

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
February 8, 2018
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, February 8, 2018 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, Timothy Hoeft, Niko Kanakaris, John Piwko and JR Westberg.

ABSENT: Trustee Harry Leopold

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Deputy Police Chief Todd Fulton and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the January 11, 2018 and January 25, 2018 Village Board Meeting Minutes

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

A MOTION was made to approve the January 11, 2018 and January 25, 2018 Village Board Meeting Minutes.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: Trustee Leopold

The motion carried: 5-0-1

- b) Consideration – Approval of the February 8, 2018 Bill List in the amount of \$290,645.93

Mayor Sass reported that \$109,523.07 of the bill list expenditures is from the FY17 Budget and the remaining \$181,122.86 is from the FY18 Budget. Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve the February 8, 2018 Bill List in the amount of \$290,645.93.

MOTION: Trustee Piwko
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: Trustee Leopold
The motion carried: 5-0-1

- c) Consideration – A Resolution Approving a Temporary Use Permit for Rotary Club of Huntley to Hold a Carnival in the Walmart Parking Lot and Temporary Sign Request

Mayor Sass reported that the Rotary Club of Huntley is seeking approval to hold a carnival over the Memorial Day weekend (May 25th – 28th). The Rotary Club of Huntley is working jointly with the Lake in the Hills Rotary and funds raised from this event will be split between the two clubs.

Carnivals are subject to the following conditions: 1) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties, 2) limited to a period not to exceed five (5) days, and 3) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for carnivals and temporary signs.

Temporary signs are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not to be located in the rights-of-way.

Staff Analysis

The Village is in receipt of a request from the Rotary Club of Huntley for the following:

1. To hold a carnival in the Walmart parking lot. The hours of the carnival will be May 25th from 6:00 p.m. to 10:30 p.m.; May 26th and 27th from 11:00 a.m. to 10:30 p.m. and May 28th from 11:00 a.m. to 8:00 p.m.
2. To post 15 (3'x 8') banners in the following locations listed below. These will be posted beginning May 11th and will be removed on May 29th:
 - a) Route 47 and Reed Road
 - b) Route 47 and Algonquin Road
 - c) Route 47 and Mill Street
 - d) Route 47 and Del Webb Boulevard
 - e) Route 47 and Kreutzer Road
 - f) Route 47 and Regency Parkway
 - g) Route 47 and Huntley Crossings
 - h) Algonquin Road and Haligus Road
 - i) Huntley/Dundee Road and Haligus Road
 - j) Kreutzer Road and Haligus Road
 - k) Reed Road and Haligus Road
 - l) Haligus Road and Main Street
 - k) Huntley/Dundee Road and Main Street

The Rotary Club of Huntley acknowledges that some sites are not under the Village's jurisdiction and others may not be feasible in the noted location. No signs will be posted on private property without prior authorization of the property owner.

3. To post directional signage on the days of the event at the following locations:
 - a) Route 47 at Kreutzer Road
 - b) Route 47 at Regency Parkway

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

Recommended Conditions of Approval:

- Snow fencing is to be installed along the east, west and north portion of the carnival site and portions of the south carnival site.
- Music will be played during the event and an amplification permit must be obtained from the Huntley Police Department.
- A dumpster will be located on site as well as trash receptacles throughout the carnival location and the area must be cleaned at the end of the event.
- If traffic control is warranted, the Rotary Club of Huntley will be billed \$70/hour/officer.
- Certificate of Liability Insurance with required Village limits and listing the Village of Huntley as additionally insured.

Financial Impact

It is being requested that the temporary use permit fee of \$75.00 be waived for the carnival. The temporary sign permit fees are waived by Section 156.115 of the Zoning Ordinance.

Mayor Sass reported that a Jim Uszler from the Rotary was in attendance to answer questions.

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

A MOTION was made approving a Temporary Use Permit for Rotary Club of Huntley to Hold a Carnival in the Walmart Parking Lot and Temporary Sign Permit Request and the Waiving of Fees.

MOTION: Trustee Kanakaris
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: Trustee Leopold
The motion carried: 5-0-1

- d) Consideration – Policy Direction Regarding Catty Property (11117 S. Church Street) and Authorization to Distribute a Request for Proposals (RFP) to Solicit Development Proposals

Village Manager David Johnson reported that the Village purchased the Catty property in February, 2017, and has since undertaken a variety of actions including removal of the metal building, securing the main building to prohibit unauthorized entrance, interior clean-up and disposal of garbage, and additional groundwater sampling to obtain a letter of No Further Remediation (NFR) from the IEPA. In

addition, Christopher Burke Engineering has completed an evaluation of the site in regard to parking and stormwater management requirements. The property consists of approximately 2.83 acres. The building is approximately 33,000 square feet. The northern portion of the building is two-story.

Staff Analysis

The Village had engaged the services of Dewberry Architects to conduct an assessment of the structure to identify options and costs associated with the potential redevelopment of the building. Dewberry conducted similar assessments for the Hackett House and SKM building.

Per Village Board discussion on November 16, 2017, Staff is also seeking authorization to prepare and distribute a Request for Proposals (RFP) that would be used to solicit development proposals for the site.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a priority, “continue downtown revitalization efforts” as a goal and “redevelop Catty property” as an objective.

Financial Impact

The Village purchased the property in February, 2017, for \$435,690. A preliminary project budget is included as an exhibit.

Mr. Daniel Atilano, Principal Architect from Dewberry Architects, Inc. reviewed the findings from the Facility Assessment which his company conducted.

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

Trustee Piwko asked if the two (2) southern building additions were sturdy. Mr. Atilano reported that the structures were sturdy but work will have to be done to bring them up to American with Disabilities Act (ADA) Code. Trustee Piwko stated that he sees a lot of potential in the southern building. Trustee Piwko asked if the hill could be removed without structural damage to the building in order to add parking; Mr. Atilano stated that the hill could be removed without concern for the structure.

Trustee Hoeft stated that he thought it would be best to keep the original building only and remove the other buildings therefore saving its history but making the site most useful.

Trustee Goldman asked Mr. Atilano which part of the structure would be best to keep; Mr. Atilano stated that the original structure would be the best to keep.

Trustee Hoeft asked if the original structure was the only part kept, would it be possible to add a new building to match the existing; Mr. Atilano stated that it could be done by using a restoration type design to match. Trustee Hoeft stated that if the additions would be kept and remodeled then the original windows and features could be exposed and used.

Trustee Kanakaris stated that the report stated that to remodel would cost approximately \$6 million and stated that he did not think a developer would get a return on the investment at that price. Mayor Sass stated that was why distributing a Request for Proposals (RFP) would be done to get a better idea on costs and developer interest.

Trustee Kanakaris stated that he would like to see businesses and lofts in the Catty building.

Trustee Westberg asked if the structure would still be safe if the interior poles were removed; Mr. Atilano stated that it could be done but additional structures would need to be added prior to removing the poles. Trustee Westberg noted that the south end of the building looks like just an attachment to the original building and stated that he would okay if it was removed.

Mr. Atilano noted that the center section of the building could be removed leaving the north-most and south-most buildings; thus having two buildings on the site. Trustee Westberg stated that he was glad the buildings are structurally sound.

Mayor Sass stated that he would like as much saved as possible and noted the great work that Otto Engineering did with their buildings in Carpentersville.

Mayor Sass then gave the members of the Huntley Historic Preservation Commission in the audience a challenge to find funding to rehabilitate the building.

It was the consensus of the Village Board to move forward and authorize Staff to distribute a Request for Proposals (RFP) to Solicit Development Proposals for the Catty Property located at 11117 S. Church Street.

Village Manager Johnson reported that all who have been interested in the building will be notified that this will be a great opportunity to expand the downtown. Village Manager Johnson stated that it being an environmentally safe building is a positive in the redevelopment of the building. Village Manager Johnson reported that the RFP will be distributed within the next 30 days.

- e) Consideration – A Resolution Authorizing the Purchase of One Ford F-150 Super Cab Pickup Truck through the Illinois Department of Central Management Services (CMS) Procurement Program for \$27,395.00 for the Police Department

Deputy Chief Fulton reported that based on current vehicle use and projected mileage of vehicles, the FY2018 Budget provides for the replacement plan of one (1) police community service officer truck. The truck will be used to replace the truck with high mileage and will be used in the police support services division as a fully marked police community service officer truck.

Staff Analysis

The FY2018 replacement plan will address the replacement of squad #30, a 2009 Ford F-150 Pickup Truck with 153,243 miles. The truck is utilized by the Community Service Officers.

The truck will be replaced with a 2018 Ford F-150 Super Cab Pickup Truck.

Financial Impact

The Village will purchase these vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program. Total cost for the truck is \$27,395.00. This is within the budget of \$41,000.00. Additional funds will be utilized to equip the police vehicle with emergency equipment once the truck is delivered. Funds for this project will come from the Village's Equipment Replacement Fund line item: 48-10-4-7750.

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

A MOTION was made to approve a Resolution Authorizing the Purchase of one (1) 2018 Ford F-02.08.18 VB Minutes

150 Super Cab Pickup Truck through the Illinois Department of Central Management Services (CMS) Procurement Program for \$27,395.00 for the Police Department.

- MOTION: Trustee Goldman**
- SECOND: Trustee Kanakaris**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustee Leopold**
- The motion carried: 5-0-1**

- f) Consideration – A Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property

Mayor Sass reported that the FY 2018 budget includes funding for the purchase of new vehicles and equipment. Once delivered, staff will utilize an online auction service to sell the vehicle and equipment no longer in service.

Staff Analysis

Staff is requesting approval to sell or dispose of the following vehicle/equipment. This item has reached the end of its useful life with the Village.

<u>Vehicle #</u>	<u>Vehicle Year</u>	<u>Item Description</u>	<u>VIN #</u>
Squad #30	2009	Ford F-150 Pickup	1FTPX14V39KB81649

The vehicle will be sold in accordance with the Village vehicle replacement policy through an online auction company that specializes in the sale of public surplus items.

Financial Impact

Revenue generated from the sale will go into the Equipment Replacement Fund.

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

A MOTION was made to approve a Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property.

- MOTION: Trustee Piwko**
- SECOND: Trustee Hoeft**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustee Leopold**
- The motion carried: 5-0-1**

- g) Consideration – A Resolution Approving the Bid Award to Behm Pavement for the Village of Huntley 2018 Crack Sealing Program

Mayor Sass reported that on January 25, 2018 sealed bids were opened and read aloud for the 2018 Crack Sealing Program. The bids were evaluated based on a material cost price per pound with a not-to-exceed cost of \$50,000. Bidders were required to be pre-qualified by the Illinois Department of Transportation (IDOT) and provide a Certificate of Eligibility with their bids. The lowest bidder, Behm

Pavement Maintenance, Inc. is pre-qualified and met all the requirements of the bid specifications.

The following bids were received:

Behm Pavement Maintenance, Inc., Crystal Lake	\$1.13/lb
Patriot Pavement Maintenance, Inc., Des Plaines	\$1.135/lb
SKC Construction, Inc., West Dundee	\$1.189/lb
Denlar & Sons, Inc., Mokena, IL	\$1.35/lb
Hastings Asphalt Services, Inc., Harvard, IL	\$2.14/lb

Staff Analysis

The bids have been reviewed by Staff. The Public Works and Engineering Department recommends that the bid for the 2018 Crack Sealing Program be awarded to Behm Pavement Maintenance, Inc. from Crystal Lake.

The streets to be crack sealed include the sections of Southwind subdivision not completed last year, Grove Street from the railroad tracks to Main Street, and sections of Bakley’s subdivision as shown on the attached exhibit.

As has been done in previous years, residents in the project area will be notified.

Financial Impact

The FY2018 budget amount for this program is \$50,000.00. The amount is budgeted in the Street Improvement Fund 04-10-4-7500.

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

A MOTION was made to approve a Resolution Authorizing a Bid Award to Behm Pavement Maintenance, Inc., for the 2018 Crack Sealing Program at a unit cost of \$1.13/lb for material with a not-to-exceed cost of \$50,000.00.

- MOTION: Trustee Kanakaris**
- SECOND: Trustee Westberg**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustee Leopold**
- The motion carried: 5-0-1**

- h) Consideration – A Resolution Authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,000 for Design Engineering and \$18,000 for Construction Engineering Services

Mayor Sass reported that the FY18 Budget includes funding for Water Main Replacement. Proposals dated January 24, 2018 were received from Christopher B. Burke Engineering, LTD, for Design and Construction Engineering of Water Main Replacement.

Staff Analysis

In the past several years, there have been numerous water main breaks in the Bernat Industrial Park as a result of deteriorating and aging pipe. These main breaks consume staff resources, result in water loss, are costly to repair and are likely to continue unless the pipe is replaced with new pipe meeting current

material and construction standards. This project includes replacement of approximately 1,100 feet of 10” water main pipe. The total estimated construction cost is \$325,000 including engineering.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies Promote Sound Financial Management and Fiscal Sustainability as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY18 Budget includes \$325,000 in the Water Equipment Replacement Fund, 21-10-4-7725 for Water Main Replacement.

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

A MOTION was made to approve a Resolution Authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,000 for Design Engineering and \$18,000 for Construction Engineering Services.

MOTION: Trustee Westberg

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg

NAYS: None

ABSENT: Trustee Leopold

The motion carried: 5-0-1

- i) Consideration - Approval of Payout Request No. 2 in the Amount of \$45,000.00 to Independent Mechanical Industries, Inc. for Wastewater Treatment Facilities Upgrades Project

Mayor Sass reported that on September 14, 2017 the Village Board of Trustees awarded a contract for the Wastewater Treatment Facilities Upgrades project to Independent Mechanical Industries, Inc. (IMI). The contract amount was \$2,940,000.00. IMI started working on November 13, 2017 and has submitted the second payout request for the project for work completed through December 31, 2017. Village staff and the Village’s project engineer, EEI, has reviewed the request and recommend approval of the payout request No. 2.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$65,000.00	\$6,500.00	\$0.00	\$58,500.00
#2	\$115,000.00	\$11,500.00	\$58,500.00	\$45,000.00

Financial Impact

The FY2017 Budget included partial funding for the Wastewater Treatment Facility Upgrades in the amount of \$1,226,250.00 in the Sewer Capital Fund, 30-90-4-7500. The project carried over into FY2018. The project is funded by a \$3,000,000 debt issuance that was approved by the Village Board on August 24, 2017.

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

A MOTION was made to approve Payout Request No. 2 in the amount of \$45,000.00 to Independent Mechanical Industries, Inc. for the Wastewater Treatment Facilities Upgrades project.

MOTION: Trustee Hoeft
SECOND: Trustee Piwko
AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg
NAYS: None
ABSENT: Trustee Leopold
The motion carried: 5-0-1

- j) Consideration – Authorization to Close Main Street from Haligus Road to Ruth Road for Green & Clean Huntley Day

Special Events Manager Barbara Read reported that in preparation for this year’s Green & Clean Huntley Day on Saturday, April 21, 2018, staff is requesting Village Board approval to close Main Street from Haligus Road to Ruth Road beginning at 7:00 a.m.

Staff Analysis

In an attempt to keep the flow of vehicles moving through the event and not allowing traffic to back up through the downtown, Staff is requesting authorization to close Main Street from Haligus Road to Ruth Road and designating the entrance to the Municipal Complex (MC) only from the east.

Vehicles will enter Main Street from Haligus and will be directed via the use of officers and volunteers to turn onto LJ Marak Drive and into the MC rear parking lot. With Main Street being closed in this section, vehicles can also be doubled up into two (2) lanes from LJ Marak Drive to Haligus Road.

Vehicles exiting the event will be required to go west on Main Street.

Along with notifying residents via the Village Journal, E-News, Facebook and the Village’s website, electronic signs will be placed on Main Street on Monday, April 16th notifying the public of the road closure.

Notification will be sent to the Huntley Library and Shepherd of the Prairie Church and signage will be posted at the Main Street entrance to the Library and on Manhattan Drive.

Once the line of vehicles shortens, Main Street will be reopened.

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

A MOTION was made authorizing the closure of Main Street from Haligus Road to Ruth Road on April 21, 2018 for Green & Clean Huntley Day.

MOTION: Trustee Piwko
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg
NAYS: None

ABSENT: Trustee Leopold
The motion carried: 5-0-1

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Westberg asked Staff to let Public Works know that they are doing a great job of snow removal. Village Manager Johnson thanked Trustee Westberg and reported that the work is currently being done in shifts with the Seasonal Employees and Full Time Employees and will continue throughout the snow event.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported the next McCOG meeting will be on February 28th.

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

A MOTION was made at 7:44 p.m. to Enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to exit Executive Session at 8:03 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:04 p.m.

MOTION: Trustee Hoeft

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary