

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
January 11, 2018
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 11, 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, 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 Public Works and Engineering Timothy Farrell 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 September 15, 2017 Village Board Workshop Meeting Minutes

Mayor Sass reported that Trustee Hoeft was absent from the workshop and asked if the Village Board had any comments or changes to the Minutes; there were none.

A MOTION was made to approve the September 15, 2017 Village Board Workshop Meeting Minutes.

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

- a) Consideration – Approval of the January 11, 2018 Bill List in the amount of \$233,767.88

Mayor Sass reported that \$176,357.71 of the bill list expenditures is from the FY17 Budget and the remaining \$57,410.17 is from the FY18 Budget. Mayor Sass asked if the Village Board had comments or questions; there were none.

A MOTION was made to approve the January 11, 2018 Bill List in the amount of \$233,767.88.

MOTION: Trustee Hoeft
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- b) Consideration – A Resolution Approving a General Services Agreement with Layne Christensen Company for the Maintenance and Repair of Village Wells and Pumps

Director of Public Works and Engineering Timothy Farrell reported that since 2011, the Village Board has entered into a general services agreement with Layne Christensen Company for the maintenance and repair of Village wells and pumps. Layne Christensen Company has been drilling and servicing Village wells and pumps for over 20 years. Because of this long-standing business relationship, Layne Christensen is continuing to offer a loyalty discount of 5% to 10 % based on work performed.

Staff Analysis

Layne Christensen is a sole vendor for all five well pumps currently installed at all Village facilities. The proposed contract is for one-year and can be renewed based on satisfactory performance. The Well No. 9 well pump is planned for maintenance as part of the FY2018 budget. Well No.9 is located within the Whisper Creek Golf Course.

Financial Impact

Savings will vary depending on the type of work performed. The 2017 services rates on Schedule B in the Service Agreement are in effect for 2018. The Village reserved \$120,000 within the FY2018 Budget in the Water Equipment Replacement Fund, 21-10-4-7725, for this work.

Legal Analysis

The Agreement was previously reviewed by the Village Attorney and there are no changes.

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

Trustee Leopold asked if Layne Christensen had competition to do this work; Director Farrell reported that there were other contractors but that Layne Christensen is the sole vendor for the Village's specialized equipment. Trustee Leopold suggested that the Village try to get other contractor's bids in the future to show Layne Christensen fees are competitive.

There were no other comments or questions.

A MOTION was made to approve a Resolution for a General Services Agreement with Layne Christensen Company for the Maintenance and Repair of Village Wells and Pumps.

MOTION: Trustee Leopold
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- c) Consideration – A Resolution Authorizing a Professional Services Agreement with Ruekert-Mielke in an Amount Not to Exceed \$50,000 for Asset Management Program

Implementation

Director of Public Works and Engineering Timothy Farrell reported that the FY2018 Budget includes funding for Asset Management Program Implementation tailored with the Village Geographic Information System (GIS). A proposal dated January 2, 2018 was received from Ruekert-Mielke, the Village GIS consultant, for the Asset Management Program Implementation.

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 has provided the Village with additional data including field verified utility locations that was uploaded to the web application for these areas. A new addition to the program in FY2018 will be an asset management solution called VUEWorks, with six (6) modules consisting of Service Requests, Work Orders, Resource Manager, Condition, Request Portal, and MobileVue. The Service Request Module will track calls, complaints and requests from citizens. The cost to implement the Asset Management solution tailored to the existing GIS Program is \$50,000 in FY2018.

Financial Impact

The FY18 Budget includes \$25,000 in the Water Capital Fund, 20-10-4-6900 and \$25,000 in the Sewer Capital Fund, 30-90-4-6955 for Asset Management Program Implementation.

Legal Analysis

The professional services agreement was reviewed by the Village Attorney.

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

Trustee Westberg asked if the Asset Management Program module can be integrated with the new finance software; Director Farrell stated that Staff is working to integrate the program.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement in an amount not to exceed \$50,000 with Ruekert-Mielke for Asset Management Program Implementation.

MOTION: Trustee Westberg

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – A Resolution Authorizing a Sales Agreement with ADT for the Lease of Security Cameras and Secure Access Equipment and Installation at Village Facilities

Director of Public Works and Engineering Timothy Farrell reported that security and the ability to monitor certain Village property including Public Works facilities and the Town Square was established as a priority project in adopting the FY2018 budget. The addition of security cameras and secure access points will provide the ability to monitor critical facilities to better deter and provide proof of trespassing, theft, and vandalism and may prevent unexpected associated costs.

Staff Analysis

Staff consulted with ADT to discuss potential security measures for certain Village owned facilities. ADT recommendation includes:

- Ten (10) security cameras added to the exterior of the Public Works Bakley Street Facility and secure access points to two (2) of the existing doors utilizing existing Village of Huntley identification cards;
- Three (3) security cameras added to the exterior of the Fleet Garage located on Donald Drive;
- Three (3) cameras added to the exterior of the Old Village Hall (Huntley Chamber of Commerce office) located on Coral Street, which will be used to monitor the Town Square including the Veterans Memorial. The cameras will also be helpful to monitor real time weather conditions.

A proposal was received from ADT for the described security camera and secure access equipment including installation and service fees. The cost for the equipment lease and installation is approximately \$16,000. The service charge for the equipment is \$451.07 monthly or \$5,412.84 annually. The term of the contract is five (5) years.

Financial Impact

The FY18 Budget includes \$25,000 for the Security Cameras and Secure Access. The funding for this project is coming from the Municipal Buildings Fund: 05-10-4-7600.

Legal Analysis

The agreement was reviewed by the Village Attorney.

Director Farrell reported that Marty Heffron, National Account Manager from ADT, was in attendance to answer questions.

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

Trustee Leopold asked if the cameras could be monitored by staff in real-time in order to check out things like the weather conditions; Director Farrell stated that Staff can monitor the cameras through a phone application. Trustee Leopold asked if the \$451.07 monthly fee is the maintenance fee; Mr. Heffron stated that it's the equipment lease amount plus the maintenance fee. Trustee Leopold asked if a camera would stop working would the Village need to call to inform ADT or does ADT monitor the equipment off-site; Mr. Heffron stated that the Village would call ADT and they would send someone out immediately during regular business hours/days to repair or replace the equipment. Trustee Leopold asked if the Village is dissatisfied with the equipment and or service would the Village be able to cancel service; Mr. Heffron stated that the Village could cancel the service but would still be responsible for the rest of the contract.

Mayor Sass stated that the \$16,000 per year was a lot for lease and installation was a large amount. Mr. Heffron stated that the \$16,000 was a one-time payment for installation and the \$450.07 monthly amount covered the lease and service agreement for the equipment.

Trustee Leopold asked Staff if ADT's references were checked; Director Farrell stated that Staff did a reference check with other users.

Trustee Leopold asked what happens if the systems fail repeatedly; Mr. Heffron stated that they would be covered under the service agreement.

Village Manager Johnson reported that the Village's current camera system at the Municipal Complex is owned by the Village and as the cameras have failed it took a lot of staff time and staff time to repair them. Village Manager Johnson continued by reporting that the ADT costs are no more costly than when the Village purchased the current Municipal Complex camera system but going with ADT requires less staff time and is more cost efficient.

Trustee Leopold stated that he is concerned about getting stuck with a system for five-years; Mr. Heffron reported that should the camera systems have issues over the contract period that ADT would replace items with newer technology at the same monthly service fee.

Trustee Westberg asked if the cameras recorded constantly and how long were the recordings kept; Mr. Heffron reported that the cameras begin recording by motion and that the recordings can be kept for 35-45 days. Mr. Heffron also stated that Staff can save recordings on a thumb drive off of the system.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing a Sales Agreement with ADT for the Lease of Security Cameras and Secure Access Equipment and Installation at Village Facilities.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – An Ordinance Authorizing a Reciprocal Access Easement Agreement with the Huntley American Legion Post 673

Assistant Village Manager Lisa Armour reported that as part of the Village's purchase of the property at 11708 W. Coral Street from the Huntley American Legion, the Village and Legion agreed to enter into a cross access and easement agreement to provide for ingress and egress across each party's parking lots located on 1st Street.

Staff Analysis

The cross access easement agreement provides access across the Legion's property from the municipal parking lot and access across the municipal parking lot from the Legion's property as part of the approved reconfiguration of the 1st Street municipal parking lot.

Legal Analysis

The Village Attorney has reviewed the agreement and all is in order for Village Board consideration.

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

A MOTION was made to approve an Ordinance Authorizing a Reciprocal Access Easement Agreement with the Huntley American Legion Post 673.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: None
The motion carried: 6-0-0

- f) Consideration – An Ordinance Authorizing a Cross Access and Parking Easement Agreement with BBQ King Huntley, LLC

Assistant Village Manager Lisa Armour reported that the Village Board approved the Redevelopment Agreement for the BBQ King Huntley, LLC on August 10, 2017. Per the terms of the agreement, a cross access and parking easement agreement to provide for parking in the 1st Street municipal parking lot currently undergoing reconstruction is to be provided by the Village to the BBQ King and its tenants.

Staff Analysis

The cross access and parking easement agreement provides for the BBQ King at 11706 W. Coral Street and the adjacent tenant spaces at 11708 and 11710 W. Coral Street to utilize the parking area to accommodate access and parking for the businesses.

Legal Analysis

The Village Attorney has reviewed the agreement and all is in order for Village Board consideration.

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

A MOTION was made to approve an Ordinance Authorizing a Cross Access and Parking Easement Agreement with BBQ King Huntley, LLC.

MOTION: Trustee Goldman
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- g) 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

The Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of event signs at the locations noted on the following chart for the Home and Business Expo. The Expo will take place on Saturday, March 3rd from 9 a.m. to 4 p.m. at Huntley Park District Rec Center, 12015 Mill Street.

Staff Analysis

This year, the request is that the event signs would be installed on February 16th and removed on Monday, March 5th and the directional signs would be installed on Wednesday, February 28th and removed on Monday, March 5th.

Village	Location	Event Signs	Sign Size/Type	Directional Signs
Huntley	Harmony Rd (towards H.H.S.)	X	Banner	
Huntley	Algonquin Rd & Ruth Rd	X	Yard Signs	

Huntley	Algonquin Rd, East Side; between Michael & Mathew streets	X	Yard Signs	
Huntley	Dundee & Kreutzer (north side)	X	Yard Signs	
Huntley	Haligus Rd & Algonquin Rd (NW corner)	1	Banner (yellow sponsored banner)	X
Huntley	Haligus Rd & Dundee Rd	X	Yard Signs	
Huntley	RT 47 & Main Street (Southeast corner of main- Near McHenry County Visitor parking entrance from Rt 47)	X	Yard Signs	
Huntley	Rt 47 & Big Timber Rd	YES		
Huntley	Haligus Rd & Kreutzer Rd	X	Yard Signs	
Huntley	Haligus Rd & Main Street	X	Yard Signs	X
Huntley	RT 47 & Oak Crest Parkway & Algonquin Rd Corners	X	Yard Signs	X
Huntley	Haligus Rd & Reed Rd	X	Yard Signs	X
Huntley	Harmony Rd & Hemmer RD (towards H.H.S.)	X	Yard Signs	
Huntley	Main & Dundee	X	Yard Signs	
Huntley	Main & Kreutzer Rd	X	Yard Signs	X
Huntley	Main Street & HPD Entrance		Yard Signs	x
Huntley	Main Street & Marengo Rd (NE Corner)	X	Yard Signs	
Huntley	RT 47 & Ackman	X	Yard Signs	
Huntley	RT 47 & Algonquin Rd	X	Yard Signs	X
Huntley	Rt 47 & Dean St	X	Yard Signs	X
Huntley	RT 47 & Kreutzer Rd	X	Banner + Yard Signs	X
Huntley	Rt 47 & Mill St	X	Yard Signs	X
Huntley	Rt 47 & Oak Creek Pkwy (in front of Drendel's)	X	Banner (yellow sponsored banner)	
Huntley	Rt 47 & Reed Rd (American Community Bank corner)	X	Banner (yellow Huntley Area Biz sponsor)	X
Huntley	Rt 47 & Regency Corners	2 sets	Yard Signs	X

Additionally, no signs will be posted on private property without prior authorization of the property owner and no more than one (1) sign will be placed at any of the specified locations.

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 16th through March 3rd.

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
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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 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 Bob Panek representing the Chamber of Commerce was in attendance to answer questions.

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

Trustee Westberg asked how large the sponsor banners were; Mr. Panek reported that they were 3 feet x 6 feet.

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 Kanakaris

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: None

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 to enter into Executive Session at 7:22 p.m. for a) Probable or Imminent Litigation and Pending Litigation and h) Review of Closed Session Minutes.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to exit Executive Session at 7:29 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

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 7:30 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary