

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
September 12, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, September 12, 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, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Human Resource Manager Chrissy Hoover, and Village Attorney John Cowlin.

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

**SPECIAL PRESENTATION:**

- a) Proclamation: Constitution Week, September 17-23, 2019

Mayor Sass read the following proclamation recognizing the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States.

Constitution Week  
September 17 – 23, 2019

WHEREAS: September 17, 2019, marks the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I, Charles H. Sass, Mayor of the Village of Huntley, do proclaim the week of September 17 – September 23, 2019 as

**CONSTITUTION WEEK**

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Passed and Approved this 12<sup>th</sup> day of September 2019.

**PUBLIC COMMENTS:**

Lisa Arvanites, 11409 Reed Road, encouraged the Village Board to verbally support the Amtrak project.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the June 27, 2019 Village Board, July 11, 2019 Liquor Commission Hearing and July 11, 2019 Village Board Meeting Minutes

Mayor Sass reported that Trustee Goldman was absent from the June 27, 2019 Village Board Meeting. Mayor Sass asked if there were any comments or changes to the Minutes; there were none.

**A MOTION was made to approve the June 27, 2019 Village Board Meeting Minutes.**

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

**A MOTION was made to approve the July 11, 2019 Liquor Commission Hearing and July 11, 2019 Village Board Meeting Minutes.**

**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**

- b) Consideration – Approval of the September 12, 2019 Bill List in the amount of \$929,813.19

Mayor Sass reported that \$694,565.46 (or 74.7 %) of the total bill list is attributable to the payment of Sales Tax Rebate to Huntley Tax Holdings, LLC (\$155,755.07), Payout#1 to J.A. Johnson Paving Co. for the 2019 Edge Mill & Overlay Program (\$87,592.84) and Payout#3 to Geske & Sons, Inc. for the 2019 MFT Street Program (\$451,217.55).

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

**A MOTION was made to approve the September 12, 2019 Bill List in the amount of \$929,813.19**

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

c) Conceptual Review - Proposed Site Plan and Building Elevations for an Expansion of the Huntley Area Public Library, 11000 Ruth Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Huntley Area Public Library District is proposing a building expansion that will add 19,698 square feet to the existing 15,000 square foot building at 11000 Ruth Road. The expanded building will have a total area of 34,698 square feet. The proposed expansion will extend east of the existing building and will eliminate the need for the mobile units that are currently located on the east side of the library.

<i>Existing Library</i>		<i>Expanded Library</i>	
Building	15,000 square feet	Existing Building	15,000 square feet
Mobile Units	2,965 square feet	Mobile Units	Removed
<u>Total</u>	<u>17,965 square feet</u>	<u>Building Addition</u>	<u>19,698 square feet</u>
		<u>Total</u>	<u>34,698 square feet</u>

The building expansion will create a larger children’s library, larger fiction and non-fiction areas, new program room(s), and additional office space. The existing portions of the building will be converted into a community hub that will include tutoring tables, teen area, teen gaming area, music studio and conference/makers space. A dedicated pick-up/drop-off window will also be created at the southwest corner of the existing building. The proposed building elevations will be a continuation of the white vertical siding and stone base of the existing building. The main entrance to the library will feature a covered entryway and new glass wall.

The site work necessary to accommodate the 19,698 square foot building addition will include an expanded parking lot and expanded area for stormwater management. The existing parking lot provides 90 parking spaces and will be expanded to provide 150 parking spaces which exceeds the 105 parking spaces required by the Zoning Ordinance (3 spaces are required per 1,000 gross square feet). The existing stormwater management facility at the southwest corner of the site will be expanded to accommodate the additional detention needed for the building addition and expanded parking lot.

Staff Analysis

The Huntley Area Public Library’s property at 11000 Ruth Road is zoned “O-1” General Office which allows a library as a permitted use. The proposed expansion of the library shall require the following review and approvals from the Plan Commission and Village Board:

1. Site Plan Review, including any necessary relief
2. Plat of Subdivision to consolidate the two (2) parcels Library property parcels.

The Library intends to break ground on the project in the spring of 2020.

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Director Nordman reported that Executive Director Frank Novak and team were in attendance to answer 09.12.19 VB Meeting

questions.

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

Trustee Goldman asked if the plans include an outside reading area for children; Mr. Novak stated that will be discussed for the post construction landscaping.

Trustee Leopold suggested that they consider an overhang over the driveway for people being dropped off. Mr. Novak stated that they don't have a lot of that type of traffic. Trustee Leopold asked if they were going to dress up the existing north elevation; Mr. Novak stated that there are currently no modifications planned for the existing building.

Trustee Westberg stated that his teenage children and other teens meet at coffee shops to study and suggested they consider adding a coffee/juice bar for younger people. Mr. Novak stated that they discussed including this but there is not enough foot traffic to warrant hiring staff and a barista. Trustee Westberg stated that students on the east side of Route 47 should be considered. Mr. Novak stated that they will consider this addition.

Trustee Piwko stated that he did not support the expansion and noted Mr. Novak's comment about not enough foot traffic. Mr. Novak stated that there was not enough foot traffic for a coffee bar.

Trustee Leopold stated that overall the plans and building look nice.

There were no other comment or questions.

***No Board action was required on this item as the Village Board was requested to review the proposed conceptual site plan and building elevations and provide any questions, comments, or concerns for the petitioner to consider as they proceed in the formal review process.***

- d) Consideration – Resolution Authorizing the Bid Award to Langton Group for Roadway Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that in addition to the Downtown Area and Municipal Complex, the Village contracted snow and ice control services for the three (3) mainline routes during the entire 2018/2019 snow season, approximately November 15, 2018 – April 15, 2019, as a pilot program to assess future use of private contractors to augment Village staff and resources. Building on the success of that operation, Village staff solicited bids for certain Roadway Snow and Ice Control Services for the 2019/2020 season.

#### Staff Analysis

The Village's roadway network consists of 15 snow routes totaling just over 130 centerline miles with 173 cul-de-sacs. The snow & ice control operation has been such that Public Works staff works up to the first 16 hours of a storm event and then has 8 hours of rest to re-establish concentration and alertness required for safe and effective snow plowing. During the rest hours of first shift full time staff, part-time seasonal drivers along with a small group of remaining full time staff not used in the first shift would be deployed to maintain passable roadway conditions. For some events, this operational strategy can be effective. However, for above average snowfall accumulation and long duration events, it can be challenging to keep pace at current staffing and equipment levels. Also, soliciting an adequate number of qualified seasonal drivers along with the task of organizing the drivers for any given event has been

problematic and resource intensive. Utilizing the assistance of a private contractor is intended to enhance operations and improve service levels.

Continuing with the contract services approach, on August 8, 2019, the Village received bids from two (2) contractors for Roadway Snow & Ice Control Services. All three (3) mainline routes were included as a separate bid item. Based on the performance of the contractor and at the discretion of the Village, the bids allow for an annual contract extensions for two (2) additional seasons.

The mainline routes are generally identified below and exhibits were included in the Board's packet:

- Area 1, Route 1 – S. Union Road, Ackman Road, Talamore Blvd, Founders Field Blvd, Reed Road, Vine Street, Noah Avenue, Joan Avenue and Haligus Road from Main Street north
- Area 2, Route 1 – Main Street, Kreutzer Road, Haligus Road from Main Street south, Huntley-Dundee Road, Smith Drive area, Regency Parkway, and Powers Road
- Area 3, Route 1 – Hemmer Road, Del Webb Blvd, Countryview Blvd, Sun City Blvd, Clanyard Road, Jim Dhamer Drive, Freeman Road, Auto Mall Drive, and Manning Road

Utilizing a contractor for the three (3) mainline routes would free up staff resources to be allocated to other routes for enhanced performance and will keep the highest service levels possible on the most heavily traveled roadways. The contractor would be responsible for providing a tandem-axle six-wheeler dump truck to include a front snow plow, bulk salt spreader, liquid pre-wetting system, fuel and a driver.

The lowest responsive, responsible bidder for Roadway Snow and Ice Control Services is Langton Group. The year 1 bid provides for the following:

- Guaranteed minimum price to be paid to Langton of \$75,000 (same as 2018/2019 snow season) total for all three mainline routes for the 2019/2020 snow season (Note: based upon a normal snowfall season, staff anticipates that the guaranteed minimum price will likely be exceeded at a total cost of approximately \$95,000. The guaranteed minimum price enables the contractor to commit upfront the required equipment and staffing levels to service the Village).
- Rate of \$187.50 per hour per mainline route for actual time spent over and above the guaranteed minimum.

The total estimated cost for snow & ice control services on all three (3) mainline routes for a snow season based on the bid is approximately \$95,000.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority and “Continue to balance and evaluate the use of full-time, part-time and contractual arrangements to provide services to Village residents” as an objective.

#### Financial Impact

If approved, the FY20 Budget will include funds for Contract Snow and Ice Control in the Streets, Utilities & Fleet Contractual Services Fund, 100-60-61-6375.

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

Trustee Leopold asked if the pre-wetting process really made a difference and perhaps the Village could

save money by not including this process. Director Farrell reported that pre-wetting was not part of this contract but performance data does show its effectiveness.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing the Bid Award to Langton Group for Roadway Snow and Ice Control Services.**

**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**

- e) Consideration – Resolution Authorizing the Bid Award to Langton Group for Cul-De-Sac Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that in addition to the Downtown Area and Municipal Complex, the Village contracted snow and ice control services for the three (3) mainline routes during the entire 2018/2019 snow season, approximately November 15, 2018 – April 15, 2019, as a pilot program to assess future use of private contractors to augment Village staff and resources. Building on the success of that operation, Village staff solicited bids for certain Roadway Snow and Ice Control Services for the 2019/2020 season.

**Staff Analysis**

The Village’s roadway network consists of 15 snow routes totaling just over 130 centerline miles with 173 cul-de-sacs. The snow & ice control operation has been such that Public Works staff works up to the first 16 hours of a storm event and then has 8 hours of rest to re-establish concentration and alertness required for safe and effective snow plowing. During the rest hours of first shift full time staff, part-time seasonal drivers along with a small group of remaining full time staff not used in the first shift would be deployed to maintain passable roadway conditions. For some events, this operational strategy can be effective. However, for above average snowfall accumulation and long duration events, it can be challenging to keep pace at current staffing and equipment levels. Also, soliciting an adequate number of qualified seasonal drivers along with the task of organizing the drivers for any given event has been problematic and resource intensive. Utilizing the assistance of a private contractor is intended to enhance operations and improve service levels.

Continuing with the contract services approach, on August 8, 2019, the Village received bids from two (2) contractors for Roadway Snow & Ice Control Services. All 173 cul-de-sacs were included as a separate bid item. If the Village chooses to proceed with contracting cul-de-sacs, a pilot program approach, similar to the mainline routes, can be utilized for the 2019/2020 season. Based on the performance of the contractor and at the discretion of the Village, the bids allow for an annual contract extensions for two (2) additional seasons.

The cul-de-sacs are very resource intensive in terms of time required to fully clear and the hard use on the fleet equipment. Public Works staff would continue to make the initial opening pass through each cul-de-sac. However, utilizing a contractor to fully clear and pile snow for all 173 cul-de-sacs would free up staff resources to be allocated to other routes for enhanced performance and will keep the highest

service levels possible on the more heavily traveled roadways.

The lowest responsive, responsible bidder for the Cul-De-Sac Snow and Ice Control Services is Langton Group. The year 1 bid provides for the following:

- For cul-de-sacs/eyebrows: 10 events of 2”-5” snowfall at a price of \$63,402.30 and 2 events of 5”-9” of snowfall at a price of \$19,020.96.

The total estimated cost for snow & ice control services for the 173 cul-de-sacs is \$85,000.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority and “Continue to balance and evaluate the use of full-time, part-time and contractual arrangements to provide services to Village residents” as an objective.

#### Financial Impact

If approved, the FY20 Budget will include funds for Contract Snow and Ice Control in the Streets, Utilities & Fleet Contractual Services Fund, 100-60-61-6375.

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

Trustee Leopold asked where they will pile the snow. Director Farrell reported that the snow will be piled to the center of the cul-de-sac or an open lot; then Public Works will haul it away.

There were no other comments or questions.

#### **A MOTION was made to approve a Resolution Authorizing the Bid Award to Langton Group for Cul-De-Sac Snow and Ice Control Services.**

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

- f) Consideration - Resolution Authorizing the Bid Award to Greve Construction, Inc. for Downtown Area and Municipal Complex Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that prior to the 2016/2017 winter season, the Building and Grounds Division of Public Works and Engineering was responsible for snow and ice control in the downtown area and at the Municipal Complex while the remaining Public Works staff concentrated on snow and ice control efforts within the Village roadway network. The design elements in the downtown such as parking lots, sidewalks, brick pavers, planters, ornaments, and traffic calming features require significant staffing resources for snow removal and compatible equipment with some handwork involved. In addition, there is a significant amount of work required at the Municipal Complex to keep the grounds safe and accessible for the general public and employees. For the past three seasons, the Village has contracted snow & ice control services in these areas. Continuing with the contract services approach, on August 9, 2019, the Village received bids from three (3) contractors for Downtown Area and Municipal Complex Snow and Ice Control Services. Based on performance and at

the discretion of the Village, the bids allow for an annual contract extension for two (2) additional seasons. The bid results for year 1 are summarized as follows:

	YEAR 1 BID TABULATION SUMMARY					
BIDDER LIST	SNOW EVENT TOTALS					
	Under 1"	1" - 3"	+ 3" - 6"	+ 6" - 9"	+ 9" - 12"	Avg. Per Event
Greve Const.	\$2,250.00	\$4,550.00	\$4,550.00	\$4,550.00	\$1,516.67	\$3,483.33
Langton	\$2,526.43	\$5,773.26	\$7,770.60	\$10,766.59	\$14,876.70	\$8,342.72
<b>Tovar</b>	<b>\$1,430.00</b>	<b>\$8,511.00</b>	<b>\$10,631.00</b>	<b>\$13,342.00</b>	<b>\$13,775.00</b>	<b>\$9,537.80</b>

Staff Analysis

The Contractor will be responsible for providing general Snow and Ice Control Services as identified in the bid specifications for the following designated areas and the exhibits were included in the Board’s packet:

- i) Downtown Roadways
- ii) Downtown Parking Lots and Alley
- iii) Downtown Sidewalks and Brick Pavers including Square
- iv) McHenry County Visitor Center Parking Lot and Sidewalk
- v) Municipal Center Parking Lot and Sidewalk

Designated downtown roadways include Coral Street between IL RT 47 and Church Street; The frontage road that parallels IL RT 47 north of Coral Street; Main Street between IL RT 47 and Church Street; Dwyer Street between Coral Street and Main Street; 1st Street between Woodstock Street and Church Street; Woodstock Street between 1st Street and Main Street; and Church Street between the on-street parallel parking area north of 1st Street and the alley south of Main Street. Village Public Works staff shall be responsible for salting the designated roadways and parking lots.

The lowest responsive, responsible bidder for Downtown and Municipal Complex Snow and Ice Control is Greve Construction, Inc. with an average per event bid in the amount of \$3,483.33. Reference checks with other area municipalities that contract downtown snow & Ice control with Greve Construction, Inc. has resulted in positive feedback. Staff has reviewed the bids and all is in order to award the bid to Greve Construction, Inc. The total estimated cost for snow & ice control services in the Downtown Area and Municipal Complex for a snow season based on the bid is approximately \$85,000.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

If approved, the FY20 Budget will include funds for Contract Snow and Ice Control in the Streets, Utilities & Fleet Contractual Services Fund, 100-60-61-6375.

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

Trustee Westberg asked for clarification from the bid chart for snow events from 9-12 inches. Director Farrell stated that Greve listed the amount as they feel confident that this is unlikely to happen but they will stand by that number.



There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing the Bid Award to Greve Construction, Inc. for Downtown Area and Municipal Complex Snow and Ice Control Services.**

**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**

g) Policy Direction – Fiscal Year 2020 Budget Calendar

Village Manager David Johnson reported that to commence the FY2020 budget process, Staff presents the proposed Budget Calendar.

Staff Analysis

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

The FY2020 Budget Calendar is included for review and consideration by the Village Board.

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

*It was the consensus of the Village Board to proceed with the FY2020 budget calendar as proposed.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Village Manager Johnson noted the Manager’s Report which was distributed with an update on Amtrak and also noted the Economic Development Report which was also distributed at the meeting.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass noted the letter from the American Legion which the Village Board received at the dais and asked if anyone had any issues with the request for signage for their upcoming Oktoberfest. There were no objections to the sign request.

**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 7:32 p.m. to Enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation and i) Other.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

**A MOTION was made at 8:11 p.m. to Exit Executive Session.**

**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 8:12 p.m.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

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

Respectfully submitted,

Barbara Read  
Recording Secretary