

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 6, 2014
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 6, 2014 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, Nick Hanson, 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, and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the January 16, 2014 Liquor Commission Hearing, January 16, 2014 Committee of the Whole, January 21, 2014 Joint School District 158 and Village of Huntley and January 23, 2014 Village Board Meeting Minutes

Mayor Sass asked if there were any comments or changes to the minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board the January 16, 2014 Liquor Commission Hearing, January 16, 2014 Committee of the Whole, January 21, 2014 Joint School District 158 and Village of Huntley and January 23, 2014 Village Board Meeting Minutes.

- b) Discussion – Approval of the February 13, 2014 Bill List in the Amount of \$651,375.38

Mayor Sass reported that \$243,265.33 of the bill list expenditures were from the FY13 Budget and the remaining \$408,110.05 are from the FY14 Budget. Mayor Sass asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 13, 2014 Bill List in the Amount of \$651,375.38.

- c) Discussion – Consideration of an Ordinance Granting the Issuance of a Temporary Sign

Permit and the Waiving of Fees for the Huntley Area Chamber of Commerce for the Installation of Temporary Signs for the 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 six (6) event sign locations and fifteen (15) directional sign locations for the Home and Business Expo. The Expo will take place on Saturday February 22nd and Sunday February 23rd at Marlowe Middle School at Reed and Haligus Roads.

Staff Analysis

The following signs would be installed on Friday, February 21st and taken down on Sunday, February 23rd. The directional signs are being requested for the following intersections:

| | |
|---------------------------------|------------------------------------|
| Rt. 47 at Deicke Park | Rt. 47 at Kreutzer Road |
| Rt. 47 at Main Street | Rt. 47 at Algonquin Road |
| Rt. 47 at Reed Road | Ruth Road at Algonquin Road |
| Kreutzer Road at Haligus Road | Haligus Road at Dundee Road (2) |
| Haligus Road at Main Street (2) | Haligus Road at Algonquin Road (2) |
| Haligus Road at Reed Road | Haligus Road at Scott Drive |

Event signs would be installed at the following locations on Friday, February 7th and removed on Sunday, February 23rd:

| | |
|--------------------------------|-----------------------------|
| Rt. 47 at Kreutzer Road | Rt. 47 at Main Street |
| Rt. 47 at Algonquin Road | Rt. 47 at Reed Road |
| Haligus Road at Algonquin Road | Rt. 47 at Oak Creek Parkway |

In past years, the Chamber has requested and was approved for the installation of a 4' x 10' double sided banner at the northwest corner of Main Street and Route 47. This year, it is requested that the Village's Gateway Sign be used in place of the banner at this location.

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 Route 47 Only | Ten 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 4' x 10' (40 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 4' x 10' banner and directional signs shall be installed so not to obstruct a driver's view of approaching, merging or intersecting traffic. |

Financial Impact

The fee for the double sided banner is \$50. The Chamber is requesting that all fees be waived. The fees have been waived previously.

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 asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an ordinance granting Off-Premise Sign Permits and Waiving of Fees for the Huntley Area Chamber of Commerce for the installation of temporary signs and banner for the Home and Business Expo.

- d) Discussion – Consideration of an Ordinance Amending Village of Huntley Code of Ordinances, Title XIII, Chapter 130: General Offenses, Section 130.07 (Sale of Tobacco to Minors) and Section 130.21 (Public Possession of Tobacco by Minors)

Village Manager David Johnson reported that policy direction is requested of the Village Board to amend the Village of Huntley Code of Ordinances, Title XIII, Chapter 130: Section 130.07 – Sale of Tobacco to Minors and Section 130.21 – Public Possession of Tobacco by Minors, to address the sale of electronic cigarettes and other alternative nicotine products, as defined by state statute, to minors and possession of such products by minors (those under the age of 18).

Staff Analysis

Effective January 1, 2014, the State of Illinois prohibits the distribution of alternative nicotine products to minors. State Statute 720 ILCS 675/ defines an alternative nicotine product as “a product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means. "Alternative nicotine product" excludes cigarettes, smokeless tobacco, or other tobacco products as these terms are defined in Section 1 of the Act. However, the statute does not clearly prohibit the possession of such products by minors. The proposed amendment would add the reference to the new section of 720 ILCS 675/ that addresses alternative nicotine products and it would also prohibit the possession of such products by minors.

Financial Impact

Minimal financial impact is anticipated in the enforcement and collection of fines.

Legal Analysis

The proposed amendment has been reviewed by the Village Attorney and all is in order for approval.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an ordinance amending Village of Huntley Code of Ordinances, Title XIII, Chapter 130: General Offenses, Section 130.07 (Sale of Tobacco to Minors) and Section 130.21 (Public Possession of Tobacco by Minors).

