

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
May 2, 2013
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, May 2, 2013 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees Pam Fender, Ron Hahn, Nick Hanson, Niko Kanakaris, Harry Leopold and John Piwko.

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.

SPECIAL PRESENTATION: None

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Consideration of the April 11, 2013 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 April 11, 2013 Village Board Meeting Minutes.

- b) Discussion – Consideration of the May 9, 2013 Bill List in the amount of \$536,212.38

Mayor Sass reported that \$360,476.00 (or 67.2%) of the total bill list was attributable to payment of the 2013-2014 Liability Insurance Premium to MICA.

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 May 9, 2013 Bill List in the amount of \$536,212.38.

- c) Discussion – Consideration of an Ordinance Granting Relief from the Requirements of 05.02.13 COW Minutes

the Regency Square Development Guidelines for Chase Bank to Install a Ground Monument Sign exceeding the Maximum Square Foot Area, Maximum Copy Square Foot Area, and Setback Requirements within the Regency Square development at 12130 Princeton Drive

Village Manager David Johnson reported that Chase Bank, 12130 Princeton Drive, is requesting approval to install a double-faced monument sign with a total height of six and one-half (6'-6") feet within the 100-foot Route 47 setback area. The existing ground monument sign near the southeast corner of the site (i.e. outside the 100' landscape buffer area), approved in 2005, is slated for removal if the proposed monument sign is approved.

The proposed 6'-6" x 11'-0" (71.5 square feet) ground monument sign includes a 3'-1/4" x 9'-6" (28.7 square feet) red brick-framed copy area, mounted upon a contrasting brick-block base.

The proposed sign will setback thirty (30') feet from the Route 47 right-of-way/property line.

Staff Analysis

The Regency Square Development Guidelines (RSDGs) require that ground monument signs do not exceed 6'-8" in height, 54 square feet in area, copy area no greater than 21 square feet per side and located at least 100 feet from the Route 47 right-of-way.

The proposed sign requires the following relief from the Regency Square Development Guidelines:

	RSDGS REQUIREMENTS	EXISTING SIGN	PROPOSED SIGN	RELIEF REQUIRED
MAXIMUM SIGN AREA	54 sq. ft.	6'-8" x 10'-7" - 70.55 sf.	6'-6" x 11'-0" - 71.5 square feet	17.5 square feet
MAXIMUM SIGN COPY AREA	21 sq. ft.	3'-4" x 7'-6" - 25 square feet	3'-1/4" x 9'-6" - 28.7 square feet	7.7 square feet
HEIGHT	6'-8"	6'-6"	6'-6"	None
LOCATION	100 ft. from ROW	100 ft. from ROW	30 ft. from ROW	70 feet
NUMBER PER LOT	1	1	1	None

Lots 1A and 2A, Regency Square Phase 2A, to the south, received similar relief from the maximum square foot area, maximum height and setback requirements for the multi-tenant ground monument signs installed in association with that commercial development.

Staff recommends the following conditions be added should the Village Board approve the permit request for a ground monument sign and necessary relief from the Regency Square Development Guidelines:

1. Removal of the original ground monument sign at the southeast corner of the site.
2. For every one (1) square foot of sign area there shall be provided two (2) square feet of landscaped area immediately adjacent to the sign base.
3. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The petitioner is required to pay all applicable sign permit and appeal fees.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.128 to accommodate the ground monument sign exceeding the maximum size, maximum copy size and setback requirements.

Village Manager Johnson reported that representatives were in the audience to answer questions.

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 Relief from the Requirements of the Regency Square Development Guidelines for Chase Bank to Install a Ground Monument Sign exceeding the Maximum Square Foot Area, Maximum Copy Square Foot Area, and Setback Requirements within the Regency Square development at 12130 Princeton Drive.

- d) Discussion – Consideration of an Ordinance Granting Approval for a Temporary Sign Permit for an Inflatable Device at the RE/MAX Unlimited Northwest facility, 12376 Princeton Drive

Mayor Sass reported that the RE/MAX office, 12376 Princeton Drive, has requested a temporary sign permit to install a cold-air inflatable version of the RE/MAX balloon for one day for the ribbon-cutting/grand opening event on Thursday, May 16, 2013.

Staff Analysis

A temporary inflatable advertising device is prohibited under Section 156.121 Prohibited Signs of the Village's Zoning Ordinance Article XIII - Sign Regulations. The property owner has agreed to furnish a \$1 million insurance rider to cover the inflatable device for the specified date of installation. Additionally, the inflatable will be placed near the northeast corner of the property's parking area and tied-down in an appropriate manner.

Staff recommends the following conditions be added should the Village Board approve the Temporary Sign Permit for the inflatable device:

1. The applicant shall obtain a Temporary Sign Permit from the Development Services Department for installation of the inflatable device on the specified date.
2. A \$1,000,000 insurance rider shall be furnished by the property owner covering the specified date the inflatable device is on the subject property.

Financial Impact

The petitioner shall pay all applicable sign permit fees.

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

Trustee Kanakaris suggested in regards to permanent signs being moved such as the one for Chase Bank that the Village notify the other businesses along Rt. 47 in this area that they may request the same. Village Manager Johnson reported that Staff will reach out to the other businesses. 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 allowing a Temporary Sign Permit for an Inflatable device within the subject property.

- e) Discussion – Consideration of a Resolution Approving the Bid Award to Behm Pavement for the Village of Huntley 2013 Crack Sealing Program

Mayor Sass reported that on April 10, 2013, sealed bids were opened and read aloud for the 2013 Crack Sealing Program. The bids were evaluated based on a material cost price per pound with a not-to-exceed cost of \$50,000. Bidders were required to be pre-qualified by the Illinois Department of Transportation (IDOT) and provide a Certificate of Eligibility with their bids. The low bidder, Al and Al, did not provide the certificate, and per IDOT’s web site, were not pre-qualified at the time of the bid opening. The next lowest bidder, Behm Pavement, is pre-qualified and met all the requirements of the bid specifications.

The following bids were received:

Al and Al, East Dundee	\$1.13/lb
Behm Pavement, Crystal Lake	\$1.169/lb
Denler, Inc., Mokena	\$1.21/lb
SKC, Inc., Dundee	\$1.48/lb

Staff Analysis

The bids have been reviewed by Staff. The Engineering Department recommends that the bid for the 2013 Crack Sealing Program be awarded to Behm Pavement from Crystal Lake.

The streets to be crack sealed are:

- Main Street from Donald Drive east to its terminus at Central Park Boulevard
- Any remaining funds will be used on Huntley-Dundee Road starting at Main Street and going east

As has been done in previous years, residents in the project area will be notified.

Financial Impact

The Fiscal Year 2013 budget amount for this program is \$50,000. The amount is budgeted for in the Road & Bridge Fund 43-05-4-7501.

Legal Analysis

Staff reviewed the bid results with the Village Attorney and determined that the lowest bidder did not meet the requirements of the bid specifications due to the lack of IDOT pre-qualification and therefore the contract should be awarded to the next lowest bidder.

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 a Resolution Approving the Bid Award to Behm Pavement from Crystal Lake for the Village of Huntley 2013 Crack Sealing Program with a not-to-exceed cost of \$50,000

- f) Discussion – Consideration of a Resolution Approving a Bid Award to Era Valdivia Contractors, Inc. in the amount of \$284,000 to Repair 500 MG Water Spheroid (Water Tower No. 3 - Southwind)

Mayor Sass reported that on April 16, 2013, sealed bids were received and opened for the repainting of

500 MG Water Spheroid (Water Tower No. 3 - Southwind). Bids were received, opened, and read aloud as follows:

	<u>Base Bid</u>
- Era Valdivia Contractors Inc.	\$284,000
- Jetco, Ltd	\$347,790
- AM-Coat Painting Inc.	\$366,800
- Maxcor Inc.	\$543,300
- Tecorp, Inc.	\$574,000

Staff Analysis

The bids were reviewed and evaluated by staff. Based on the evaluation, it is recommended that the Village Board award the bid for the repainting of 500 MG Water Spheroid (Water Tower No. 3 - Southwind) to the lowest responsible bidder, Era Valdivia Contractors Inc. Era Valdivia painted Water Tower No. 2 near Weber Stephen in 2009 and Water Tower No. 4 on West Main Street in 2011. In addition, staff recommends approval of the additional seam sealer for sealing and protecting interior roof seams and welds for an amount of \$4,000, bringing the total to \$288,000. The design will match that of the recently painted towers.

Financial Impact

The amount budgeted in the FY2013 annual budget Water Equipment Replacement Fund, 21-10-4-7727, is \$360,000.00.

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

Trustee Leopold asked if Era Valdivia was the company that painted the water tower at the shopping center as he felt the lettering is too small. Village Manager Johnson reported that Jetco painted that water tower and the lettering was smaller as it is a smaller water tower.

Trustee Piwko asked if Era Valdivia was the company that did not complete their last project during the contracted time period. Village Manager Johnson reported that Era Valdivia did not complete the painting of the tower on West Main Street in accordance with the specified contractual time provided by Era Valdivia ended up painting the inside of the tower at no cost to the Village.

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 Resolution Approving a Bid Award to Era Valdivia Contractors, Inc., in the amount of \$288,000 to Repaint 500 MG Water Spheroid (Water Tower No. 3 - Southwind).

- g) Discussion – Consideration of a Resolution Approving a Contract with Bolano’s Landscaping for the Village of Huntley 2013 Lawn Mowing and Maintenance Program

Mayor Sass reported that the Village distributed a Request for Proposals for Lawn Mowing and Maintenance Services and received 21 responses on April 19th. Areas to be mowed and maintained include Route 47 medians, Algonquin Road and Reed Road rights-of-way, Southwind common areas (SSA provides funding), and the Municipal Complex property.

Staff Analysis

The proposals have been reviewed by Staff. The proposals ranged from \$29,900 to \$141,150. The 05.02.13 COW Minutes

attached tabulation sheet provides a summary of the bids. Bolano's Landscaping, Barrington, submitted the lowest proposal of \$29,900. The contract period would begin immediately and end on April 30, 2014.

Financial Impact

The Fiscal Year 2013 budget amount for this program is \$20,000 in line item 01-30-2-6379, and the Southwind SSA fund.

Legal Analysis

Staff has reviewed the proposals with the Village Attorney and all is in order for approval.

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

Trustee Leopold asked about maintenance of the IDOT medians on Route 47; Village Manager Johnson reported that in 2012 Village staff mowed the medians and south of Regency Parkway and will continue in 2013. Bolano's Landscaping will mow the medians north of Regency Parkway. Trustee Leopold asked if IDOT will reimburse the Village; Village Manager Johnson replied no.

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 Resolution Approving a Contract with Bolano's Landscaping for the Village of Huntley 2013 Lawn Mowing and Maintenance Program in the amount of \$29,900.

- h) Discussion – Transmittal of the First Quarter 2013 Financial and Investment Reports for the Village of Huntley

Village Manager Johnson reported that First Quarter Financial and Investment Reports were presented for review and acceptance.

Staff Analysis

At the end of the first quarter 2013 activity ended as projected. Revenues are low due to cyclical property tax receipts. Remittances from the counties will begin in June 2013. Expenditures are within budgeted thresholds.

Notes to consider when reviewing this report:

Revenues

- 01-00-0-4020 Sales Tax: Sales tax collection is in arrears. The 1st quarter 2013 receipts total \$560,789, representing the 4th quarter 2012, and will be adjusted during the 2013 audit process.
- 01-00-0-4025 Income Tax: Income tax revenues during the 1st quarter of 2013 are \$480,508.49, and were recorded to the 4th quarter 2012 revenues during the 2012 audit. At the time of this report all 2012 income tax vouchers were remitted by the State. The 1st quarter 2013 State vouchered revenues total \$584,049.68. The Village received \$195,219.76 of the vouchered revenue on April 08, 2013.

- 01-00-0-4021 Local Use Tax: Local Use Tax received during the first quarter of 2013 totals \$111,405.00 and includes \$31,310.35 of revenue recorded to December 2012 during the 2012 audit process and will be adjusted during the 2013 audit process.
- 01-00-2-4210 Building Permits: The Village continued to budget 2013 Building permit revenue utilizing a conservative approach. Revenues collected for the 1st quarter of 2013 are 49.9% of the budgeted line item.

Expenditures

- 01-50-2-6499 Miscellaneous Contractual / Police: The Police Department miscellaneous contractual line item is over budget due to a required hand held radar certification.
- 01-70-3-6850 Printing & Duplicating / Development Services: The Development Services printing line item exceeds budgeted expenses and funds were utilized for permit cards and inspection forms.

At the end of the 1st quarter of 2013, the Village's General Fund expenditures are 19.7% of the 2013 budget. All departments are in compliance with Village Financial and Budget policies.

The Village's Water Operating Fund 1st quarter 2013 expenditures are 17.3% of the 2013 budget. Sewer Operating Fund 1st quarter expenditures are 19.1% of the 2013 budget.

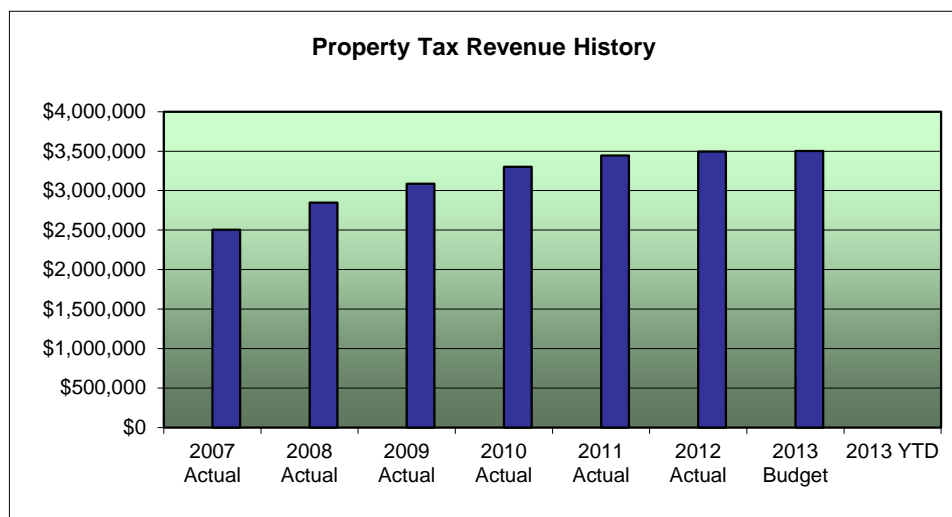
Investment Report

The Village's investment report as of March 31, 2013 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. All funds are fully insured and/or collateralized and placed in interest bearing accounts as allowed by State Statutes.

Analysis of Major Revenue Sources through March 2013

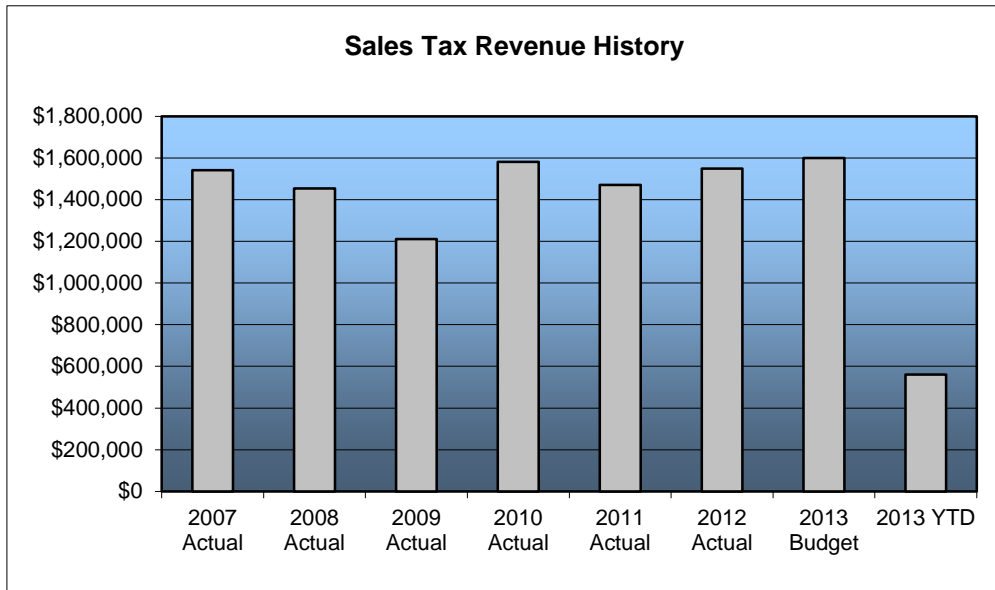
Property Tax

This revenue is derived from a tax levy on real estate valuations within the corporate limits of the Village of Huntley. Property tax revenues will be received beginning June 2013 through the end of November 2013.



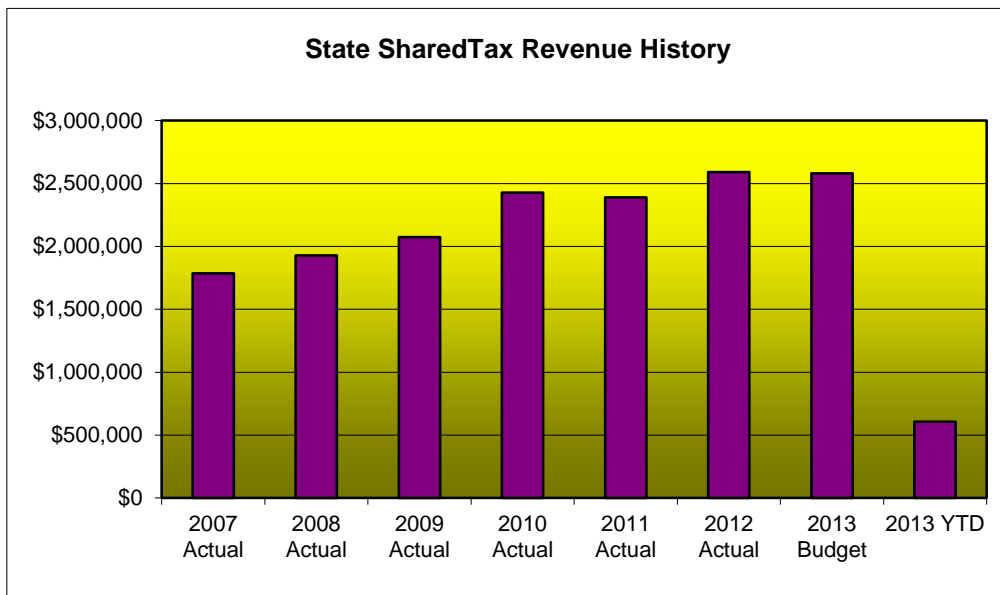
Sales Tax

Sales tax at a rate of 7% is collected on all retail sales within the Village, and the Village's share of tax revenue is 1%. Collections and distributions are in arrears. Collections shown through March 31, 2013 in the amount of \$560,789 are from 2012 sales and will be adjusted during the audit process.



State Shared Tax Revenues

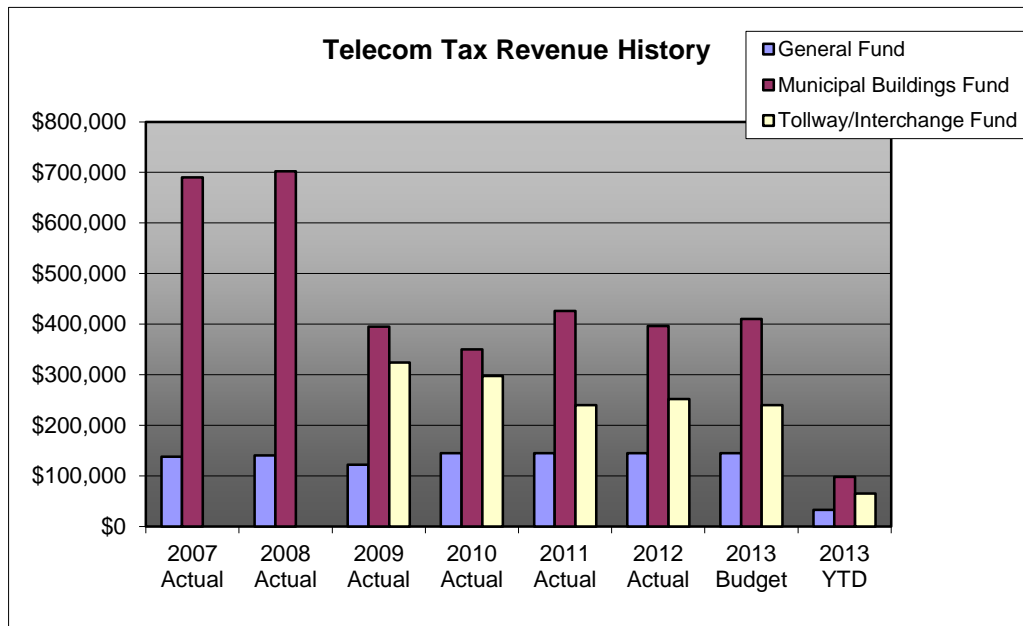
State shared revenues are comprised of Local Use Tax and Income Tax which are based on the Village's State of Illinois certified population of 24,291. State Shared revenues also include Replacement Tax which is collected from corporations, trusts and public utilities. Collections shown as of March 31, 2013 are at \$608,019 however, these disbursements will be allocated to 2012 revenues. Income tax revenues recorded in 2013 of \$480,508.49 and Use Tax Revenues of \$31,310.35 are 4th Quarter 2012 revenues.



Simplified Telecommunications Tax

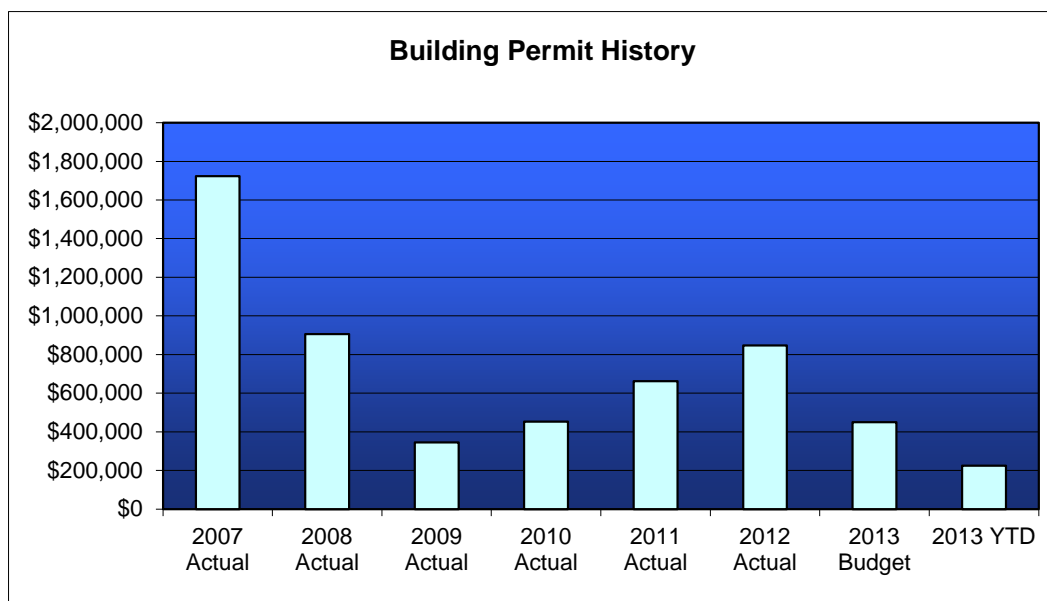
This tax is collected for the use of all of the public right-of-ways located within the Village by providers

of telecommunications services. The Village of Huntley rate is 6% of gross receipts on local, long-distance, and wireless calls from each service address within the Village, and for services originating from or transmitted into the Village corporate limits. The total 2013 budget of \$795,000 is allocated as follows; General Fund: \$145,000, Municipal Buildings Fund: \$410,000, and Tollway/Interchange Fund: \$240,000. Collections as of March 31, 2013 are \$195,859 or 24.64% of the 2013 budget.



Building Permits

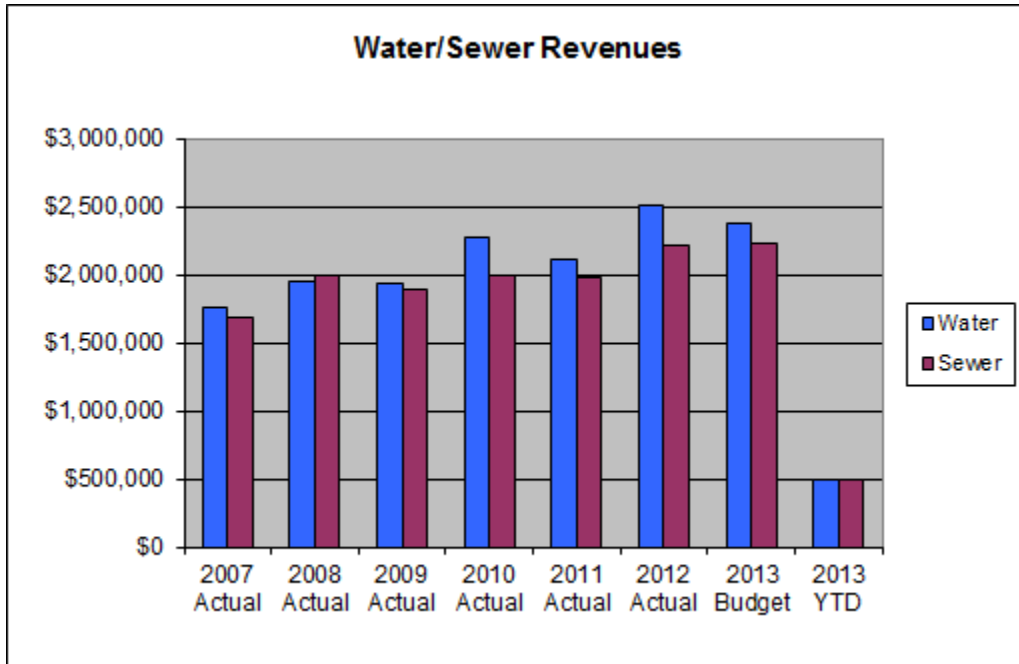
Building permits and administrative fees for the 2013 fiscal year are based on the construction of residential and commercial buildings. Fees are based on the square footage of the structure. Revenues as of March 31, 2013 are \$224,848.35 or 49.9% of a conservative budget amount of \$450,000.



Water/Sewer Sales

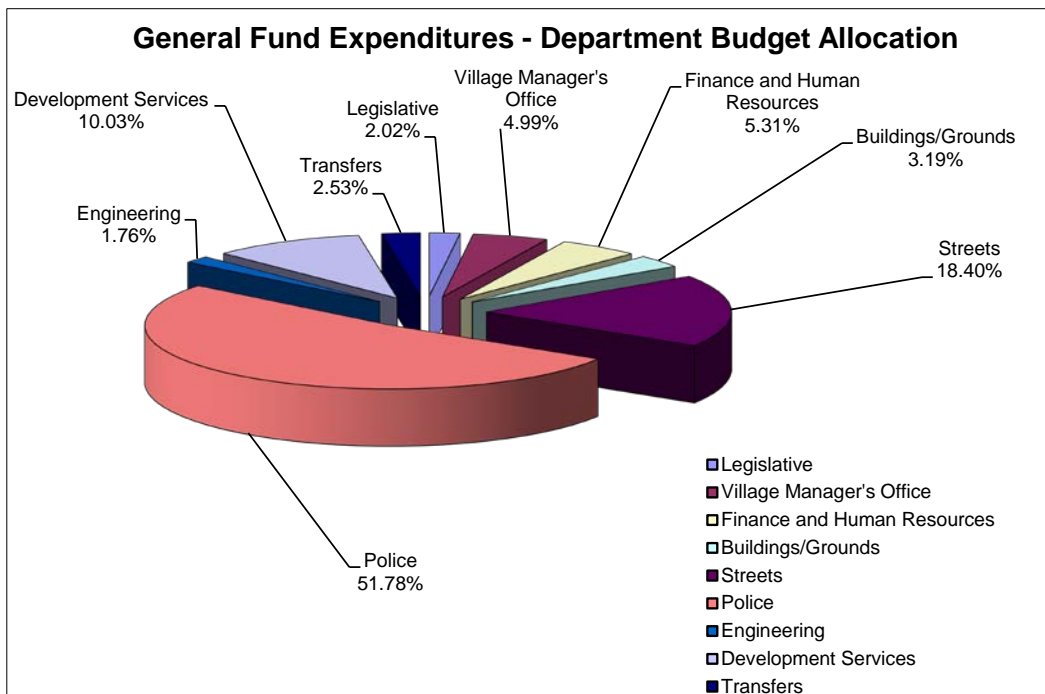
Budgeted revenues and expenses are dependent upon customer usage, new home construction, and weather conditions. Water Revenues of \$486,781 and Sewer Revenues of \$494,785 were collected as of

March 31, 2013.

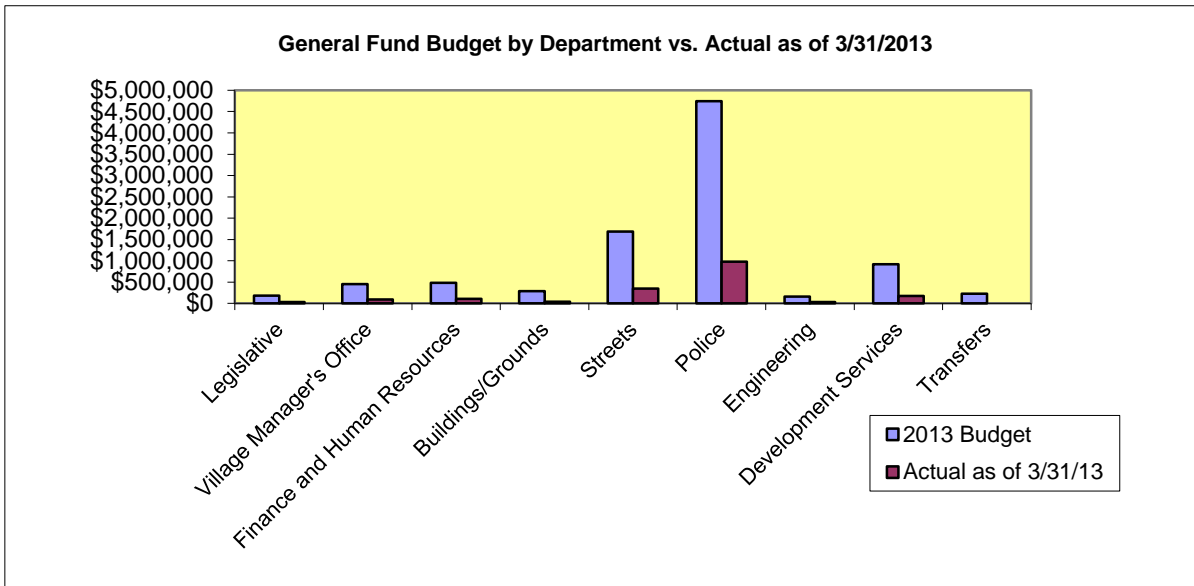


Analysis of Major Expenditures through March 31, 2013

The 2013 General Fund expenditure budget is \$9,166,268 or \$8,934,140 after subtracting the contingency of \$232,128. Department expenditures through March 31, 2013 are \$1,807,803 or 19.7% of the total budget expended to date or 20.2% after subtracting the contingency.



All departments are within their respective 2013 budget limits. Individual line items may be over budget as long as the total expenditures by category are not exceeded (i.e. Contractual Services, Commodities, etc).



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 to Accept and Place on File the First Quarter 2013 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the Green & Clean Day was a huge success and thanked everyone who helped and contributed: 26.5 tons electronics / 280 pounds medications / 6 tons documents for shredding / 4 dumpsters / 50 people took the tour of the West wastewater treatment plant. Trustee Leopold noted that he heard many compliments but also heard that the people accepting the medications were not wearing gloves.

Mayor Sass reported that the week of May 6th is curb-side branch pick up north of Kreutzer Rd and the week of May 13th is curb-side branch pick up for Sun City.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

Mayor Sass requested a motion to go into Executive Session for h) Review of Closed Session Minutes.

A MOTION was made at 7:15 p.m. to enter into Executive Session for the Review of Closed Session Minutes.

MOTION: Trustee Leopold

SECOND: Trustee Piwko
The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:19 p.m. to exit Executive Session.

MOTION: Trustee Fender
SECOND: Trustee Hahn
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 7:20 p.m.

MOTION: Trustee Hanson
SECOND: Trustee Leopold
The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary