

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
February 18, 2106  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 18, 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, Tim Hoeft, Niko Kanakaris, John Piwko and JR Westberg.

**ABSENT:** Trustee Harry Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Village Engineer Timothy Farrell, Police Chief Robert Porter and Village Attorney John Cowlin.

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

**SPECIAL PRESENTATION:**

National Engineers Week – February 21-27, 2016

Mayor Sass read the following proclamation:

WHEREAS, engineers have used their scientific and technical knowledge and skills in creative and innovative ways to improve society’s quality of life; and

WHEREAS, engineers face the major technological challenges of our time – from rebuilding towns devastated by natural disasters to revolutionizing our infrastructure and technical progress; and

WHEREAS, engineers are encouraging our young math and science students to realize the practical power of their knowledge; and

WHEREAS, we look more than ever to engineers and their knowledge and skills to meet the challenges of the twenty-first century.

NOW, THEREFORE, I, Charles H. Sass, as president of the Village of Huntley, on behalf of its residents and Board of Trustees, do hereby proclaim the week of February 21-27, 2016 to be National Engineers Week in all of Huntley, Illinois.

**PUBLIC COMMENTS:**

Steve Bytnar, 13215 Oakwood Drive, stated that no parking signage in Sun City should be approved unless the Village gets everyone’s permission in the affected neighborhoods. Mr. Bytnar also stated that signage is not the solution as it is putting the burden on the Sun City residents. Mr. Bytnar stated that the Village should hold off as the District 158 Board is voting on a proposal to add parking at the high school.

Art Grieshaber, 13442 Delaney, stated that the parking issues do not affect everyone and that the

residents in N38 want District 158 to add additional fencing. Mr. Grieshaber stated that the Police Department is there all the time and doing a great job but today there were kids trespassing and intimidating the residents. Mr. Grieshaber asked the Village Board to hold off with signage and encourage District 158 to put up fences.

#### **ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the January 28, 2016 Village Board Meeting Minutes

Mayor Sass asked if the Committee had 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 for approval the January 28, 2016 Village Board Meeting Minutes.***

- b) Discussion – Approval of the February 25, 2016 Bill List in the Amount of \$357,023.66

Mayor Sass reported that \$57,462.60 of the total bill list expenditures was from the FY15 Budget and the remaining \$299,561.06 is from the FY16 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 25, 2016 Bill List in the Amount of \$357,023.66.***

- c) Discussion – Prohibition of Parking on Streets within Sun City Neighborhoods 23, 27, 28, and 38 from 7:00 a.m. to 1:00 p.m. on School Days

Chief Robert Porter reported that Neighborhoods 23, 27, 28, and 38 border School District 158 Huntley High School to the west, south and east. Due to a variety of factors, the increased demand for student parking has reached a point such that these neighborhoods have become an overflow option for Huntley High School student parking. This has created several issues for the residents of the affected neighborhoods. These problems or issues include:

1. Trespassing on private property
2. Trespassing on homeowner association property
3. Vehicles blocking driveways
4. Vehicles blocking mailboxes
5. Criminal damage to private property
6. Theft of private property
7. Foul and disrespectful language

#### **Staff Analysis**

Huntley Police Department staff members have participated in several meetings with residents in the affected neighborhoods and with school officials in an attempt to come to a successful resolution to the situation. It was determined that on each day during school hours there were anywhere between five and fifteen vehicles parking within these neighborhoods. Several students have trespassed on private property to access school property. During this time damage or theft of property has occurred. Huntley Police Staff met with administrators from Huntley High School to research and discuss the problem. The high school currently has approximately 700 parking stalls dedicated to students. They have more student drivers than parking stalls. This has created a waiting list for parking permits. The school has

an open campus and a blended style of learning which creates a situation where students are coming and going throughout the school day. The school district also has policies in place that prevent some students from obtaining a parking permit if their grade point average is less than 1.7.

It was determined that the Police Department would increase patrols and work with the school resource officer to locate those students who were trespassing across the residents' property. It was also decided that the high school would send out two emails to students and parents advising them of the problematic situation that was occurring in this area. These efforts were successful in temporarily reducing the trespassing and criminal damage complaints. However, it is likely that without a permanent solution and with a projected increase in student enrollment, these issues will continue in the impacted neighborhoods.

Many jurisdictions have taken the approach to prohibit parking on certain residential streets adjacent to the high school campus due to many of the same issues experienced in Huntley. This approach has often proven successful in addressing the problem.

Staff is recommending "No Parking" restrictions be enacted between the hours of 7:00 a.m. and 1:00 p.m. on school days. It was determined that the parking restriction would need to encompass all streets in neighborhoods 23, 27, 28, and 38. Exceptions to the ordinance will be for any vehicle parked while actively engaged in roadway maintenance, performing a service at a residence or engaged in utility work in the area.

Signs are proposed to be posted at two locations on Hemmer Road: Delaney Road and Morgan Way; and two locations on Countryview Boulevard: Wilshire Way and Burham Street. The parking restriction would apply to the following streets: Delaney Road, Bonaire Road, Messiner Drive, Tanglewood Lane, Evergreen Lane, Denell Drive, Wembley Drive, Nealy Road, Morgan Way, Lehigh Street, Wilshire Way, Windsor Drive, Windsor Court, Sterling Lane, Verbend Path, Sunderlin Drive, Ludbury Court, Ludbury Ridge, Covey Lane, Chatfield Crossing, Borhart Drive, Westmore Drive, Harrison Road, Chestnut Lane, Guilford Road, Kirkland Drive, Bloomfield Drive, Burham Street, Shady Lane, Barton Avenue, Hideaway Drive, Latham Trail, and Gardner Drive.

#### Financial Impact

A minimal cost would be associated with installing parking restriction signs up at the four entrances to the affected neighborhoods.

This item is presented for discussion purposes only so that the Village Board's policy direction can be communicated to the impacted residents prior to implementation; therefore, no action is required of the Village Board at this time.

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

Trustee Goldman stated that she was not in favor of putting up signs at the entrances to the neighborhoods at this time and that the onus should be on District 158. Trustee Goldman suggested waiting to see what District 158 will do to rectify this situation.

Trustee Kanakarlis stated that he agreed with Trustee Goldman and stated that he wants to help the residents but believes the signs will not work.

Village Manager Johnson stated that the Police efforts have improved the situation and asked Chief Porter how many cars were parked at the beginning and what that number is now. Chief Porter reported that at the start of the problem there were about 15 cars and now there are approximately 2-3 cars that cause the issues.

Mayor Sass reported that the Village has used a lot of resources to have the Police Department out there and stated that he would like to see what District 158 will be doing regarding additional parking and fencing.

Trustee Kanakaris asked if it is a burden on the Police Department; Chief Porter stated that it is sometimes challenging as they have officers out there during rush hour depending on calls.

Mayor Sass stated that it would help if the residents that are affected by the students parking and trespassing would sign complaints.

Trustee Piwko stated that this is not the Village's problem but the Village's issue and stated that signs may not help and noted the issues if residents forget to call to let the Police Department know that they are having company with parking on the street.

Trustee Westberg stated that he is sympathetic with the homeowners and noted that CAM does not support measures to assist the residents so he would like to wait to see what District 158 will do.

Trustee Hoeft stated that he would like to wait for the School Board to announce what they will be doing to rectify the situation.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole not to take action at this time.***

- d) Discussion – Route 47 Multi-Use Path and Illinois Transportation Enhancement Program Grant

The project engineering consultant, Mike Kerr, Executive Vice President Christopher B. Burke, LTD (CBBEL) reviewed a Power Point presentation and reported that the project consists of the extension of a multi-use path on the east side of Route 47 from the north side of Kreutzer Road to the south side of Oak Creek Parkway. Options for providing signalized pedestrian crossings to the west side of Illinois Route 47 include 1) No crossing; 2) Crossing at the south side of Del Webb Boulevard only; 3) Crossing at the north side of Regency Parkway only; and 4) Crossing at both the south side of Del Webb Boulevard and the north side of Regency Parkway. The multi-use path would provide off-road access to Huntley Grove (Walmart), Huntley Crossings Phases I and II, and Village Green (Jewel-Osco), in addition to the internal sidewalks planned through these developments. The project will be front funded by the Village with an 80% reimbursement by an Illinois Transportation Enhancement Program (ITEP) grant. The estimated total construction cost with federal share and local match is as follows:

SEGMENT	Construction	Federal	Local
IL ROUTE 47 ONLY	\$ 1,022,250	\$ 820,000	\$ 202,250
IL ROUTE 47 AND DEL WEBB	\$ 1,153,100	\$ 862,720*	\$ 290,380
IL ROUTE 47 AND REGENCY	\$ 1,120,650	\$ 862,720*	\$ 257,930
IL ROUTE 47 AND BOTH INTERSECTIONS	\$ 1,251,500	\$ 862,720*	\$ 388,780

\* Additional ITEP funds can be pursued.

Per the current ITEP agreement, the project total construction cost is identified at \$1,078,400 and the federal share is capped at \$862,720 (80%). However, additional ITEP funds can be pursued to maximize the 80% federal share.

The total engineering cost with federal share and local match is as follows

	Total	Federal	Local
PRELIMINARY DESIGN	\$ 86,280	\$ 69,020	\$ 17,260
PHASE 2 DESIGN	\$ 75,490	\$ 60,390	\$ 15,100
CONSTRUCTION ENGINEERING	\$ 161,750	\$ 129,400	\$ 32,350
<b>Totals</b>	<b>\$ 323,520</b>	<b>\$ 258,810</b>	<b>\$ 64,710</b>

#### Staff Analysis

CBBEL has substantially completed the Phase I preliminary engineering design. The next steps are public outreach and Illinois Department of Transportation coordination. Village Board consensus is requested regarding the multi-use path alignment and the locations of the proposed Route 47 pedestrian crossings prior to seeking public participation, which is a required component of the Phase I preliminary engineering. Upon IDOT approval of the preliminary Phase I engineering, final design Phase II engineering will be initiated. During the Phase II engineering, detailed design will advance and identify the number and location of easements, if any; intersection design that will include the pedestrian crossing components (number and locations of pedestrian push button pedestals, audible walk indications and countdown timers), island landings, etc. By state law, golf carts will remain prohibited from crossing Route 47.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a Strategic Priority, and “Identify additional locations and funding sources for multi-use paths and pedestrian crossing overpass across Route 47” as an objective.

#### Financial Impact

The FY15 Budget included \$86,275 for Phase I Preliminary Design Engineering in the Street Improvement Fund 04-10-2-6320; The FY16 Budget includes \$75,490 for Phase II Final Design Engineering in the Street Improvement Fund 04-10-2-6320. Staff will present a Professional Services Agreement for Phase II Engineering in the coming months after Phase I Engineering completion.

This item was being presented for discussion purposes and staff is seeking a consensus from the Village Board regarding:

- 1) Multi-use path alignment – 5 feet from the face of the curb; and
- 2) Signalized pedestrian crossing at both the south side of Del Webb Boulevard and the north side of Regency Parkway.

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

Trustee Piwko stated that he would like the signalized pedestrian crossing at both the south side of Del Webb Blvd. and the north side of Regency Parkway. Trustee Piwko stated that this will work towards making all of Huntley walkable.

Trustee Goldman agreed and said to get it all done at once as residents have stated in the Annual Resident Survey that they want more walking paths.

Trustee Kanakaris stated that he would also like it all done but would prefer a pedestrian bridge over Route 47.

Trustees Westberg and Hoeft also stated that they would like both connections done.

***It was the consensus of the Committee of the Whole to place the Multi-use path alignment 5 feet from the face of the curb; and included signalized pedestrian crossings at both the south side of Del Webb Boulevard and the north side of Regency Parkway.***

- e) Discussion – Consideration of a Resolution Authorizing the Execution of a Letter of Intent to Enter into a Contractual Services Agreement with Southeast Emergency Communications (SEECOM) for future 911 and Public Safety Dispatch Services

Chief Porter reported that the State of Illinois approved Public Act 099-0006 on June 29, 2015, on mandating the consolidation of 911 Public Safety Access Points (PSAPs) in the State of Illinois. The act mandated that each county within the State of Illinois reduce the number of PSAP's by 50% or down to 2 which ever number is larger. This mandated consolidation must be completed by July 1, 2017. McHenry County currently had six PSAPs and to become compliant with the Act, the number needs to be reduced to three. On January 21, 2016 the McHenry County Emergency Telephone System Board (ETSB) voted and approved the closing of PSAPs located in Lake in the Hills, Harvard and Woodstock. This action left three existing PSAPs which are the McHenry County Sheriff's Department, Southeast Emergency Communications (SEECOM), and the McHenry City Police Department. The Huntley Police Department is currently under contract for dispatching services with the Lake in the Hills Police Department. The ETSB action to close the Lake in the Hills dispatch center will result in the Village having to select an alternative PSAP to handle police dispatch services.

#### Staff Analysis

Representatives from the Huntley Police Department and Village Staff have attended various meetings, including an ETSB presentation with the three remaining PSAPs. Several different criteria were considered during the process of making a recommendation regarding which PSAP to select for services. The following criteria were considered by staff:

1. Financial impacts and costs
2. Physical location of the PSAP
3. Types and quality of services provided

4. Increased efficiency of mutual aid
5. 911 call processing and number of transfers (fractured dispatch service)

After evaluating the available options, it was determined that SEECOM provided a lower cost per call and base rate. The SEECOM facility is located in Crystal Lake, which is in relatively close proximity to the Village. Entering into an agreement with SEECOM would also address the fractured dispatch of police service and fire service that currently exists. This issue would remain if the Village contracted with either of the other two centers. Contracting with SEECOM would also provide for more efficient mutual aid as SEECOM currently dispatches for several agencies that either border or are in close proximity to the Village. Due to all these factors, it recommended that the Village execute a letter of intent to enter into a contractual services agreement with SEECOM to provide dispatch services for the Village of Huntley beginning in 2017 per the terms of the SEECOM Dispatch Services Proposal dated January 26, 2016.

#### Financial Impact

This State of Illinois consolidation mandate will have a significant financial impact on the Village budget. Dispatch fees will increase in FY2017 to \$334,895 from \$155,000 as budgeted in FY2016.

#### Legal Analysis

None required at this time.

Chief Porter reported that Mr. Jason Kern, Executive Director of SEECOM, was in attendance to answer questions.

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

Trustee Piwko asked when the dispatch services will be switched over; Chief Porter reported that after the Intergovernmental Agreement is approved services will be switched on in 2017.

Trustee Westberg asked what other communities were part of SEECOM; Chief Porter reported that locally Algonquin and Crystal Lake are members and eventually Lake in the Hills will also be a member.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution Authorizing the Execution of a Letter of Intent to Enter into a Contractual Services Agreement with Southeast Emergency Communications (SEECOM) for future 911 and Public Safety Dispatch Services.***

- f) Discussion – Consideration of a Resolution Authorizing an Intergovernmental Agreement Between the Illinois State Toll Highway Authority and the Village of Huntley for the Hennig Road Bridge Over the Jane Addams Memorial Tollway (I-90)

Village Manager David Johnson reported that the Hennig Road Bridge over the Jane Addams Memorial Tollway (I-90) has been recently reconstructed and widened by the Illinois State Toll Highway Authority (ISTHA). The work included reconstruction and widening of the bridge structure, superstructure and approach pavements. The drainage system has been replaced along with guardrail replacement, permanent signage, pavement marking and landscaping. Hennig Road is under the jurisdiction of the Village of Huntley and currently an agreement for the maintenance of the bridge does not exist. In an effort to be consistent throughout the Toll Highway system, ISTHA is requesting local

governmental bodies enter into an intergovernmental agreement (IGA) for the shared maintenance of bridges in accordance with Illinois Tollway policy.

Staff Analysis

The IGA generally designates Village responsibility for snow and ice control and the maintenance of the pavement wearing surface, parapet walls, and lighting of the bridge and approach. ISTHA is responsible for the bridge structural items including the deck, beams, abutments, etc. which tend to be the more costly items. Staff has reviewed the IGA.

Financial Impact

Future fiscal year budgets will be impacted to allow for maintenance of the items designated as Village responsibility.

Legal Analysis

The Village Attorney has reviewed the IGA.

Mayor Sass asked if the Village had any bargaining power for the fractured property pieces at that location; Village Manager Johnson reported that staff will look into that request.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Authorizing an Intergovernmental Agreement Between the Illinois State Toll Highway Authority and the Village of Huntley for the Hennig Road Bridge over the Jane Addams Memorial Tollway (I-90).***

g) Discussion – Authorization to Proceed with the Implementation of the 2016 Special Events

Management Assistant Barbara Read reported that in preparation for the 2016 Farmers Market and other special events sponsored or coordinated by the Village, staff is requesting Village Board approval for the attached list of special events.

Staff Analysis

There are several new events scheduled in 2016 which are dedicated to highlighting the revitalized downtown and downtown businesses. Staff will be working with the businesses to coordinate their involvement.

The Farmers Market will be back downtown on Coral Street and the 4<sup>th</sup> of July Fireworks will be returning to Deicke Park in 2016. Also, Shepherd of the Prairie Church is allowing the use of their parking lot for stacking during the Green & Clean Huntley recycling events at the Municipal Complex.

As part of coordinating the special events, most of the groups will receive a Letter of Understanding from the Village outlining their requirements to proceed such as Certificate of Liability Insurance, signage, clean up and important requirements specifically needed to insure that each event is safe and non-intrusive to the surrounding residents and/or businesses.

Management Assistant Read reviewed several of the new events proposed to highlight the revitalized downtown and the downtown businesses.

## **Financial Impact**

Expenses for the Farmers Market will come from line item 01-10-2-6352; \$8,500 has been budgeted for the 2016 Farmers Market.

Expenses for the other Village sponsored special events will come from line item 01-10-2-6351; \$30,000 has been budgeted for: Green & Clean Huntley Day, Downtown Ribbon Cutting Ceremony & Grand Reopening, Family Fun Day at the Farmers Market, Independence Day Fireworks Show, A Very Merry Huntley and other special events.

Management Assistant Read also reported on behalf of the American Legion details on a new event, Vet Fest to be held on Saturday, June 25, 2016, which is a fundraiser to raise money to help the vets in McHenry County. The event will include three (3) bands, food, drinks, and possibly something for children in the afternoon (face painting, games) and a 5k Run. The hours of the event will be from 3:00 p.m. until 11:00 p.m. with outside alcohol service ending at 10:30 p.m. Time and details on the 5k run to follow. The Legion would like to hold the event on Coral Street and in the Town Square and asked for permission for the following:

- Continue with closure of Coral Street (after Farmer's Market) from Church Street to Woodstock Street from Saturday, June 25<sup>th</sup> to set up the tents, snow fencing and stage until Sunday, June 28<sup>th</sup> for removal.
- Post 15 (3'x 8') banners two (2) weeks prior to the event in the following locations:
  - 1) RT 47 and Reed Road
  - 2) RT 47 and Algonquin Road
  - 3) RT 47 and Mill Street
  - 4) RT 47 and Del Webb Boulevard
  - 5) RT 47 and Kreutzer Road
  - 6) RT 47 and Dean St
  - 7) RT 47 and Main Street (N/E)
  - 8) Algonquin Road and Haligus Road (E/B)
  - 9) Algonquin Road and Haligus Road (W/B)
  - 10) Huntley/Dundee Road and Haligus Road
  - 11) Huntley/Dundee Road and Main Street
  - 12) Reed Road and Haligus Road
  - 13) Haligus Road and Main Street
  - 14) Kreutzer Road and Main Street
  - 15) Kreutzer Road and Haligus Road

The Vet Fest Committee acknowledges that some sites may not be under the Village's jurisdiction and others may not be feasible in the noted location. If these sites are unacceptable, the Committee requests permission for other sites with the approval of the Village Manager.

- Include Vet Fest on the Village's gateway sign during the week of the event.

Huntley Legion Post 673 will provide security during the event and provide a Certificate of Liability Insurance adding the Village of Huntley as additionally insured. Vet Fest volunteers who will be serving alcohol to be BASSETT trained, if required by the Village.

The Legion will notify the adjacent property owners of the event if the event is approved by the Village.

Management Assistant Read reported that representatives from Legion Post #673 were in attendance to answer questions.

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

Trustee Piwko asked which corner of Algonquin Road the signs would be posted; Management Assistant Read reported that it was not yet determined but that no signs would be posted on HOA property.

Trustee Kanakaris asked that the affected residents on Coral Street be notified.

There were no other comments or questions.

*It was the consensus of the Committee of the Whole to forward on to the Village Board authorization to proceed with the implementation of the 2016 Village of Huntley Special Events and approval of the non-Village sponsored events.*

**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 ITEMS:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:48 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Kanakaris

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

Respectfully submitted,

Barbara Read  
Recording Secretary