- e) Discussion – Consideration of a Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2014 MFT Street Program - Christopher B. Burke Engineering, Ltd in an amount not to exceed \$77,000.00

Assistant Village Manager Lisa Armour reported that a proposal for design engineering and construction observation services for the 2014 Motor Fuel Tax (MFT) Street Program has been received from Christopher B. Burke Engineering, Ltd. (CBBEL). The 2014 program will consist of a grind and overlay rehabilitation of the following streets:

| <u>Street</u> | <u>Limits</u> | <u>Length (ft.)</u> |
|--------------------|--------------------------------|---------------------|
| Del Webb Blvd | IL Rt. 47 to Eakin Creek Ct. | 5,700 |
| <u>Wing Pointe</u> | | |
| Haligus Rd | Huntley Dundee Rd to Cape Cod | 625 |
| Painted Desert Ct | Haligus Rd to Cul de Sac | 355 |
| Cape Cod Ln | Haligus Rd to Yellowstone | 3,040 |
| Rushmore Ln | Haligus Rd to Grand Canyon Ave | 1,485 |
| Grand Canyon Ave | Haligus Rd to Niagra Ln | 1,775 |
| Shenandoah Dr | Haligus Rd to Wing Pointe Dr | 880 |
| Wing Pointe Dr | Haligus Rd to Cape Cod Ln | 1,740 |
| Great Plains Dr | Haligus Rd to Cape Cod Ln | 1,775 |
| Niagra Ln | Cape Cod Ln to Wing Pointe Dr | 1,480 |
| Yellowstone Dr | Great Plains Dr to Cape Cod Ln | <u>1,505</u> |
| | | 20,360 total |

Tasks to be performed include field reconnaissance, plans specifications, estimates, and construction observation. Total project cost, including design and construction engineering is estimated at \$1,000,000.00. CBBEL’s not-to-exceed figure for design and construction engineering is \$77,000.00.

Staff Analysis

To ensure a timely completion of the project in 2014, Staff recommends approval of the Proposal for Professional Design Engineering and Construction Observation Services for the 2014 MFT Street Program.

Financial Impact

The FY2014 Budget includes funding for the 2014 program in the amount of \$100,000.00 from the Street Improvement Fund (engineering costs) and \$900,000.00 from the MFT Fund.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2014 MFT Street Program – Christopher B. Burke Engineering, Ltd. in an amount not to exceed of \$77,000.00.

- f) Discussion – Consideration of Payout Request No. 2 in the amount of \$53,050.00 to R.A. Pinno & Sons Construction, Inc. for East Plant Storage Building

Mayor Sass reported that on August 20, 2013, sealed bids were received and opened for the construction of a 40' x 60' storage garage located at the East Wastewater Treatment Plant. The contract was awarded to R.A. Pinno & Sons Const. Inc. for \$83,500.00.

Staff Analysis

The FY2013 budget included \$85,000 for this project. On December 12, 2013, the Village Board approved R.A. Pinno & Sons payout request No. 1 in the amount of \$41,750.00. Payout No. 1 was for delivery of materials and 50% down payment on the project in accordance with the contract agreement.

R.A. Pinno & Sons is now requesting Payout No. 2 in the amount of \$53,050.00. This amount includes a \$10,800.00 change order for adding a 6" concrete floor and a \$500.00 extra for additional digging to install sonotubes due to poor soil conditions.

Financial Impact

The FY2013 budget for the project was \$85,000. Funds for this project are identified in the Sewer Capital Fund, 30-90-4-6955. Total project cost is \$94,800.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 2 in the amount of \$53,050.00 to R.A. Pinno & Sons Construction, Inc. for East Plant Storage Building.

- g) Discussion – Consideration of Policies and Procedures Relating to the use of Tax Increment Financing

Village Manager David Johnson reported that the Village Board approved the creation of the Downtown TIF District in January 2013 to foster redevelopment within the downtown and adjacent areas along Route 47. The policies and procedures would serve as an overall set of guidelines for considering projects that may be eligible for TIF assistance. Individual projects would still be considered on a case-by-case basis.

Staff Analysis

The proposed Tax Increment Financing Policy incorporates the following major elements:

- Purpose
- Description of Tax Increment Financing
- General Policies for the use of Tax Increment Financing
- Criteria for Tax Increment Financing Assistance

- Eligible Costs for Tax Increment Financing Assistance
- Application Process and Procedure

The policy provides a framework for reviewing projects and provides guidance to those who are seeking assistance through TIF financing. The policy is consistent with Vision 7, Goal 1, Objective 4 of the Village’s Strategic Plan to identify financial incentives to assist small businesses locate and expand downtown.

Financial Impact

None associated with adoption of the policy.

Legal Analysis

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

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked for confirmation that every application would be reviewed on a case-by-case basis; Village Manager Johnson confirmed that each application would be reviewed individually.

There were no other comments or questions.

It was the Consensus of the Committee of the Whole to forward on to the Village Board for approval a Tax Increment Financing Policy.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass acknowledge the passing of former Trustee Pam Fender’s mother; Joan Denholm and reported that the service is 2 – 4 at DeFiore Funeral Home on Saturday, February 8th.

Mayor Sass reported that the Trustees received at the dais the Transportation/Ride Update Report, the Snow/Ice Removal Operation Update and several newspaper articles about the Village.

UNFINISHED BUSINESS: None

Trustee Leopold noted that this being the worst snow and weather conditions in several years that the Public Works Department has done a good job.

Village Manager Johnson reported that the Village had received 1,100 tons of salt today.

NEW BUSINESS:

Trustee Hanson stated that he would like the Village Board to consider an ordinance that would require residents to shovel their sidewalks to make it safer for children going to the bus stops. Trustee Leopold stated that this requirement would not work in Sun City. Trustee Piwko stated that the Village cannot

have an Ordinance which would have a double standard. Trustee Goldman stated that the Village cannot have rules that do not apply to the entire village. Village Manager Johnson noted the Huntley Fire Protection District's request to residents asking them to clear the areas around hydrants and that possibly is what the Village could do at bus stops and corners.

EXECUTIVE SESSION:

A MOTION was made at 7:16 p.m. to enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate and h) Review of Closed Session Minutes.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:45 p.m. to exit Executive Session.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:46 p.m.

MOTION: Trustee Hanson

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary