

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
May 3, 2012
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, May 3, 2012 at 7:05 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, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Finance and Human Resources Jennifer Chernak and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS:

Mr. Ronald Ghilardi, 13205 Oakwood, Huntley, commended the Village Board and the consultant on obtaining a great rate for electricity supply and said that he has asked Staff for contact information for Direct Energy in order to opt into the program as he had signed up with another alternative supplier. Village Manager Johnson reported that staff has responded to all of Mr. Ghilardi's questions over the past several weeks but does not have the information he was referring to and assured Mr. Ghilardi that as soon as the Village has the information, it will be distributed.

There were no other public comments.

ITEMS FOR DISCUSSION:

- a) Discussion – April 12, 2012 Village Board and April 19, 2012 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 April 12, 2012 Village Board and April 19, 2012 Committee of the Whole Meeting Minutes.

- b) Discussion – May 10, 2012 Bill List in the amount of \$231,323.21

Mayor Sass asked if the Committee had any questions regarding the bill list; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the May 10, 2012 Bill List in the amount of \$231,323.21.

- c) Discussion – Ordinance (O)2012-5.21 – An Ordinance Approving a Simplified Residential Zoning Variation for a building addition encroaching into the Side Yard Setback – 10516 Cindy Jo Avenue

Senior Assistant to the Village Manager Lisa Armour reported that the petitioners are requesting two (2') feet relief from the eight (8') foot minimum side yard setback to accommodate the construction of a garage addition on the south side of their "R-1" Single Family Residentially-zoned residence at 10516 Cindy Jo Avenue.

The petitioners' request was previously approved by the Village Board on November 20, 2008 per Ordinance No. 2008-11.69; however, the petitioners did not obtain a building permit for the garage addition within six (6) months following approval of the relief. As a result, the Ordinance approving the relief expired and the petitioners were required to resubmit their request.

The proposed 8' x 25.6' (204.8 square feet) garage addition on the south side of the existing garage will encroach two (2') feet into the eight (8') foot minimum side yard setback. Despite the proposed setback relief on the south side, the "R-1" Single Family District twenty (20') foot total side yard setback requirement will still be met (the north side yard setback is 14.4 feet and the south side yard setback is proposed to be 6 feet, therefore, totaling 20.4 feet).

Zoning Board of Appeals Recommendation

The Zoning Board of Appeals reviewed the petition at a public hearing on April 11, 2012. No one offered testimony in opposition to the request. The Zoning Board unanimously recommended approval by a vote of 5-0, subject to the following condition:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.

Ms. Armour reported that Mrs. Talaska was in attendance to answer questions.

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

Trustee Leopold asked if any modifications had been made to the plans; Ms. Armour reported that the request is the same as what it was in 2008.

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 Ordinance (O)2012-05.21 – An Ordinance approving a Simplified Residential Zoning Variation for a building addition encroaching into the Side Yard Setback - Andrzej and Alicja Talaska, 10516 Cindy Jo Avenue.

- d) Discussion – Resolution (R)2012-05.17 – Authorization to Submit Application for Downtown Streetscape Improvements to the Illinois Transportation Enhancement Program (ITEP)

Village Manager David Johnson reported that the Illinois Secretary of Transportation recently

announced the availability of approximately \$50 million for the Illinois Transportation Enhancement Program (ITEP). ITEP provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of transportation infrastructure. Project sponsors may receive up to 80 percent reimbursement for eligible project costs. The remaining 20 percent is the responsibility of the project sponsor. There are 12 eligible project categories. Application deadline is May 29, 2012.

Staff Analysis

The Downtown Streetscape Improvements Project would consist of various improvements on Main Street. Improvements include pavers, decorative crosswalks, and decorative lighting along Main Street and Woodstock Street north to 2nd Street. Way finding signage and entry monuments along Main Street would also be included. The application would build on the recommendations of the Downtown Revitalization Plan completed in 2010.

Financial Impact

Projects would be budgeted for in the FY2013 budget.

Mayor Sass asked if the Committee had comments or questions.

Trustee Leopold asked what amount will be requested. Village Manager Johnson reported that, if awarded, the program is an 80/20 split and the request is \$1.5M.

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 Resolution (R)2012-05.17 - Authorization to Submit Application for Downtown Streetscape Improvements to the Illinois Transportation Enhancement Program (ITEP).

- e) Discussion - Approval of Design for Community Gateway Element at the Southeast Corner of Route 47 and Main Street and Authorization to Prepare Bid Documents for Construction

Village Manager David Johnson reported that on February 2, 2012, Staff and Christopher Burke Engineering (CBBEL) presented the Downtown Streetscape Master Plan Concepts to the Board for review and discussion. A key element of the presentation was the conceptual design for a community gateway element, including signage and landscaping, at the southeast corner of Route 47 and Main Street. The signage would be located adjacent to the relocated lift station within the sign and public utility easement the Village obtained from Dean Foods. In an effort to move forward with screening the lift station equipment, Public Works staff has planted approximately 20 Spruce trees at the site. Additional landscaping is proposed as part of the gateway element design.

Staff Analysis

Staff has continued working with CBBEL to revise the design for the sign and landscaping. After further review of costs associated with a double-sided sign, the limited space to work with and line of sight issues created by the traffic signal, light pole and traffic control box, a smaller sign is proposed that would include one message board facing south at an angle. Another option for the sign without the message board was also provided for review.

Financial Impact

CBBEL is preparing a revised cost estimate for the sign and landscaping. Funding would be split

between the Downtown Improvement Fund and the Municipal Buildings Fund. The current cost estimate for a message board sign and landscaping is \$173,300. Without the message board component, the estimate is \$101,300. The estimate for the double-sided sign and landscaping presented on February 2nd was \$250,000.

Village Manager Johnson reported that Mr. Doug Gotham from CBBEL was in attendance to answer questions.

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

Trustee Fender stated that she liked the one-sided sign with the message board but would like the corbels from the non-message sign exhibit to be included on the taller portion of the message board sign. Trustee Leopold stated that he would not want the corbels added to the message board sign.

Mr. Gotham reported that the Village of Huntley name on the sign would be backlit.

Trustee Hahn suggested that the planters in the sign should be irrigated.

Trustee Kanakarlis suggested that there should be additional plantings at the base of the sign.

Village Manager Johnson stated that with the Committee's approval he will distribute, via e-mail, the re-design of the message board sign for review so the project may continue moving forward.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval Authorization to Prepare Bid Documents for Construction of Community Gateway Element, including a message board, at the Southeast Corner of Route 47 and Main Street.

- f) Discussion – Resolution (R)2012-05.18 – Authorizing Phase II Design Engineering Services Agreement Supplement No. 2 for the Full Reconstructed Interchange at Interstate 90 and Route 47

Village Manager David Johnson reported that in October 2009, the Village Board approved an Intergovernmental Agreement (IGA) with Kane and McHenry Counties for Phase II Design Engineering Services with GRAEF, the Project Engineer for the full reconstructed interchange at Interstate 90 and Route 47. Design supplement No. 1 in the amount of \$595,000 was approved in November, 2011 to coordinate additional improvements to the I-90 mainline with the new interchange. This fee was paid by the Village and will be credited towards the Village's share of the overall project cost. Supplement No. 2, in the amount of \$98,000, is necessary to complete additional work for the design of the interchange and to transition to the construction phase.

Staff Analysis

The Tollway Authority has reviewed the request from GRAEF and is in agreement that the additional design engineering fees are required to complete the plans for the project. As the Village has served as the lead agency for the design engineering process, the Village would continue in this role and execute the supplemental agreement with GRAEF.

Financial Impact

The additional design engineering fee of \$98,000 will be paid by the Village and then credited towards the Village's share of the overall project cost.

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 to the Village Board for approval Resolution (R)2012-05.18 – Phase II Design Engineering Services Agreement Supplement No. 2 for the Full Reconstructed Interchange at Interstate 90 and Route 47.

- g) Discussion – Quarterly Financial Reports – Transmittal of the First Quarter 2012 Financial Reports for the Village of Huntley – Revenue and Expense Report and Investment Report

Village Manager Johnson reported that in the Committee’s packet were the Village’s first Quarter 2012 Financial and Investment Reports.

Staff Analysis

The first quarter activity ended as projected. Revenues are low due to cyclical property tax receipts (collections begin in June 2012) and State of Illinois payment delays. Expenditures are within or below expected thresholds.

Village Manager Johnson reviewed the following:

Revenues

- 01-00-0-4020 Sales Tax: Sales tax is collected in arrears. The amounts shown in the 2012 1st quarter report are from the 4th quarter 2011 and will be reversed as part of the audit process.
- 01-00-0-4025 Income Tax: The Income Tax received in the amount of \$440,422.09 during the first quarter of FY 2012 is actually income tax to be recorded as revenue for the FY 2011 audit. As of April 2012, the State has paid all outstanding revenues for the 2011 vouchers; however as of March 31, 2012 the State owes the Village \$514,327.13 for 1st quarter 2012 vouchered income tax receipts plus an additional \$210,212.05 for April 2012 (total owed \$724,539.18 as of this report)
- 01-00-0-4021 Local Use Tax: The total Local Use Tax received during the first quarter of FY 2012 totals \$101,666.56. The amount to be recorded as FY 2011 revenue amounts to \$28,672.96 resulting in \$72,993.60 first quarter FY 2012 revenue.
- 01-00-0-4050 Cable Franchise Fees: This revenue line item includes the 4th quarter 2011 payment received in January 2012 (\$77,354.08). The 2011 receipt will be reversed as part of the audit process.
- 01-00-2-4210 Building Permits: Building Permit revenue is higher than anticipated through the first quarter with almost 58% of the budgeted revenue collected.

Expenditures

- 01-10-2-6307 Police Commission: The Legislative Department line item is over budget due to additional background checks of potential new hires for 2012 budgeted positions.

- 01-60-2-6499 Miscellaneous Contractual: This line item in the Streets and Underground Department is over budget due to an unexpected animal control issue near Dhamer Drive water areas.

Overall, through the first quarter, the Village's General Fund expenditures are 4.5% less than budget (excludes transfers). All departments are within or less than budget for the first quarter.

The Village's Water Operating Fund expenditures are 7.78% less than budgeted through the end of the first quarter, and the Sewer Operating Fund expenditures are 7.30% less than budget.

Investment Report

The Village's investment report as of March 31, 2012 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. A liquid cash balance is required for operations at this time due to the cyclical revenues. All funds are fully insured and/or collateralized and placed in interest bearing accounts as allowed by State Statutes.

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 2012 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Leopold stated that he noticed a change for the better in the Route 47 traffic signals; Trustee Piwko agreed.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the Green & Clean Huntley Day and National Take Back Day Medication Disposal Event was a success.

Mayor Sass announced that Branch pick up begins on May 7th for residential properties north of Kreutzer Road and on May 14th for Sun City.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:28 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary