

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
January 10, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 10, 2019 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, Tim 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 and Village Attorney John Cowlin.

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

**PUBLIC COMMENTS:**

Lisa Arvanites, 11409 Reed Road, Huntley notified the Village Board of the upcoming meeting on January 15<sup>th</sup> and workshop on February 8<sup>th</sup> regarding the plans for an Amtrak train to Rockford. Village Manager Johnson reported that staff is slated to attend the January 15<sup>th</sup> meeting.

Carlos Acosta, 580 Prairie Ridge, Woodstock introduced himself to the Village Board as the new McHenry County Board member representing District 5.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the December 20, 2018 Liquor Commission and December 20, 2018 Village Board Meeting Minutes

Mayor Sass reported that all Board members were in attendance at both meetings and asked if the Village Board had any comments or changes; there were none.

**A MOTION was made to approve the December 20, 2018 Liquor Commission and December 20, 2018 Village Board Meeting Minutes**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Goldman

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

**NAYS:** None

**ABSENT:** None

**The motion carried: 6-0-0**

b) Consideration – Approval of the January 10, 2019 Bill List in the amount of \$471,525.67

Mayor Sass reported that \$420,630.62 of the bill list expenditures was from the FY18 Budget and the remaining \$50,895.05 was from the FY19 Budget. Mayor Sass asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve the January 10, 2019 Bill List in the amount of \$471,525.67.**

- MOTION:** Trustee Westberg
- 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 Entering into an Agreement for the Purchase of Water Conditioning Salt from Compass Minerals in an Amount Not to Exceed \$160,000.00 and Waiving Competitive Bidding

Director of Public Works and Engineering Timothy Farrell reported that water conditioning salt is a fundamental component to treating potable water. The water treatment plants cannot treat and produce drinking water without salt. Therefore, it is vital to purchase from a qualified, reliable source to ensure availability of product throughout the year.

Staff Analysis

The Village operates five water treatment plants that utilize the Ion-Exchange process to treat water to IEPA standards. Each water plant has three softeners. Salt is required to regenerate the softeners after a predetermined amount of water is filtered through. Historically, the Village has used Louisiana Rock Salt (LA rock) for its water conditioning needs. In comparison to other salt sources, LA rock is a cleaner form of rock salt having fewer water insoluble impurities. Utilizing LA rock salt has maintenance benefits for the brine water holding tanks and water softeners. Staff solicited quotes from the following vendors:

	<u>Through 3/31/2019</u>	<u>4/1/19-12/31/19</u>
Compass Minerals, Overland Park, KS:	\$108.00/Ton	\$111.00/Ton
Midwest Salt, West Chicago, IL:	\$112.00/Ton	\$112.00/Ton

The current State of Illinois Joint Purchasing program cost for LA Rock is \$122.20 per ton, which is equivalent to the 7518 Coarse Southern Water Softening Salt on the quote sheet from Compass.

The Village has been obtaining water softening salt from Compass Minerals for over 20 years.

Financial Impact

The FY2019 budget includes \$190,000 in the Water Operating Expense Fund, line item 510-60-65-7225 for water treatment chemicals. The remaining \$30,000 is budgeted to fund the purchase of other water treatment plant chemicals.

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

**A MOTION was made to approve a Resolution Authorizing Entering into an Agreement for the Purchase of Water Conditioning Salt from Compass Minerals in an Amount Not to Exceed**

**\$160,000.00 and Waiving Competitive Bidding.**

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

- d) Consideration – A Resolution Approving the Purchase of Bulk Fuel from Blu Petroleum and Waiving Competitive Bidding

Director of Public Works and Engineering Timothy Farrell reported that the Village Board approved a fuel delivery contract with Blu Petroleum on March 24, 2016. The terms of the contract required Blu Petroleum to remove the existing aging gasoline and diesel fuel supply equipment located at the Public Works Facility and replace with new equipment including tanks, monitors, pumps, meters, hoses, nozzles, etc. The removal and installation of new equipment was completed in the spring of 2016 and has been in use since that time. The Blu Petroleum equipment has a value of nearly \$24,000 and is provided to the Village at no cost as long as the Village purchases gasoline and diesel fuel from Blu Petroleum.

Staff Analysis

Blu Petroleum Fuel price is determined as follows:

87 Gasoline = Daily Rack + \$0.20; Diesel = Daily Rack + \$0.23

\*pricing includes ValvTect premium additive

\*\*Blu does not charge any additional delivery fees

Daily Rack is usually set once per day and includes the cost of the fuel itself, as well as transportation, overhead, and profit costs. The price can vary from terminal to terminal and depends on the cost of crude oil and related refining costs. Blu Petroleum's service also includes the fuel system accounting.

As of December 20, 2018, total annual usage for all Village departments was 63,492 gallons. In addition, the Huntley Fire Protection District also utilizes the Village fueling system and was billed for an additional 22,003 gallons of fuel for the same period.

Financial Impact

The FY2019 budget includes \$149,300 for fuel purchases in all departments.

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

**A MOTION was made to approve a Resolution Approving the Purchase of Bulk Fuel from Blu Petroleum and Waiving Competitive Bidding.**

**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 – A Resolution Approving the Purchase of Chemicals from Hawkins, Inc. in an Amount Not to Exceed \$130,000 and Waiving Competitive Bidding

Director of Public Works and Engineering Timothy Farrell reported that water and wastewater plants cannot properly operate without various chemicals. IEPA regulations require the permittee to maintain parameters that only can be met through the use of specific chemicals.

Staff Analysis

The Village has been obtaining water and wastewater treatment chemicals from Hawkins, Inc. for approximately the past 11 years. The quality and consistency of chemicals purchased can have an effect on water and wastewater plant operations and many of the chemicals used by the Village are proprietary in nature. Changing vendors would most likely result in a disruption of plant processes for both the water and wastewater treatment plants. Due to the importance of maintaining compliance with IEPA regulations and the specialized nature of these products, it would be in the Village’s best interest to waive the bidding process for the purchase of these commodities and allow the continued purchase from this vendor.

Financial Impact

The FY2019 budget includes \$100,000 in the Wastewater Operating Fund, 520-60-66-7225 and \$30,000 in the Water Operating Fund, 510-60-65-7225 for this item.

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

**A MOTION was made to approve a Resolution Approving the Purchase of Chemicals from Hawkins, Inc. in an Amount Not to Exceed \$130,000 and Waiving Competitive Bidding.**

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

- f) Consideration – A Resolution Authorizing the Purchase of a 2019 Ford Escape SUV from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 165 in the amount of \$22,762.00

Director of Public Works and Engineering Timothy Farrell reported that the FY2019 budget includes funding for the purchase of a new Ford Escape SUV. This vehicle will replace Vehicle 1616, a 2008 Ford F150 pickup truck that has reached its useful life to a point that continued service is no longer cost-effective.

Staff Analysis

Vehicle 1616 is showing signs of rust and rot from ten years of operation. Staff has received a proposal in the amount of \$22,762.00 for the purchase of a 2019 Ford Escape SUV from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 165. The new SUV will be utilized by the Utilities Superintendent to replace Vehicle 1616.

An estimated additional \$850.00 will be requested through separate purchase orders for strobe lights. See attached Cost Summary Table for itemization of costs. The total delivered and equipped cost is \$23,612.00.

\$23,612.00. For comparison, the Village received a proposal for an identical SUV from National Auto Fleet Group through the Sourcewell (formerly NJPA) purchasing service cooperative and the delivered and equipped cost would have been \$26,241.46. The Central Management Services does not have a procurement contract for Ford Escape. See attached Cost Summary Tables for itemization of costs comparison.

Financial Impact

The FY2019 Budget includes \$13,500 in the Water Capital Improvement and Equipment Fund, 515-00-00-8131 and \$13,500 in the Wastewater Capital Improvement and Equipment Fund 525-00-00-8134.

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

Trustee Leopold noted the e-mail received from Tom Peck Ford stating that they could not compete with the Currie Motors Fleet price.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing the Purchase of a 2019 Ford Escape SUV from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 165 in the amount of \$22,762.00.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- g) Consideration – A Resolution Authorizing the Purchase of a 2019 Ford F250 Pickup Truck from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 178 in the amount of \$33,501.00

Director of Public Works and Engineering Timothy Farrell reported that the FY2019 budget includes funding for the purchase of a new Ford F250 pickup truck. This vehicle will replace Vehicle 1909, a 2003 Ford F250 pickup truck that has reached its useful life to a point that continued service is no longer cost-effective.

Staff Analysis

Vehicle 1909 has been in service for 16 years and is the oldest F250 in the fleet with 110,000 miles. This vehicle has been used as a secondary vehicle for applying pre-wet chemical for snow events and hauling lawn maintenance equipment in the summer. The vehicle body is rusted and the engine is knocking indicative of pending timing chain failure.

Staff has received a proposal in the amount of \$33,501 for the purchase of a 2019 Ford F250 pickup truck from Currie Motors Fleet through the Suburban Purchasing Cooperative (SPC) Contract No. 178. An estimated additional \$8,500.00 will be requested through separate purchase orders for miscellaneous accessories such as light bar, lift gate, digital 2-way radio, and lettering. The total delivered and equipped cost is \$42,000. For comparison, the Village received a proposal for an identical truck from National Auto Fleet Group through the Sourcewell (formerly NJPA) purchasing service cooperative and the delivered and equipped cost would have been \$47,850. The Central Management Services (CMS) 01.10.19 VB Meeting

procurement contract for the Ford F250 expired on October 4, 2018 but the SPC price is same or similar to CMS.

It was noted that the Cost Summary Tables for itemization of costs comparison were included in the Village Board packet.

Financial Impact

The FY2019 Budget includes \$48,000 in the Wastewater Capital Improvement and Equipment Fund, 525-00-00-8134.

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

Trustee Leopold noted the e-mail received from Tom Peck Ford stating that they could not compete with the Currie Motors Fleet price.

Trustee Goldman asked how the truck will be used. Director Farrell stated that the truck will be put in the main fleet now and used for snow plowing, etc.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing the Purchase of a 2019 Ford F250 Pickup Truck from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 178 in the amount of \$33,501.00.**

**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**

- h) Consideration – A Resolution Authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$26,200 for Design Engineering and \$26,500 for Construction Engineering Services for the 2019 Water Main Replacement Program

Director of Public Works and Engineering Timothy Farrell reported that the FY19 Budget includes funding for Water Main Replacement. Proposals 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, and are costly to repair. The Bernat Industrial Park water main replacement program initiated in 2016 and will be completed with this project, which includes replacement of approximately 850 feet of 10” water main pipe along with two (2) augered steel casing railroad crossings. The total estimated construction cost is \$385,000 including design and construction engineering.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies Promote Sound Financial Management and Fiscal Sustainability  
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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 FY19 Budget includes \$385,000 in the Water Capital Improvement and Equipment Fund, 515-00-00-8004 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 \$26,200 for Design Engineering and \$26,500 for Construction Engineering Services for the 2019 Water Main Replacement Program.**

**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**

- i) Consideration – A Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services

Assistant Village Manager Lisa Armour reported that the Village employs one full-time staff person who serves as the Information Technology Manager. The Village supplements its information technology services through the use of an outside consultant to assist with the 97 computers and laptops, 19 servers and 15 police mobile laptops. Advanced Business Networks (ABN) of Mundelein has provided assistance to the Village in managing the computer network and associated technology needs since 2014, including monitoring the system to prevent security breaches. ABN provides similar services to a number of other municipalities in Lake and McHenry Counties.

ABN assistance is provided via two ABN employees that are on-site for a total of 16 hours per week (“support hours”) as well as off-site monitoring and management of the Village’s network infrastructure (“project hours”).

Staff Analysis

ABN provides a 20% discount by purchasing blocks of pre-paid project hours over 300 hours and a 33% discount by purchasing support hours. Just as the Village has done in previous years, Staff is seeking authorization to commit the Village to purchase a block of 350 project hours at a cost of \$42,000 and 832 support hours at a cost of \$83,200 for FY2019. Project hours and support hours do not have an expiration date and if not used during FY2019 could be carried over to FY2020.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation through Technology* as a priority and “continually monitor network security system to protect against cyber attack” as an objective.

Financial Impact

The total costs for these services were budgeted for in the FY19 Budget.

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

**A MOTION was made to approve a Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Leopold**

**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:**

Mayor Sass gave the Village Board information on the next McCOG meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**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 7:22 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary