

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
May 17, 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 17, 2012 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, Niko Kanakaris, Harry Leopold and John Piwko.

ABSENT: Trustee Nick Hanson

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the 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 – Review of the April 26, 2012 Village Board, May 3, 2012 Liquor Commission Hearing and May 3, 2012 Committee of the Whole Meeting Minutes

Mayor Sass noted that in the April 26, 2012 Village Board Meeting Minutes that he reported that the new rates with Direct Energy will be from August 2012 through July 2013 (not 2012).

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 26, 2012 Village Board, May 3, 2012 Liquor Commission Hearing and May 3, 2012 Committee of the Whole Meeting Minutes.

- b) Discussion – Approval of the May 24, 2012 Bill List in the amount of \$739,545.44

Mayor Sass reported that 59.4% of the total bill list was for payment of Impact Fees and payment to MICA for the 2012-2013 Liability Insurance Premiums.

Mayor Sass asked if the Committee had any 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 24, 2012 Bill List in the amount of \$739,545.44.

- c) Discussion – Resolution (R)2012-05.20 – Temporary Use Permit for Huntley Fall Fest 05.17.12 COW Minutes

Committee to Hold a Carnival, 5K Run and Temporary Sign Request

Mayor Sass reported that the Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for temporary signs and carnivals.

Temporary signs are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not located in the rights-of-way.

Carnivals are subject to the following conditions: 1) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties, 2) limited to a period not to exceed five (5) days, and 3) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.

Staff Analysis

The Village is in receipt of a request from the Huntley Fall Fest Committee for the following:

1. To post thirteen (3' x 8') banners in the following locations listed below, as were done in 2011. The banners are the same type of banner that was used for last year's Fall Fest. These will be posted two weeks prior to the event. They are also requesting the assistance of the Public Works Department to hang the banners.
 - a) RT 47 and Reed Road
 - b) RT 47 and RT 62
 - c) RT 47 and Mill Street
 - d) RT 47 and Del Webb Boulevard
 - e) RT 47 and Kreutzer Road
 - f) RT 62 and Haligus Road
 - g) Huntley/Dundee Road and Haligus Road
 - h) Kreutzer Road and Haligus Road
 - i) Reed Road and Haligus
 - j) Haligus and Main Street
 - k) Reed Road and Cambridge Drive
 - l) Huntley/Dundee Road and Main Street
 - m) Hemmer/Marengo Road and Main Street

The Fall Fest Committee acknowledges that some sites are not 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.

2. To post snipe signs at the subdivision entrances. These will be posted from September 23-30.
3. To post directional signage on the day of the event at the following locations:
 - a) West Main Street at Lois Lane
 - b) Deicke Park entrance
 - c) RT 47 and Mill Street

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

4. To hold a carnival again in 2012 in the Stingray Bay parking lot area.
5. To hold a 5K run through the Lion's Chase Subdivision on Sunday, September 30th.

6. To use the Village's quad generator from Friday, September 28th through Sunday, September 30th.
7. To hire the Huntley Police Department on a detail basis to conduct traffic control and security in addition to the private security hired by the Fall Fest. The Fall Fest will coordinate the hours with the Police Department.

Financial Impact

It is being requested that the temporary use permit for the carnival, the temporary sign permit fees and any fees associated with the Fall Fest be waived. The temporary sign permit fees have been waived for the previous Fall Fests.

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 Resolution (R)2012-05.20 – Granting the issuance of a Temporary Use Permit to hold a carnival and Temporary Sign Permit and the Waiving of Fees to the Huntley Fall Fest for the installation of temporary signage.

- d) Discussion – Resolution (R)2012-05.21 – Authorizing the Execution of an Amended Intergovernmental Agreement between the Village of Huntley and the Village of Algonquin for Chief Building Official, Plan Review, and Inspection Services

Village Manager David Johnson reported that on January 12, 2012, the Village Board passed Resolution (R)2012-01.04 authorizing execution of an Intergovernmental Agreement (IGA) between the Village of Huntley and the Village of Algonquin for Chief Building Official and plan review services. Shortly thereafter the agreement was implemented and Algonquin's Chief Building Official has been providing assistance to the Development Services Department accordingly.

Following implementation of the IGA, it has been determined that it would be beneficial to also include inspection services as part of the agreement. The use of Algonquin for inspection services would be on an as needed basis and would replace the use of outside consultants which charge a higher hourly fee. Furthermore, staff believes it is logical for Algonquin to provide backup inspection services as they would already be familiar with a project as a result of completing the plan review.

The Village currently has an IGA with the Village of Lake in the Hills for plumbing inspection services; however, the agreement does not include other inspections. The Village's Plumbing Inspector would continue to provide plumbing inspection services to Lake in the Hills on an as needed basis.

Staff Analysis

The 2011-2015 Strategic Plan identified partnerships and collaboration with other entities as a primary vision, with one of the goals for implementing this vision being enhanced intergovernmental cooperation. Another key vision is maintaining quality municipal services, with one of the goals for implementation being improved service delivery methods throughout all departments. Staff believes that amending the existing IGA with Algonquin to include inspection services on an as needed basis conforms to the vision and goals of the Strategic Plan by providing uninterrupted inspection services in the most cost effective manner.

All other aspects of the IGA will remain as previously approved by the Village Board.

Financial Impact

The cost for plan review services and technical assistance by the Chief Building Official to be paid by Huntley is outlined in the original IGA and remain unchanged in the amended IGA. The hourly cost for building inspection services will be \$58 per hour.

Legal Analysis

The Village Attorney has reviewed the Amended Intergovernmental Agreement and finds it acceptable.

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 Resolution (R)2012-05.21 – Authorizing the Execution of an Amended Intergovernmental Agreement between the Village of Huntley and the Village of Algonquin for Chief Building Official, Plan Review, and Inspection Services.

- e) Discussion – Resolution (R)2012-05.22 - Execution of an Intergovernmental Agreement between Grafton Township and the Village of Huntley for Senior Transportation Service

Mayor Sass reported that the Village is in receipt of a request from Grafton Township to enter into an Intergovernmental Agreement (IGA) to provide transportation for senior citizens in Rutland Township within the Village of Huntley.

The terms of the IGA are summarized as follows:

1. Grafton Township will provide the transportation service to the senior citizens of Rutland Township within the boundaries of the Village of Huntley under the Township's existing senior transportation program subject to all of the rules, regulations, policies and laws of the program.
2. The Village of Huntley will pay Grafton Township on or before June 1, 2012 a sum of \$10,000.00.
3. The term of the IGA shall be for a period of one (1) year and may be renewed by either party for an additional one (1) year term upon written notice received sixty (60) days prior to the expiration of the current term.
4. Grafton Township shall provide the Village of Huntley with a rider activity report every month illustrating ridership trip volumes.
5. Either party may, with or without cause, terminate the IGA upon not less than thirty (30) days written notice. If the Township terminates the IGA without cause, Grafton shall reimburse the Village of Huntley on a pro rata basis for costs associated with the length of time that remained under the term of the IGA.

Staff Analysis

Staff has reviewed rider activity reports received from Grafton. Rutland Township riders have increased from 1,373 in 2010 to 2,000 in 2011. Overall rider activity has increased from 3,337 in 2010 to 4,041 in 2011 increasing the overall total ridership revenue from \$4,141.00 in 2010 to \$4,770 in 2011. The \$10,000 amount is the same as the 2011 IGA.

Financial Impact

\$10,000 was included in the FY2012 Budget General Fund 01-10-2-6355.

Legal Analysis

The Agreement has been reviewed by the Village Attorney. All is in order for Village Board consideration at this time.

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 Resolution (R)2012-05.22 - Execution of an Intergovernmental Agreement between Grafton Township and the Village of Huntley for Senior Transportation Service.

- f) Discussion – Resolution (R)2012-05.23 – Authorization to Participate in the Illinois Public Pension Fund Association 457 Deferred Compensation Plan

Village Manager David Johnson reported that the IPPFA (Illinois Public Pension Fund Association) was founded in 1985 as a non-for-profit umbrella organization originally representing Police and Fire defined benefit retirement funds in the State of Illinois. As a result of a member survey, the Association created a product which incorporated Best Practice plan design and pricing to help public sector employees, regardless of size, achieve greater retirement plan account balances. This is accomplished by pooling the buying power of the IPPFA member communities with a single vendor. By pooling the buying power of the association’s membership, the IPPFA was able to negotiate a program that normally would require a single employer to have 50 million dollars in assets available to be deposited into the plan before a favorable fee structure could be available.

Staff Analysis

Currently, the Village of Huntley has only one voluntary 457 plan program available to employees (ICMA). The IPPFA plan is an investment cooperative that pools purchasing power thereby reducing expenses to participants by as much as 50% over conventional 457 plans. Over 4,800 mutual funds would be available to participants in addition to Fixed Account/Stable Value options. One option not currently available to employees is a loan program which allows for 2 loans at any given time. Current Village retirement programs (IMRF and Police Pension) and the voluntary 457 ICMA plans only allow loans with proof of a severe hardship. This plan would be available to all full time and part time employees via payroll deduction.

Legal Analysis

Plan documents have been reviewed by the Village Attorney.

Financial Impact

There is no cost to the Village of Huntley. There is also a “hold harmless” provision in the plan for all delegated fiduciary responsibilities including investment manager selection. The Director of Finance and Human Resources will be the plan coordinator for this program.

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 Resolution (R)2012-05.23 – Authorization to Participate in the Illinois Public Pension Fund Association 457 Deferred Compensation Plan.

- g) Discussion – Ordinance (O)2012-05.22 – Granting Off-Premise Sign Permits and Sign Permit Fee Waiver for Memorial Day Baseball Bash Tournament Banners for Five (5) Years for Huntley Youth Baseball Association

Village Manager David Johnson reported that the Huntley Blue Travel Baseball organization is hosting their 3rd annual Memorial Day Baseball Bash Tournament to be played at Tomaso Sports Complex and Stingray baseball fields. It is anticipated that a minimum of 60 teams, 800 players and over 1,500 attendees will be at this tournament from Saturday, May 26th to Monday, May 28th.

The tournament organizers request a Welcome/Sponsor banner to be placed over or at the intersection of Main Street and Route 47 from Thursday, May 24th through May 28th and for the next 5 years during the Memorial Day Weekend. The tournament organizers also request that all fees be waived.

The Village's Sign Regulations allow off-premise signs provided they receive Village Board approval.

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the off-premise banner permit request:

1. The banner shall be maintained in good condition at all times.
2. Installation of the banner is further permitted on the Thursday before Memorial Day through Memorial Day each year through 2016.

Financial Impact

HYBA, a not-for-profit organization, has requested the Sign Permit Fee be waived for the banners.

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.

Trustee Leopold requested that a condition be added that the Village can remove or replace the banner for cause. Trustee Leopold also asked if a company was coming into town to provide concessions; Trustee Piwko reported that the person that handles concessions during the regular season will be providing concessions at this tournament.

Trustee Hahn asked if there are any parking issues during this event; Trustee Piwko reported that parking is full but not overloaded as the game times vary.

Mayor Sass asked if there were any other 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 Ordinance (O)2012-05.22 – Granting Off-Premise Sign Permits and Sign Permit Fee Waiver for Memorial Day Baseball Bash Tournament Banners for Five (5) Years for Huntley Youth Baseball.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Leopold asked when mowing was going to take place at Regency; Village Manager Johnson reported that the contractor had been hired and it will be mowed no later than Monday.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the Village received an MP3 award from McCOG for the Old Village Hall renovations to house the Huntley Chamber of Commerce and as part of the downtown revitalization plan.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 7:13 p.m. to enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:32 p.m. to exit Executive Session.

MOTION: Trustee Leopold

SECOND: Trustee Hahn

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:33 p.m.

MOTION: Trustee Fender

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary