

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
March 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, March 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, Village Engineer Tim Farrell and Village Attorney Mike Coppedge.

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

**PUBLIC COMMENTS:**

Mr. Stephen Taylor, Executive Director of Day One, an organization that serves 4,000 developmentally disabled people. Mr. Taylor presented information on the upcoming Show You Care Kane County Referendum.

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the February 13, 2014 Village Board and February 20, 2014 Committee of the Whole 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 February 13, 2014 Village Board and February 20, 2014 Committee of the Whole Meeting Minutes.*

- b) Discussion – Approval of the March 13, 2014 Bill List in the amount of \$416,188.50

Mayor Sass reported that \$150,740.00 of the bill list expenditures were from the FY13 Budget and the remaining \$265,448.50 is 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 March 13, 2014 Bill List in the amount of \$416,188.50.*

c) Discussion – Consideration of an Advisory Board Appointment of Ms. Terra Jensen to the Plan Commission

Mayor Sass reported that due to the resignation of Ms. Ruby Hornig, he was proposing the appointment of Ms. Terra Jensen to the Plan Commission.

Ms. Jensen has been on the Zoning Board since May 2013 and has expressed an interest in serving on the Plan Commission. Ms. Jensen is currently a deputy assessor for Elgin Township.

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

***It was the consensus of the Committee of the Whole to forward on to the Village Board, approval of Ms. Terra Jensen to the Plan Commission.***

d) Discussion – Authorization to Proceed with the Implementation of the 2014 Special Events

Management Assistant Barbara Read reported that in preparation for the 2014 Farmers Market and other special events sponsored or coordinated by the Village, staff is requesting Village Board approval for the list of special events.

Staff Analysis

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.

Financial Impact

Expenses for the Farmers Market will come from line item 01-10-2-6352; \$5,000 has been budgeted for the 2014 Farmers Market.

Expenses for the other Village sponsored special events will come from line item 01-10-2-6351; \$20,000 has been budgeted for: Green & Clean Huntley Day, Independence Day Fireworks Show, Christmas on the Square and other special events.

Mayor Sass asked if the Committee had any questions for staff.

Trustee Westberg asked if a second electronics recycling event will also take place in October; Management Assistant Read reported that there would be a second electronics recycling event on October 18<sup>th</sup>.

Trustee Hanson suggested MDC place reminders on the recycling totes regarding the event. Village Manager Johnson reported that staff contacted MDC last year about doing that, MDC reported that they were unable to do this as the recycling totes were emptied mechanically into the truck and their drivers were not able to get out of the truck at each house to place a label on the tote.

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 2014 Village of Huntley Special Events and approval of the non-Village sponsored events. Authorization will allow staff to proceed with issuance of Letters of Understanding, where necessary.*

- e) Discussion – Consideration of an Ordinance Granting Approval of a Proposed Ground Sign for Walgreens, 12000 Princeton Drive

Village Manager David Johnson reported that the Land Acquisition Agreement between the Village of Huntley and Route 47 and Kreutzer Road, LLC, approved on January 24, 2013, accommodated the acquisition of necessary right-of-way for the extension of Kreutzer Road west of Route 47. The Agreement also provided for the relocation of the Walgreens ground sign which was located within the new right-of-way at the right-in/right-out access to Kreutzer Road.

The proposed 12'-0" wide, 10'-3" tall (123 square feet) masonry monument sign with cast stone cap will include a 46.22 square foot copy area divided between an 8'-8" x 2'-8", 23.11 square foot digital message unit cabinet above an 8'-8" x 2'-8", 23.11 square foot "Walgreens drive thru pharmacy" sign. The monument sign will be relocated to an area approximately 35 feet from the southeast corner of the Walgreens parking lot and no closer than 30 feet from the Route 47 right-of-way/property line. Landscaping will be installed around the base of the sign consistent with the landscaping around the previous sign.

#### Staff Analysis

The Land Acquisition Agreement provided relief from the Regency Square Signage Standards allowing the relocated monument sign to be no more than 10'-3" in height, with a 56 square foot copy area and located no closer than 30'-0" from the Route 47 right-of-way. The proposed monument sign meets all of the requirements as set forth in the Land Acquisition Agreement.

Staff recommends the following conditions be added should the Village Board approve the request for the proposed sign:

1. Displays shall contain static messages only and shall not have movement or the appearance or optical illusion of movement, of any part of the sign structure, design or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity other than that provided through an automatic dimming system to control overall illumination intensity. Each message on the sign shall be displayed for a minimum of 10 seconds. The change of messages must be accomplished immediately.
2. The petitioner shall obtain a sign permit for the ground sign from the Development Services Department upon receiving approval from the Village Board.
3. The sign shall be maintained in good condition at all times.

#### Financial Impact

The Land Acquisition Agreement waived the applicable sign permit fees.

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

Trustee Leopold asked that the small sign, "Enter on Princeton" be reinstalled on Kreutzer.

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 an ordinance approving the proposed ground sign for Walgreens, 12000 Princeton Drive.***

- f) Discussion – Consideration of a Resolution Awarding a Job Order Contract to F.H. Paschen, S.N. Nielsen & Associates, LLC in the amount of \$211,170.50 to Complete Sewer Televising, Jetting and Lining

Village Engineer Tim Farrell reported that the sewer lining and rehabilitation program was included as part of the FY2014 Budget. Sewer lining allows the Village to repair sewers more cost effectively with minimal disruption to traffic. The Village Board approved \$225,000 as part of the Budget. Staff has obtained price quotes through the Cooperative Job Order Contract (JOC) program in the amount of \$211,170.50 for televising, jetting and lining all the sanitary sewers identified in the target area. The target area includes:

- Church Street: Joan Avenue to Douglas Avenue;
- Joan Avenue, Ronald Street, Edward Street, Bernice Street: Church Street to Cindy Jo Avenue;
- Cindy Jo Avenue: Joan Street to just south of Algonquin Road;

The proposal also includes televising 1,235 lineal feet of 12” storm sewer from Union Special to IL Route 47 such that staff can develop an understanding of the current condition of the storm sewer and evaluate potential repair options if necessary. The location of the storm sewer is highlighted in the attached exhibit.

#### Staff Analysis

Utilizing JOC for this project eliminates the need for developing construction plans and preparing and distributing a bid package. Staff contacted the Gordian Group, which coordinates the Job Order Contracting Program, to request a proposal for sewer televising, jetting and lining. Staff met with the contractor to develop the scope of work for the project. Staff has reviewed the proposal and found it to be within budget and meeting the expectations and direction given to staff by the Village Board.

#### Financial Impact

The FY 14 Budget includes \$225,000 for the Sewer Lining Program. The funding of this project is coming from the Sewer Capital Fund, 30-90-4-6955.

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 Awarding a Job Order Contract to F.H. Paschen, S.N. Nielsen & Associates, LLC in the amount of \$211,170.50 for sewer televising, jetting and lining in the target area.***

- g) Discussion – Consideration to Approve Payout Request No. 3 (Final) in the amount of \$149,800.00 to Era Valdivia Contractors, Inc. for Repainting Water Tower No. 5 (Wing Ponte Subdivision)

Mayor Sass reported that on July 2, 2013, the Village Board of Trustees awarded Era Valdivia

Contractors Inc., the contract to repaint Water Tower No. 5 (Wing Ponte Subdivision). The contract amount was \$283,000.00.

Staff Analysis

Era Valdivia started working on repainting Water Tower No. 5 on September 30<sup>th</sup> and completed the work in November 2013. Era Valdivia is now submitting the final pay request in the amount of \$149,800.00 (\$121,500 plus \$28,300 retainage).

Financial Impact

The FY2013 Budget was amended on June 13, 2013, to provide funding for repainting Water Tower No. 5. The estimated cost for the project was \$315,000.00. Era Valdivia was awarded the bid for repainting Water Tower No. 5 on July 11<sup>th</sup> in the amount of \$283,000.00. Era Valdivia is now requesting approval of the Final Payout in the amount of \$149,800.00, funds to be taken from the Water Equipment Replacement Fund, 21-10-4-7727.

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. 3 (Final) in the amount of \$149,800.00 to Era Valdivia Contractors, Inc. for Repainting Water Tower No. 5 (Wing Ponte Subdivision).*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Trustee Leopold stated that with the harsh winter he has noticed a lot of buckling roads and pot holes and suggested that the Village divert funds to fix the problems.

Village Manager Johnson reported that Standard & Poor’s Ratings Services has raised the issuer credit rating for the village to AA+ with a Stable Outlook from AA.

**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 Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

**A MOTION was made at 7:21 p.m. to Enter into Executive Session for b) Contractual.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Piwko**

**A MOTION was made to exit Executive Session at 8:07 p.m.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Hanson**

**ACTION ON CLOSED SESSION ITEMS: None**

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:08 p.m.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

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

Respectfully submitted,

Barbara Read  
Recording Secretary