

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
January 14, 2016
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 14, 2016 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 Tim Hoeft

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Village Clerk Rita McMahan, Director of Development Services Charles Nordman, Chief Robert Porter, Village Engineer Timothy Farrell and Village Attorney John Cowlin.

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

ADMINISTRATION OF THE OATH OF OFFICE:

Mayor Sass thanked Police Commission Chairman Don Arseneau for the work of the Police Commission and obtaining well qualified Officers.

Chief Porter introduced Officer Christian Ponall to the Village Board. Village Clerk Rita McMahan administered the Oath of Office.

Chief Porter introduced Officer Heather Rowlett to the Village Board. Village Clerk Rita McMahan administered the Oath of Office.

PUBLIC COMMENTS:

Sean Smith, 9921 Chetwood Drive, made a comment regarding the consolidation of 911 Dispatch Centers and asked the Board to not have fractured service with the Huntley Fire Protection District.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the December 10, 2015 Village Board, December 17, 2015 Liquor Commission and December 17, 2015 Village Board Meeting Minutes

Mayor Sass reported that Trustee Piwko was absent from the December 17th meetings and asked if there were any comments or changes to the Minutes; there were none.

A MOTION was made to approve the December 10, 2015 Village Board Meeting Minutes.

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

A MOTION was made to approve the December 17, 2015 Liquor Commission and December 17, 2015 Village Board Meeting Minutes.

MOTION: Trustee Goldman
SECOND: Trustee Kanakaris
AYES: Trustees Goldman, Kanakaris, Leopold and Westberg
NAYS: None
ABSENT: Trustee Hoeft
ABSTAIN: Trustee Piwko
The motion carried: 4-0-1-1

b) Consideration – Approval of the January 14, 2016 Bill List in the Amount of \$283,471.96

Mayor Sass reported that \$280,816.78 of the bill list expenditures was from the FY15 Budget and the remaining \$2,655.18 was from the FY16 Budget. Mayor Sass noted that \$148,992.32 (or 53%) of the total bill list is attributable to the Final Payout for the 2015 MFT Street Program (\$80,420.32), and the purchase of a new PW Super Duty Truck (\$68,572.00).

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

A MOTION was made to approve the January 14, 2016 Bill List in the Amount of \$283,471.96.

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

c) Consideration – 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 5th from 9 a.m. to 4 p.m. at Huntley Park District Rec Center, 12015 Mill Street.

Staff Analysis

The event signs would be installed on Friday, February 19th and removed on Sunday, March 6th and the directional signs would be installed on Friday, March 4th and removed on Sunday, March 6th.

LOCATION	EVENT SIGN	SIGN TYPE	DIRECTIONAL SIGN
Main & Dundee	X	Banner	
Main & Kreutzer Rd (NE corner)	X	Banner	X
Rt 47 & Freeman Rd	X	Banner	
RT 47 & Kreutzer Rd	X	Banner	X
Rt 47 & Reed Rd (American Community Bank corner)	X	Banner	
Haligus Rd & Algonquin Rd (NW and SE corners)	2X	Banners	X
Algonquin Rd & Ruth Rd	X	Yard Signs	
Algonquin Rd, East Side; between Michael & Mathew	X	Yard Signs	
Dundee & Kreutzer (north side)	X	Yard Signs	
Haligus Rd & Dundee Rd	X	Yard Signs	
Haligus Rd & Kreutzer Rd	X	Yard Signs	
Haligus Rd & Main Street	X	Yard Signs	X
Haligus Rd & Reed Rd	X	Yard Signs	X
Haligus Rd & Scott Dr	X	Yard Signs	
Harmony Rd & Hemmer RD (towards H.H.S.)	X	Yard Signs	
Main Street & Harmony Rd	X	Yard Signs	
RT 47 & Ackman	X	Yard Signs	
RT 47 & Algonquin Rd (southwest corner)	X	Yard Signs	X
Rt 47 & Deicke Park	X	Yard Signs	X
RT 47 & Main Street (McHenry County Visitor Center parking lot area)	X	Yard Signs	X
RT 47 & Oak Creek Parkway & Algonquin Rd Corners	X	Yard Signs	X
Rt 47 & Dean St	X	Yard Signs	X
Main Street & Lincoln	X	Yard Signs	X
Rt 47 & Regency	X		X

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 19th through March 5^h.

