: None
ABSTAIN: None
Motion carried 6:0:0

Mayor Sass congratulated Dave Johnson and called for a 10 minute recess.

The meeting reconvened at 7:40 pm

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION:

- A. Approval of the Bid Award for the Construction of Traffic Signals at Haligus Road/Reed Road and Haligus Road/ Huntley-Dundee Road to the Lowest Responsible Bidder

Village Manager Johnson reported that at the April 10, 2008 meeting, the Village Board approved Resolution (R)2008-04.14 – a Professional Services Agreement with Civiltech Engineering – Haligus Road Signalization Design Study (Reed/Haligus Roads and Huntley/Dundee/Haligus Roads Intersections); Fund Authorization, Intersection Engineering and Construction for both intersections in the amount of \$558,965 which includes a 10% contingency.

At the May 15, 2008 meeting, the Village Board authorized the Five Year Capital Improvement Plan which included the estimated overall Village cost of \$600,000 to fund this project.

Estimated Cost of Overall Project:

\$257,610	Haligus/Reed
+ \$250,540	Haligus/Huntley-Dundee
\$508,150	
+ \$ 50,815	10% contingency
\$558,965	Total

Actual Cost of Overall Project:

\$413,409	Proposed Bid Award to Home Town Electric
\$ 42,993	Proposed ESA / Civiltech – construction engineering
+ \$ 46,150	ESA Civiltech – design engineering/approved April 2008
\$502,552	
+ \$ 50,255	10% contingency
\$552,807	Total

Funding Source Commitments:

Haligus / Reed Road

\$167,000 - Centegra Annexation Agreement

\$ 25,000 - School District 158

Haligus / Huntley-Dundee Road

A commitment to participate (25%; approximately \$62,000) has been received from Centerville Properties via the Wing Pointe Resubdivision Agreement. Upon Village Board approval of a bid award for the project, Staff will invoice Centerville for their share.

On August 5, 2008, sealed bids were received and opened for the Construction of Traffic Signals at both intersections. One (1) bid was received, opened, and read aloud as follows:

Home Towne Electric, Inc. \$413,408.60

The engineer’s opinion of probable cost for this project is \$402,489.15. The lowest responsible bid by Home Town Electric, Inc. is within 2.8% of the engineer’s estimate.

The bid was evaluated by Village Staff and the consulting project engineer. Based on the evaluation, staff recommends that the Village Board award the bid for the Construction of Traffic Signals at Haligus Road/Reed Road and Haligus Road/Huntley-Dundee Road to Home Town Electric, Inc.

A MOTION was made to award the Construction of Traffic Signals at Haligus Road/Reed Road and Haligus Road/Huntley-Dundee Road to Home Towne Electric, Inc

MOTION:	Trustee Piwko
SECOND:	Trustee Leopold
AYES:	Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS:	None
ABSTAIN:	None
Motion carried	6:0:0

B. Approval of Resolution (R)2008-08.41 - Engineering Services Agreement/Civiltech Engineering, Inc. – Construction Engineering Services for the Construction of Traffic Signals at Haligus Road/Reed Road and Haligus Road/ Huntley-Dundee Road

Village Manager Johnson reported that at April 10, 2008 meeting, the Village Board approved Resolution (R)2008-04.14 – a Professional Services Agreement with

Civiltech Engineering for the Haligus Road Signalization Design Study (Reed/Haligus Roads and Huntley/Dundee/Haligus Roads Intersections); Fund Authorization, Intersection Engineering and Construction for both intersections in the amount of \$558,965 which includes a 10% contingency.

Construction engineering services will be required for quality assurance. A proposal from Civiltech Engineering, Inc. has been received in an amount not-to-exceed \$42,993.00.

As the design engineer, Civiltech Engineering, Inc. is familiar with the details of the project and is very well qualified to conduct the construction engineering for this project. The not-to-exceed fee of \$42,993.00 is consistent with construction engineering fees for projects of this type.

Mayor Sass asked if there were any questions. There were none.

A MOTION was made to approve Resolution (R)2008-08.41 - Engineering Services Agreement/Civiltech Engineering, Inc. – Construction Engineering Services for the Construction of traffic Signals at Haligus Road/Reed Road and Haligus Road/ Huntley-Dundee Road

MOTION:	Trustee Leopold
SECOND:	Trustee Fender
AYES:	Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS:	None
ABSTAIN:	None
Motion carried	6:0:0

C. Authorization to enter into a Letter of Understanding with Dean Foods for the relocation of the Main Street Lift Station

Village Manager Johnson presented a PowerPoint presentation including an aerial photo and reported that due to the widening of Route 47 and associated intersection improvements at Main Street requiring additional right-of-way, the existing Main Street lift station must be relocated. Staff met with representatives from Dean Foods to discuss the possibility of locating the lift station on a portion of the former Seiler property at the southeast corner of Route 47 and Main Street via an easement. In addition to providing a site for the lift station, the easement would also accommodate signage on the Dean Foods property to direct traffic to the downtown area, as well as future landscaping improvements. Dean Foods representatives were agreeable in exchange for the following:

1. Demolition permit fees would be waived for the houses at 11716 and 11718 Mill Street, the “Seiler” house, and the former FS Maintenance Building

2. The ability to cap the water and sewer service lines for these structures at the property line at the time of demolition rather than at the main due to the additional costs associated with capping at the main. The Village would cap the water and sewer service lines at the main at the time of the Route 47 widening (Seiler property) or at the time of other public improvements in the area (Mill Street properties), thereby relieving Dean Foods of any additional costs associated with capping the service lines

Staff is requesting authorization to enter into a Letter of Understanding with Dean Foods to obtain an easement for the relocation of the Main Street lift station.

Trustee Piwko asked if the capped watermain will be inspected. Village Manager Johnson answered yes.

Trustee Fender asked if the structure will be above ground. Village Manager Johnson stated that it will be similar to the station at Wing Pointe. Trustee Mercer noted that the planned location is prime commercial space.

Village Manager Johnson stated that the proposed location was driven by Dean's request, recognizing that the setbacks are tight because of the Route 47 right-of-way. The Trustees discussed adjusting the location of the station, understanding Dean's reluctance to impact their current operations. Village Engineer Bill Geegan stated that it will cost approximately \$70-100 per lineal foot to move the station and noted that the building can be constructed in an aesthetically pleasing manner. Trustee Fender stated that she would like to see the building moved another 20ft off the road. Trustees Leopold and Mercer agreed.

Village Manager Johnson stated that he will contact Dean's to discuss the possibility of moving the station to the south or east of the proposed location.

The Trustees agreed that the exchange of the permit fees and capping of water and sewer lines is acceptable.

A MOTION was made to authorize Staff to enter into a Letter of Understanding with Dean Foods regarding the relocation of the Main Street Lift Station to a portion of Dean Foods' property on the southeast corner of Main Street and Route 47

MOTION:	Trustee Leopold
SECOND:	Trustee Kanakaris
AYES:	Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS:	None
ABSTAIN:	None
Motion carried	6:0:0

D. Approval of Huntley Venture /Bond Reduction Request – Talamore Public Improvements

Mayor Sass reported that the Village is in receipt of a request from Ryland Homes as the managing partner for Huntley Venture (Ryland & Lennar) requesting a reduction in the bond amounts of performance bonds for public improvements for various Talamore improvements. The Village Engineer has reviewed the requests and recommends approval of reductions as listed below:

<u>Talamore Project</u>	<u>Bond No. *</u>	<u>Current Bond Amount</u>	<u>Approved Reduction</u>	<u>New Bond Amount</u>
Pod 4	5021334	\$880,655.94	\$291,837.74	\$588,818.20
Pod 5	5021335	\$2,419,088.52	\$1,415,526.15	\$1,003,562.37
Pod 6	5021336	\$1,179,578.50	\$529,314.44	\$650,264.06
Pod 7	5021337	\$1,791,811.17	\$1,362,499.50	\$429,311.67
Reed Road	5021338	\$2,569,388.94	\$2,147,075.00	\$422,313.94

**Note – all bonds by Bond Safeguard Insurance Company*

An adequate contingency is provided for near term cost increases of construction materials. The required waivers of lien for the completed improvements must be received from Huntley Venture prior to final Village approval.

Mayor Sass asked if there were any questions. There were none.

A MOTION was made to approve the Huntley Venture / Bond Reduction Request – Talamore Public Improvements

MOTION: Trustee Fender
SECOND: Trustee Piwko
AYES: Trustees Fender, Kadakia, Kanakarlis, Leopold, Mercer and Piwko
NAYS: None
ABSTAIN: None
Motion carried 6:0:0

E. Approval of Resolution (R)2008-08.42 - Professional Services Agreement Renewal – Sikich Gardner & Co., LLP

Mayor Sass reported that the contract for professional services from Sikich LLP, (Village auditors) expired upon the completion of the 2007 audit, which was recently accepted by the Village Board at the July 17th meeting. A new proposal has been submitted for auditing services for fiscal years ending December 31, 2008 through December 31, 2012 with an option for an additional two years for 2013 and 2014. The auditing fee structure for the Comprehensive Annual Financial Report (CAFR) and the State Comptroller’s Report for the term of the contract is as follows:

<u>Fiscal Year</u>	
2008	\$23,415
2009	\$24,357
2010	\$25,331
2011	\$26,344
2012	\$27,399
2013	\$28,494
2014	\$29,634

The Village of Huntley paid \$22,300 for Fiscal Year 2006 auditing services and \$22,700 for Fiscal Year 2007 auditing services.

Due to the specialization required in this field, the GFOA (Government Finance Officers Association) no longer recommends the rotation of auditing firms for municipalities. As a result, the Village requests a change of staff to conduct the on site work however retains Mr. Fred Lantz as the senior partner overseeing the Village's audit process.

Specific benefits of retaining Sikich, LLP:

1. The firm is considered to be the best in the business or the "Gold Standard" of auditing firms;
2. Consistency and quality of staffing in multi-year engagements, including assigning staff from Sikich's local government team who focus on providing service to the local government industry year round, including assigning staff who are familiar with the MSI accounting software used by the Village, which is used by many of their clients;
3. A high degree of efficiency using the latest automated, paperless audit technology available;
4. The identification of opportunities for improved financial or procedural performance;
5. Sikich LLP has over fifty (50) clients who have applied for and received the Certificate of Achievement for Excellence in Financial Reporting. They were instrumental in assisting the Village receive the first of its many awards for financial reporting.
6. The cost of changing auditing firms would be very expensive due to initial start up costs for the new firm and extremely time-consuming for Village staff.

Sikich, LLP's expertise will enable the Village to effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board, new requirements established by industry standards and to continue to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting,

Trustee Leopold asked if there are any services that will be charged as add-ons. Village Manager Johnson answered no, all services are now included in the contract price.

Trustee Mercer inquired about the contract providing for an annual review of the services. Village Manager Johnson stated that he will review the escape clause within the contract.

A MOTION was made to approve Resolution (R)2008-08.42 – renewal of the Professional Services Agreement with Sikich LLP, Certified Public Accountants

MOTION:	Trustee Leopold
SECOND:	Trustee Kanakaris
AYES:	Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS:	None
ABSTAIN:	None
Motion carried	6:0:0

**F. Approval of Resolution (R)2008-08.43 - Professional Services Agreement
Renewal – Government Relations / Morreale Public Affairs Group**

Mayor Sass reported that the contract for professional services from the Morreale Public Affairs Group (MPAG) is due to terminate on August 30, 2008. A new contract has been proposed at the same fee of \$5,000/month. Listed below are some of the accomplishments and on-going work of MPAG.

List of accomplishments and ongoing projects:

1. I-90 / Route 47 Full Interchange: Establishes meetings with executive members of the tollway, and instrumental in securing the tollway's commitment for funding their share of the overall cost.
2. Assisted in securing IDOT's Letter of Intent (LOI) to participate in the interchange project if a State-wide Capital Construction Program is approved.
3. Continues to establish meetings for Village Representatives with high level IDOT personnel regarding the Route 47 / I-90 full interchange and the widening of Route 47 Reed to Kreutzer Road.
4. Established contacts for assisting the Village in obtaining professional legal and consultant services for the defense case in opposition to the ComEd power lines.
5. Assisted in identifying key contact information sources with the ICC for obtaining information regarding the operational procedures associated with public hearings processes with the pending ComEd petition.

Mayor Sass stated that the Village has been satisfied by the work of the firm.

A MOTION was made to approve Resolution (R)2008-08.43 – renewal of the Professional Services Agreement with Morreale Public Affairs Group to provide Government Relations for the Village of Huntley.

MOTION: Trustee Leopold
SECOND: Trustee Piwko
AYES: Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS: None
ABSTAIN: None
Motion carried 6:0:0

G. Approval of Resolution (R)2008-08.44 - Professional Services Agreement–
Public and Media Relations / Morreale Public Affairs Group

Mayor Sass reported that pursuant to Village Board discussion and direction at the April 3, 2008 meeting, staff reviewed the qualifications and services of several public relations firms.

Over the course of the last ten years, public relations information has been administered in-house by Village staff. The process has been enhanced by adding professional personnel and equipment necessary to assist in formulating the Village newsletter, calendar, information brochures and marketing information; however, the Village Board has requested that a public relations firm be available for specific public relations issues.

The MPAG contract would be to assist the Village with public and media relations on an as needed basis.

A MOTION was made to approve Resolution (R)2008-08.44 – a Professional Services Agreement for a one year contract with Morreale Public Affairs Group to provide public and media relations to the Village of Huntley.

MOTION: Trustee Mercer
SECOND: Trustee Leopold
AYES: Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer and Piwko
NAYS: None
ABSTAIN: None
Motion carried 6:0:0

VILLAGE ATTORNEY’S REPORT:

None

VILLAGE MANAGER’S REPORT:

None

VILLAGE PRESIDENT’S REPORT:

Village Manager Johnson presented several renderings of water tower design concepts based on conversations with the Trustees throughout the week. The proposed concept is an off-white tower with Hunter Green design with a Gazebo and the words “Huntley” and “The Friendly Village with Country Charm”. The Trustees agreed to remove the words “The Friendly Village with Country Charm” because the small type is difficult to read. After discussing various color combinations the Trustees agreed to use examples #14 and #15 as models and to have an off-white tower with Hunter Green accents. The word Huntley and a large gazebo will be in black. Village Manager Johnson stated that he will have Staff design some additional renderings based on the feedback and include them in the next week’s packet.

Mayor Sass gave an update on the capital funding bill status which at this time includes \$5.7 million to match federal funds for the Route 47 project.

Mayor Sass noted that Tucker Development will be replacing the incorrect lights that were installed on Outlot 6 of the Huntley Grove project.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

There was a MOTION made to adjourn the meeting at 8:20 pm.

MOTION: Trustee Fender

SECOND: Trustee Piwko

Motion carried unanimously

Respectfully submitted,

Anita M. Powers
Recording Secretary
Karick & Associates.