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	Many of the proposed signs will be viewed

Route 47 Only	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 3' x 6' (18 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 3' x 6' banners 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 Sunday Graham, Executive Director of the Huntley Chamber, was in attendance to answer questions.

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

Trustee Piwko stated that the Huntley Meadows HOA approves of the placement of a Chamber sign on their property at the southeast corner of Algonquin Road and Haligus Road. Ms. Graham thanked Trustee Piwko.

There were no other comments or questions.

A MOTION was made to approve an Ordinance granting Off-Premise Sign Permits for the Huntley Area Chamber of Commerce for the installation of temporary signs and banners for the Home and Business Expo.

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

- d) Consideration – An Ordinance Approving a Special Use Permit to operate an Indoor Recreation Facility within the “M (PUD)” Manufacturing – Planned Unit Development District-zoned property at 10621 – 10627 Wolf Drive / Huntley Cheer Association

Director of Development Services Charles Nordman reported that Huntley Cheer Association has

applied for a Special Use Permit for Indoor Recreation within the “M (PUD)” Manufacturing – Planned Unit Development-zoned property at 10621-10627 Wolf Drive. The Special Use Permit will allow the Huntley Cheer Association to train and store their equipment within the 10,000 square foot lease space. Huntley Cheer supports over 155 athletes within grades first through eighth. Cheerleading training takes place primarily Monday through Friday between 5:00 p.m. and 9:00 p.m.

Similar indoor recreation facilities currently operating within the Wolf Business Park include Huntley Gymnastics Academy, CrossFit Huntley and Center Stage Dance Academy.

Staff Analysis

Indoor Amusement/Indoor Recreation is allowed as a Special Use within the “M” Manufacturing, “B-2” Highway Service and “B-3” Shopping Center Business Districts.

The facility will serve as a practice facility with most athletes being dropped-off and picked-up for practice sessions. Huntley Cheer is not proposing to host competitions at the facility. According to the petitioner, there are typically between ten (10) to fifteen (15) parking spaces needed to accommodate parents and instructors. The adjacent parking lot provides 115 parking spaces that are shared by the nearby tenants, which include CrossFit, Center Stage Dance Academy, DanCo, HD Supply, and several vacant tenant spaces.

Plan Commission Recommendation

The public hearing to consider the Special Use Permit was held before the Plan Commission on Monday, December 14, 2015. Having considered the standards for Special Use Permits and having fully heard and considered testimony, the Plan Commission recommended approval by a vote of 5 to 0, subject to the following conditions:

1. All improvements must occur in full compliance with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building), practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. No Signage is approved as part of the Special Use Permit.

Financial Impact

The petitioner is required to pay any applicable occupancy and sign permit fees.

Director Nordman reported that representatives were in attendance to answer questions.

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

Trustee Westberg suggested that the petitioner speak with operators of Center Stage Dance to offset starting times to lessen the congestion that currently exists. The petitioner said that they would talk with Center Stage.

There were no other comments or questions.

A MOTION was made to Approve an Ordinance granting a Special Use Permit for an Indoor Recreation Facility for Huntley Cheer Association within the “M (PUD)” Manufacturing Planned Unit Development-zoned lease space at 10621-10627 Wolf Drive.

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

- e) Consideration – An Ordinance Authorizing the Village of Huntley to Enter into an Agreement with Dean Foods for Sludge Waste Disposal

Village Engineer Timothy Farrell reported that on March 19, 2015 the Village Board approved an Ordinance authorizing the Village to enter into a Real Estate Sales Contract and an Agreement with Dean Foods for the purchase of the property located at the southeast corner of Route 47 and Main Street subject to certain conditions. One of the conditions allowed for sludge produced at the Dean Foods Wastewater Pretreatment Facility to be hauled and disposed of at the Village of Huntley West Wastewater Treatment Facility up to a maximum of 825,000 gallons. The volume limit has been reached and a new agreement is warranted for the continued sludge hauling and disposal arrangement.

Staff Analysis

Staff has negotiated the following sludge hauling and disposal terms with Dean Foods:

- The Village of Huntley will accept sludge from Dean Foods Huntley Pretreatment Plant for an indefinite period for processing at the Village's West Wastewater Treatment Facility (WWTF);
- The rate is 3.5 cents per gallon;
- The delivery driver, at the time of discharge and in the presence of Village wastewater operations staff, will complete the log form at the West WWTF to document the date, time and amount of sludge discharged. The Village will invoice Dean Foods monthly based on the logged records.

Acceptance of the sludge is subject to the following:

- Dean Foods shall obtain and keep current the necessary permits including the IEPA permit(s) and provide required reports and manifests to the IEPA and the Village as may be required by the permit(s);
- The daily maximum limit of sludge to be accepted by the Village shall be 12,500 gallons per day (this would allow up to two loads per day), with a maximum of 37,500 gallons per week (this would allow up to six loads per week), up to a maximum of 1,950,000 gallons per year;
- The Village reserves the right to postpone the acceptance of any additional sludge or if necessary, terminate the contract immediately upon notification. Reasons for termination include, but are not limited to, a Wastewater Treatment Plant upset, available capacity, and IEPA compliance concerns. Dean Foods also reserves the right to terminate the contract immediately upon notification;
- The Village reserves the right to review and adjust the rate annually. Dean Foods will be notified a minimum of 30 days in advance of a rate adjustment.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Identify sustainable revenue sources to meet the future demands of maintaining, improving, and replacing the Village’s infrastructure” as an objective.

Financial Impact

Based on the established rate and the maximum annual volume of disposed sludge, the Village revenue may be up to \$68,250.00 annually.

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

A MOTION was made to approve an Ordinance Authorizing the Village to enter into an Agreement with Dean Foods to allow for waste sludge produced at the Dean Foods Pretreatment Facility to be hauled and disposed of at the Village West Wastewater Treatment Facility.

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

- f) Consideration – A Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2016 MFT Street Program – Christopher B. Burke Engineering, Ltd in an Amount Not To Exceed \$73,000.00

Village Engineer Timothy Farrell reported that a Proposal for Design Engineering and Construction Observation Services for the 2016 Motor Fuel Tax (MFT) Street Program has been received from Christopher B. Burke Engineering, Ltd. (CBBEL). The 2016 program will consist of a rehabilitation of the following streets in the Heritage of Huntley subdivision:

<u>Street</u>	<u>Limits</u>	<u>Length (ft.)</u>	<u>Rehabilitation</u>
Heritage Ln.	Huntley/Dundee Rd. to Central Park Blvd.	1,625	Grind & Overlay
Central Park Blvd.	Main St. to Cider Grove Subdivision	2,155	Grind & Overlay
Centennial Ln.	Heritage Ln. to Heritage Ln.	1,570	Grind & Overlay
Lancaster St.	Heritage Ln. to Bethel Ln.	1,595	Grind & Overlay
Bethel Ln.	Heritage Ln. to Lansdale St.	910	Grind & Overlay
Lansdale St.	Haligus Rd. to Central Park Blvd.	1,340	Grind & Overlay
Middletown Ln.	Lansdale St. to Central Park Blvd.	1,415	Grind & Overlay
Sunbury St.	Haligus Rd. to Central Park Blvd.	1,330	Grind & Overlay
Fleetwood St.	Sunbury St. to Central Park Blvd.	1,200	Grind & Overlay
Dutch Barn Ave.	Fleetwood St. to Central Park Blvd.	890	Grind & Overlay
Fleetwood St.	Central Park Blvd. to Eastern Terminus	2,320	Grind & Overlay
Hanover Ave.	Fleetwood St. to Fleetwood St.	1,350	

Total = 17,700 ft. (3.35 miles)

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 \$933,000.00. CBBEL's not-to-exceed figure for design and construction engineering is \$73,000.00.

Staff Analysis

Staff recommends approval of the Proposal for Professional Design Engineering and Construction Observation Services for the 2016 MFT Street Program.

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 FY2016 Budget includes funding for the 2016 program in the amount of \$73,000.00 for engineering costs from the Street Improvement Fund, 04-10-2-6320 and \$860,000.00 from the MFT Fund, 42-05-3-6750.

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

Trustee Goldman asked when Heritage of Huntley was developed; Village Manager Johnson reported that it was developed in the late 1990s.

There were no other comments or questions.

A MOTION was made to approve a Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2016 MFT Street Program – Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$73,000.00.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: Trustee Hoeft

The motion carried: 5-0-1

- g) Consideration – A Resolution Authorizing a Professional Services Agreement with Ruckert-Mielke in an Amount Not to Exceed \$40,000 for GIS Utility Inventory and Update

Village Engineer Timothy Farrell reported that the FY2016 Budget included funding for updates to the Village Geographic Information System (GIS). A Proposal dated December 22, 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 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. This year, the GIS application will be expanded to include a street light inventory, as well. The cost to complete the field inventory and GIS data upload for the utilities in the missing areas is approximately \$40,000.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation through Technology* as a Strategic Priority, and “Continue to build GIS and add public portal” as an objective.

Financial Impact

The FY16 Budget includes \$20,000 in the Water Capital Fund, 20-10-4-6900 and \$20,000 in the Sewer Capital Fund, 30-90-4-6955 for GIS Utility Updates.

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 Professional Services Agreement in an amount not to exceed \$40,000 with Ruekert-Mielke for GIS Utility Inventory and Update.

MOTION: Trustee Goldman

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: Trustee Hoeft

The motion carried: 5-0-1

- h) Consideration – Approval of Payout Request No. 2 and Final to Plote Construction, Inc. for the 2015 MFT Street Program in the amount of \$80,420.32

Village Engineer Timothy Farrell reported that on May 14, 2015, the Village Board approved a resolution appropriating \$915,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2015 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Plote Construction, Inc., in the amount of \$816,350.81 for the partial reconstruction of 3rd Street between Woodstock Street and Church Street, grind and overlay of North Street east of IL Rt. 47 to Woodstock Street and grind and overlay the western portion of Wing Pointe Subdivision.

Plote Construction, Inc. has submitted the second and final payout request for the 2015 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout request No. 2 and final.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$688,611.17	\$34,430.56 (5%)	\$0.00	\$654,180.61
#2 (Final)	\$734,600.93	\$0.00	\$654,180.61	\$80,420.32

The final construction cost of \$734,600.93 is \$81,749.88 (10%) below the bid amount. This was mainly due to the constructed quantity of 5” sidewalk and HMA surface course being less than the bid quantity.

Financial Impact

The FY2015 Budget includes \$915,000 in the MFT Fund line item 42-05-3-6750 for the 2015 Street Improvement Program.

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 and Final to Plote Construction, Inc. in the amount of \$80,420.32 for the work completed under the 2015 MFT Street Program.

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

- i) Consideration – A Resolution Authorizing the Purchase of Two 2016 Ford Interceptor SUV Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program for \$67,776 for the Police Department

Chief Robert Porter reported that based on current vehicle use and projected mileage of vehicles, the FY2016 Budget provides for the replacement plan of two (2) police patrol vehicles. These two vehicles will be used to replace vehicles with high mileage and will be used in the police patrol division as fully marked squad cars.

Staff Analysis

The FY2016 replacement plan will address the replacement of car #24 2013 Ford Interceptor Sedan with 104,936 miles, and car #25 2013 Ford Interceptor Sedan with 98,212 miles. Both are used in the patrol division.

Authorization to dispose of these vehicles will be required at a later date. Both vehicles will be replaced with the 2016 Ford Interceptor SUV. It was determined through use that the Ford SUV is a larger vehicle and accommodates police equipment better than the sedan. Both types of vehicles are built very similar using common parts and use the same engine. There should be no recognizable difference in fuel consumption.

Financial Impact

The Village will purchase these vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program. Total cost for the two vehicles is \$67,776. This is within the budget of \$95,000. Additional funds will be utilized to equip the police vehicles with emergency

equipment once the vehicles are 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 Two 2016 Ford Interceptor SUV Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program for \$67,776 for the Police Department.

MOTION: Trustee Kanakaris

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: Trustee Hoeft

The motion carried: 5-0-1

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: None

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 7:27 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary