

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
July 17, 2014  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, July 17, 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, Director of Development Services Charles Nordman, Village Engineer Tim Farrell and Village Attorney Mike Coppedge.

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

**SPECIAL PRESENTATION:**

Certificate of Recognition Jim Waters – Police Commission

Mayor Sass recognized the other Police Commissioners in attendance and read the following into the record:

*The Village Board is pleased to recognize and congratulate Mr. Jim Waters on his years of commitment and dedication to the Village of Huntley Police Commission. Jim was appointed in 1996 when the Commission was first established and has been instrumental in assisting with the hiring of promising new police officers to the Village of Huntley police force. The Village Board extends their heartfelt thanks and appreciation for your contributions to our community. Thank you for your hard work and dedication.*

Mr. Waters accepted his recognition.

**PUBLIC COMMENTS:**

Mr. Jim Greve, 11403 Reed Road, reported that he owns the property at 11980 North Street and is concerned about the eastbound traffic going towards Route 47 and northbound due to the fact that as part of the Route 47 Widening Project the stop sign at the exit of McDonald's was removed and the striping was not replaced at the project's completion. Because of this, the patrons leaving McDonald's do not stop or even look to see if people leaving the other businesses are trying to get on to Route 47 as well. Mr. Greve stated that he contacted the State and they told him it was on private property and there was nothing they could do.

**ITEMS FOR DISCUSSION:**

07.17.14 COW Minutes

- a) Discussion – Consideration of the July 24, 2014 Bill List in the Amount of \$1,956,246.20

Mayor Sass reported that \$1,717,226.87(or 88%) of the total bill list was attributable to payment of TIF & SSA Property Taxes, NPDES Permit Renewals, Impact Fees, payment to Acres for the purchase of trees for the 50/50 tree program and payment to IDOT for the Village's share of the Kreutzer Road Extension project.

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 July 24, 2014 Bill List in the Amount of \$1,956,246.20.***

- b) Discussion – Consideration of Advisory Board Appointments
- i) Police Commission Appointment – Mr. Jim Burgess
  - ii) Police Pension Re-Appointment – Ms. Nancy Topalovich

Mayor Sass proposed the following appointments to the Advisory Boards:

- Police Commission Appointment – Mr. Jim Burgess
- Police Pension Re-Appointment – Ms. Nancy Topalovich

Mr. Burgess had submitted a letter of interest in serving on the Police Commission. Mayor Sass reported that Mr. Burgess was in attendance and asked Mr. Burgess if he would introduce himself to the Committee.

Mr. Burgess introduced himself to the Committee and reported that he is currently the President of the Huntley Citizen Police Academy Alumni and has been involved with the group since 2010. He was previously part of the Neighborhood Watch Program in Woodcreek and would be very interested in being part of the Police Commission.

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

Mayor Sass reported that Nancy Topalovich has been on the Police Pension Board since its origination in 2001. Ms. Topalovich is the Vice President of Retail Banking at American Community Bank for the past seven (7) years and has been part of the Huntley banking community for the past 13 years. Ms. Topalovich is active in many community groups including the Huntley Rotary Club and the Huntley Area Chamber of Commerce.

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 the Advisory Board appointments, as presented, on to the Village Board for approval.***

- c) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for Huntley Fall Fest Committee to Hold a Carnival 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 to be 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 2013. 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) Route 47 and Reed Road
  - b) Route 47 and Algonquin Road
  - c) Route 47 and Mill Street
  - d) Route 47 and Del Webb Boulevard
  - e) Route 47 and Kreutzer Road
  - f) Algonquin Road and Haligus Road
  - g) Huntley/Dundee Road and Haligus Road
  - h) Kreutzer Road and Haligus Road
  - i) Reed Road and Haligus Road
  - j) Haligus Road 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 21-29.
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) Route 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 2014 in the Stingray Bay parking lot area.

5. To use the Village's quad generator from Friday, September 26<sup>th</sup> through Sunday, September 28<sup>th</sup>.
6. To hire the Huntley Police Department, if necessary, 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, if needed.

#### 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.

Trustee Leopold reported that the letter received from the Fall Fest Committee had an incorrect date.

Trustee Piwko asked if the signs that will be placed at the entrances to the subdivisions would be located in the Village's rights-of-way or on private property; Village Manager Johnson reported that they are to be placed on the right-of-way.

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 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 for the 2014 Fall Fest.***

- d) Discussion – Consideration of an Ordinance for the Approval and Issuance of a Class “E” Liquor License; Huntley Park Foundation / 2014 Huntley Fall Fest

Mayor Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

A Class “E” Liquor License is being requested at this time. A Class “E” Liquor License is a temporary license, not to exceed three days, issued to not-for-profit organizations with a license fee of \$75.00.

#### Staff Analysis

The Liquor Commission is being presented with the request from the Huntley Park Foundation (Foundation) for the issuance of a Class “E” Liquor License to sell beer, Mike's Hard Lemonade flavored coolers, Bob Chinn's Mai Tais and wine only. The request is for the 2014 Huntley Fall Fest taking place on Huntley Park District Property, 12015 Mill Street on September 26, 27 and 28, 2014.

The Foundation is requesting the license to operate a beer garden during the hours of 4:00 pm to 12:00 am on Friday, September 26<sup>th</sup>, 10:00 am to 12:00 am on Saturday, September 27<sup>th</sup>, and 11:00 am to 5:00 pm on Sunday, September 28<sup>th</sup>. Alcohol serving will stop at 11:30 pm on Friday and Saturday night, and at 4:30 pm on Sunday, which is a half-hour before the event closes each day. The beer garden area will be fenced off and there will be no removal of alcohol from this area to the festival area. The event will be monitored by the Fall Fest's own security with a wristband ID service. Mr. Thom

Palmer, Executive Director of the Huntley Park District, has submitted a letter on behalf of the Park District authorizing the beer garden on their property.

An application has been placed on file and reviewed by the Village Clerk's Office. All is in order for consideration at this time. The certificate of insurance and the state license cannot be obtained prior to 90 days before the event. The license is being presented with the provision of these documents as a condition of approval. The liquor license would be issued for September 26, 27 and 28, 2014 only. All of the required documentation has been submitted and meets code requirements.

### **Financial Impact**

The Foundation is requesting waiver of the payment of the \$75.00 fee. The Commission has waived the fee in the past.

### **Legal Analysis**

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

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 Liquor Commission for consideration an ordinance approving the issuance of a Class "E" Liquor License to the Huntley Park Foundation for the 2014 Huntley Fall Fest subject to the following conditions of approval:*

- 1. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class "E" Liquor License becomes effective.*
- 2. Certificate of insurance for the event*
- 3. The beer, wine, Mai Tais and coolers can only be sold and consumed in the designated beer garden area.*

- e) Discussion – Conceptual Review of a Proposed Site Plan for a New Parking Lot at 11006 Route 47 and Referral to the Plan Commission to Begin the Formal Development Review Process / Wuich

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the petitioner is proposing to construct a parking lot for the converted residence located at 11006 Route 47. The building was previously used for business/office uses, but has sat vacant for several years. In that time, Route 47 was widened and property was taken from its frontage for the widening project. This eliminated the few parking spaces that were located at front of the building. As a result, there are no parking spaces for the 1,239 square foot building. In accordance with the Zoning Ordinance, the building would require five parking spaces if it were occupied by an office use.

The petitioner, who also owns the neighboring property to the south (11008 Route 47), is proposing to construct a 7-space parking lot at the rear of the property (this includes one handicap parking space) so he may market the building for lease. Relief would be required to reduce the required drive aisle width from 24 feet to approximately 14'-8" for the driveway accessing the parking lot.

### **Staff Analysis**

In conjunction with the formal request for site plan review and the necessary relief for the proposed parking lot, the property will also require relief for the non-conforming setback that was created as part of the taking for the Route 47 widening project. The property is zoned "B-2" Highway Service which

requires a 30 foot front yard setback. The taking for the Route 47 widening resulted in a front yard setback of 12.3 feet.

Director Nordman reported that the property owner, John Wuich, was in attendance to answer questions.

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

Trustee Piwko asked the status of the trees at the rear of the property; Mr. Wuich reported that the trees would be removed in order to install a 6 foot fence. Mr. Wuich stated that most of the trees are scrub trees but that he is open to improving the landscaping.

Trustee Hanson stated that he is okay with the installation of the fence.

Trustee Goldman asked if they were planning on remodeling the house; Mr. Wuich stated that they will be gutting the inside of the building to make offices. He also stated that they will be re-doing the back deck, stairs and the front porch to meet code. Mr. Wuich stated that the siding will stay but the roof will be repaired.

Trustee Westberg asked if lighting will be added to the parking lot; Mr. Wuich stated that it will be included if required but he is hoping to lease out the offices to businesses that are open from 9 a.m. to 5 p.m.

Trustee Kanakarlis stated that he would like to see the front of the building landscaped.

Mayor Sass asked if the Committee had additional comments or questions; there were none.

***It was the consensus of the Committee of the Whole to refer a Proposed Site Plan for a New Parking Lot at 11006 Route 47 / John R. Wuich to the Plan Commission to begin the formal development review process.***

- f) Discussion – Conceptual Review of a Proposed Site Plan and Elevations for an Auto Body Repair Shop to locate at 10407 Route 47 and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the petitioners' currently operate Auto Crafters, an auto body repair shop, located at 10501 Route 47 (northwest corner of Route 47 and Algonquin Road). They are under contract to purchase 10403 Route 47 (Lot 13) and 10407 Route 47 (Lot 14). Both lots are zoned "B-3" Shopping Center Business. Lot 14 (0.40 acres) includes the former Hansen Heating and Plumbing building and Lot 13 (0.53 acres) consists of two self-storage buildings.

The petitioner's plan would convert the former Hansen Heating and Plumbing building to an auto body repair shop and maintain the self-storage buildings as existing. The Zoning Ordinance defines an auto body repair shop as "Major Automobile Repair" which is not permitted in the "B-3" zoning district. The "B-2" Highway Service district would allow major automobile repair with approval of a special use permit. As a result, the petitioners are proposing to rezone Lot 14 to "B-2" Highway Service and concurrently request a special use permit for major automobile repair. If approved, it would allow the petitioners to locate their auto body shop on Lot 14. Lot 13 would remain zoned as "B-3"; therefore, no

portion of Lot 13 could be used for the auto body shop (this includes the storage of vehicles awaiting repair).

The existing self-storage on Lot 13 is considered a legal non-conforming use in the “B-3” zoning district (self-storage is not a permitted or special use in the “B-3” zoning district). The petitioners are proposing to leave Lot 13 zoned as “B-3” Shopping Center Business which would allow the self-storage to remain as a legal non-conforming use. The petitioner could not rezone Lot 13 without eliminating the non-conforming use of the lot.

#### Staff Analysis

The proposed use of Lot 14 would require the following development actions by the Plan Commission and Village Board:

- Map Amendment to rezone Lot 14 to “B-2” Highway Service
- Special Use Permit for Major Automobile Repair on Lot 14
- Site Plan Review

In addition to the above actions, the petitioners would be required to upgrade the building and site to current codes. These improvements include, but are not limited to, the following:

- The property is currently on well and septic. It must be connected to Village water and sewer.
- The building must be brought up to current building codes due to the change of use, this includes: fire sprinklers, compliance with the Illinois Accessibility Code, etc.
- Parking areas must be paved.
- Vehicle storage for the auto body shop must be screened.
- Customer parking must be provided.

#### Legal Analysis

In order to maintain the self-storage on Lot 13 as a legal non-conforming use, the petitioner cannot rezone the property or it would lose its legal non-conforming status. Self-storage is only allowed as a special permitted use in the “M” Manufacturing and “ORI” Office/Research/Industrial zoning districts. Rezoning Lot 13 to “M” or “ORI” would not be consistent with the Village’s land use plan which shows both Lots 13 and 14 as Retail and Service Commercial.

Director Nordman reported that the petitioner and his attorney, Tom Zanck, were in attendance to answer questions.

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

Trustee Hanson stated that he was okay with the Special Use but would like Lot 13 to be paved, fenced in with decorative fencing and landscaped.

Trustee Goldman stated that she was happy they wish to upgrade the business but stated that she doesn’t want it on Route 47 and would approve it if it was elsewhere.

Attorney Zanck stated that the Gogols own the property and that they would upgrade the area from what it is today; Attorney Zanck stated that he would expect that Staff would require major upgrades to the property. Trustee Leopold stated that the Village was told originally that there would only be 8-10 vehicles but he has seen many more. Attorney Zanck stated that the cars will be screened behind the building.

Mayor Sass stated that in the past Mr. Gogol has lied about the spray booths and that he is concerned about current promises.

Village Manager Johnson reported that over the course of discussions with the petitioner, the petitioner has stated that they are the owners of the property but, in fact, the Hansens are still the owners; discussions have also taken place in the past of how Lot 13 should be paved and cleaned up and nothing has happened. Attorney Zanck stated that they would have no problem paving Lot 13.

Trustee Hanson stated that if the storage units were paved and fenced in with a decorative fence that he would support the project.

Trustee Piwko stated that the location is a showcase spot for the Village and people will see this building as they enter the downtown area so to have these buildings and uses would not work. Trustee Piwko stated that he does not support the project because the Village has a plan for the future of this area and this project does not support that vision.

Trustee Leopold stated that the petitioner has not lived up to what they said they would do in the past so he does not support the project.

Trustee Goldman stated that she does not support the project.

Trustee Westberg stated that based on the past that he does not support the project.

Trustee Kanakaris stated that he would like to see something done with the building but he would like to see a better plan.

Trustee Hanson stated that he supports the plan.

Attorney Zanck asked for confirmation that the Committee of the Whole is denying the petitioner from going through the review process. Village Attorney Mike Coppedge stated that the petitioner has every right to file a zoning petition. The concept review process is provided as a courtesy to obtain a conceptual review in an effort to save time and expense on a project that might not come to fruition. If the petitioner is inclined to petition the Plan Commission after hearing the Board's comments, then he certainly may do so.

- g) Discussion - Consideration of an Ordinance Granting a Map Amendment to rezone 11801 Main Street to "B-2" Highway Service, Preliminary and Final Plat of Subdivision, and Special Use Permit for Preliminary and Final Planned Unit Development for a ±5,675 square foot multi-tenant building and associated site improvements, including any necessary relief

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the Village acquired the Sawyer-Kelley Mill building in August, 2012. The Village prepared a request for proposal (RFP) in August 2013 seeking parties interested in restoration of the existing building or redevelopment of the site. Of the two RFP responses, the Village selected the proposal submitted by Billitteri Enterprises, LLC based on the creativity that honors Huntley's historic town square architecture, maximizes space for new tenants, and leverages the value of the Village's financial commitment. The proposed project is anticipated to serve as an important catalyst to revitalization. The proposed development plans for the ±5,675 square foot multi-tenant building require the following

review and approvals from the Plan Commission and Village Board:

- Map Amendment to Rezone the Property to B-2
- Preliminary/Final Plat of Subdivision
- Special Use Permit for Preliminary/Final Planned Unit Development

Staff Analysis

*Map Amendment*

The proposed map amendment will rezone the subject site from “O-1 (PUD)” Office Planned Unit Development to “B-2” Highway Service. The “B-2” zoning district is the primary zoning designation for properties in the downtown. Furthermore, the Village’s Land Use Plan shows the property as mixed use, which is consistent with the proposed rezoning to “B-2”.

*Preliminary and Final Plat of Subdivision*

The Plat of Subdivision will create the 8,959 square foot lot for the new ±5,675 square foot multi-tenant building. The remaining property consists of the Village’s municipal parking lot. The following table provides a summary of the proposed subdivision:

LOT 1	REQUIRED	PROPOSED
Lot Area	5,000 square feet	8,959 square feet
Lot Width	50 feet	137 feet
LOT 2	REQUIRED	PROPOSED
Lot Area	5,000 square feet	24,287 square feet
Lot Width	50 feet	84.62 feet

All proposed lots conform to the minimum lot area and width for the “B-2” zoning district.

*Preliminary and Final Planned Unit Development*

The proposed building is a 5,675 square foot single-story multi-tenant building that will front Main Street. The building’s front elevation, which will give the appearance of two stories, will primarily utilize face brick, with exception to a storefront that will use hardi-board siding. The face brick will wrap a portion of the side elevations where it will then transition to hardi-board siding. The hardi-board siding will be the primary material on the rear elevation.

*Parking*

The footprint of the proposed building has been incorporated into the recently approved Downtown Streetscape Plan to illustrate the relationship between the building and the surrounding improvements that are proposed for the streetscape and parking lots. The plan illustrates how the existing municipal parking lot will be reconfigured surrounding the building and the long-range plan to add parking behind the other Main Street buildings. The reconfigured municipal parking lot to the west/southwest of the building will accommodate the 23 required parking spaces for the new building. The Village will rebuild this lot in conjunction with the construction of the building.

*Landscaping*

The petitioner has supplied a site plan for the area immediately adjacent to the building that includes landscaping. The plan offsets the building 12 feet from the front property line to provide an area for outdoor dining and planters. Foundation plantings are proposed along the side and rear building elevations.

*Signage*

The proposed signage for the building has not been presented as part of the Planned Unit Development. Individual tenants will be required to comply with the Village's Sign Ordinance and Design Guidelines found within the Downtown Revitalization Plan.

#### *Required Relief*

The proposed plans require the following elements of relief from the Village's Zoning Ordinance:

1. The "B-2" zoning district requires a front yard setback of 30 feet. A 10.9 foot setback is proposed along Main Street property line (this setback does not count the sidewalk along Main Street).
2. The "B-2" zoning district requires a rear yard setback of 20 feet. A 7.2 foot rear yard setback is proposed along the south lot line.
3. The "B-2" zoning district requires a minimum side yard setback of 10 feet and a combined side yard setback of no less than 20 feet. The proposed site plan provides a 5.4 foot setback adjacent to the west lot line and a combined setback of 16.9 feet.
4. The "B-2" zoning district allows a maximum building coverage of 50%. The site plan proposes a building coverage of 63%.
5. The "B-2" zoning district allows a maximum impervious coverage of 85%. The site plan proposes an impervious coverage of approximately 96%.

#### Plan Commission Action

The Plan Commission will review the petition at a public hearing on Monday, July 14, 2014. Should the Plan Commission forward a positive recommendation to the Village Board, staff is recommending the following conditions of approval:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering plan review comments by the Village Engineer and Development Services Department.
3. The Landscape Plan shall be modified to replace Marshall's Delight Bee Balm and Gro-Low Sumac with Taxus Yews and Spirea.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. No building plans or permits are approved as part of this submittal.
6. No sign permits are approved as part of this submittal.

Director Nordman reported that the architect Larry Farrenkopf was in attendance to answer questions.

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

Trustee Piwko stated that he liked the materials being used and suggested that the field stone that is in the existing foundation could be used instead of brick pavers or stamped concrete in the outdoor seating area.

Trustee Kanakaris suggested the use of brick under the windows. Trustee Kanakaris asked if the outdoor seating area would be brick pavers or stamped concrete. Mr. Farrenkopf reported that it will be stamped concrete to look like wood planks.

Trustee Leopold stated that he would prefer brick pavers in the outdoor seating area as they last longer than stamped concrete. Mr. Farrenkopf stated that the stamped concrete looking like wood planks is being used to keep the 1910-1920 look. Trustee Leopold stated that the stamped concrete is slippery and

will not last as long.

Trustee Goldman stated that she would like to see the field stone used again in the project. Village Manager Johnson stated that Staff will see if the field stone can be salvaged.

Mayor Sass asked 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 an Ordinance Granting a Map Amendment to rezone 11801 Main Street to “B-2” Highway Service, Preliminary and Final Plat of Subdivision, and Special Use Permit for Preliminary and Final Planned Unit Development for a ±5,675 square foot multi-tenant building and associated site improvements, including any necessary relief.***

- h) Discussion – Consideration of a Resolution Authorizing a Professional Services Agreement with Engineering Enterprises, Inc. of Sugar Grove, IL for the Comprehensive Utility Master Plan

Village Engineer Tim Farrell reported that a Request for Qualifications and Proposals was issued for the Comprehensive Utility Master Plan on May 19, 2014. Statements of Qualifications (SOQ’s) and separate sealed cost proposals were received on June 13, 2014 from five (5) engineering consultants. Based on review of the SOQ’s, staff short-listed three (3) firms for an interview. After the interview process, staff concluded the three short listed firms emerged equally qualified to complete the project. A summary of the firms and their submitted proposal amounts are as follows:

<u>Short Listed Consultants</u>	<u>Proposal Amount</u>
Engineering Enterprises, Inc.	\$ 76,980.00
RHMG	\$ 119,225.00
Trotter & Associates, Inc.	\$ 153,220.00
<u>Additional Consultants</u>	<u>Proposal Amount</u>
Christopher B. Burke Engineering Ltd.	\$ 98,832.00
Clark Dietz, Inc.	\$ 99,650.00

#### Staff Analysis

The Master Plan will provide the Village with a comprehensive plan for managing current water and wastewater infrastructure assets as well as identify a strategy for targeted expansions to meet utility demands. A pertinent element of the Master Plan is identifying a strategy for extending utilities into the currently non-serviced Village planning areas including the area south of I-90. The Master plan will be a joint effort with staff and the consultant. The consultant would be responsible for executing the tasks identified in the scope of work including facilitating meetings, providing an assessment of current assets, identifying needs for the existing and future service areas, cost-effective evaluations and identifying an implementation plan, and preparing the written text, tables and graphics of the plan.

Staff has reviewed the Statements of Qualifications and Proposals. Engineering Enterprises, Inc. from Sugar Grove, Illinois was determined to be qualified and provided the most competitive pricing overall.

#### Financial Impact

The FY14 Budget includes \$100,000 for the Master Plan. The funding for this project is coming from

the Water Capital Fund, 20-10-4-6900 and 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 Authorizing a Professional Services Agreement with Engineering Enterprises, Inc. of Sugar Grove, Illinois for the Comprehensive Utility Master Plan.***

- i) Discussion – Consideration of a Resolution Authorizing a Professional Services Agreement with Ruekert-Mielke in an Amount Not to Exceed \$69,000 for GIS Utility Inventory and Update

Village Engineer Tim Farrell reported that the FY2014 Budget included funding for updates to the Village Geographic Information System (GIS). A Proposal dated July 9, 2014 was received from Ruekert-Mielke, the Village GIS consultant, for the GIS Utility Inventory and Update.

Staff Analysis

Each year over the past several years, the Village has budgeted funds to continue building the GIS system on an incremental basis. The next areas to be added to the system with utility information (water, sanitary and storm sewer) include Lion’s Chase, Huntley Grove, Huntley Crossings, Huntley Corporate Park, portions of Sun City and completed areas of Talamore. The GIS inventory and update will provide the Village with additional data including field verified utility locations that will be uploaded to the web application for these areas. The cost to complete the field inventory and GIS data upload for these areas is approximately \$69,000.

Financial Impact

The FY14 Budget includes \$60,000 for GIS updates (Water Capital Fund, 20-10-4-6900) and \$100,000 for Master Utility Planning (Water Capital Fund, 20-10-4-6900; Sewer Capital Fund, (30-90-4-6955). It is anticipated that approximately \$23,000 will be available from the funds designated for Master Utility Planning, which could then be utilized towards covering the additional costs for the updates.

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 Authorizing a Professional Services Agreement in an amount not to exceed \$69,000 with Ruekert-Mielke for GIS Utility Inventory and Update.***

- j) Discussion – Consideration of a Resolution to Waive the Formal Bidding Process and Authorizing Execution of a Contract with Pirtano Construction Company, Inc. of Addison, IL for Sanitary Sewer Manhole Replacement at Algonquin Road and Church Street

Village Engineer Tim Farrell reported that televising and jetting of the sanitary sewer on Church Street as part of the sewer lining project revealed structural deterioration at the base of the manhole located in Algonquin Road and collapsed sewer for up to 10 feet on the north and south side of the manhole. Staff has solicited price quotes through the Cooperative Job Order Contract (JOC) program and a qualified underground utility contractor currently working in the Village. Proposals were received from the following vendors:

<u>Vendor</u>	<u>Proposal Amount</u>
Pirtano Construction Company	\$27,162.00 <sup>(1)</sup>

- (1) Disposal of spoils and HMA paving by Village Public Works.

#### Staff Analysis

The proposals received provided prices for manpower, equipment and materials to excavate and remove the existing 13 feet deep manhole and collapsed 8" vitrified clay sanitary sewer pipe and to install a new manhole with new PVC SDR 26 pipe to connect to the existing sewer system. Pavement will be restored with a HMA pavement patch to match the existing roadway section.

Staff has reviewed the proposals and Pirtano Construction Company, Inc. of Addison, IL is the lowest responsible contractor with a proposal amount of \$27,162.00. Staff requests that the Village Board waive the formal bidding process and authorize execution of a contract with Pirtano Construction Company, Inc. for the sanitary sewer manhole replacement.

#### Financial Impact

The funding of this project is coming from the Sewer Capital Fund, 30-90-4-6955. The FY14 Budget includes \$225,000 for the Sewer Lining Program. The original Bid for the sewer lining work was \$211,170.50. A Change Order in the amount of \$11,343.04 has been issued for a manhole repair on Cindy Jo Avenue bringing the total contract amount to \$222,513.54. This sanitary sewer manhole replacement will bring the total project cost to \$249,675.54.

#### Legal Analysis

Waiving the formal bidding process was reviewed with the Village Attorney and all is in order for Village Board consideration.

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

Trustee Westberg asked about traffic control; Village Engineer Farrell reported that they will have to close the turn lanes for one week.

Trustee Kanakaris asked why this work was not done during the Algonquin Widening Project; Village Manager Johnson reported that it was not part of the County's project.

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 to Waive the Formal Bidding Process and Authorize Execution of a Contract with Pirtano Construction Company, Inc. of Addison, IL for Sanitary Manhole Replacement at Algonquin Road and Church Street.***

- k) Discussion – Consideration to Approve Payout Request No. 1 in the amount of \$21,795.30 to Acres Group for the 2014 Spring 50/50 Parkway Tree Replacement Program

Mayor Sass reported that at the April 10, 2014 Village Board Meeting, the Village Board of Trustees awarded Acres Group the bid for the 2014 50/50 Residential Parkway Tree Replacement Program.

#### Staff Analysis

Acres Group has completed planting 133 residential parkway trees as part of the spring planting and has

submitted a payout request in the amount of \$24,217.00 with 10% (or \$2,421.70) retained for one-year as stated in the bid document.

#### Financial Impact

The Village Board approved \$100,000 for the 50/50 Parkway Tree Replacement Program as part of the FY 2014 Budget and is included in the Street Improvement Fund, 04-10-4-7510. It is estimated that approximately 400 trees will be planted in 2014.

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. 1 in the amount of \$21,795.30 to Acres Group for the spring planting of residential parkway trees.***

- 1) Discussion – Consideration of a Resolution Approving a Memorandum of Understanding between the County of McHenry and the Village of Huntley to Show Intent to expand the MCRide Program for the General Public in the Village of Huntley

Assistant Village Manager Lisa Armour reported that in November 2013, Staff coordinated an arrangement with Route 47 Taxi Transportation to provide transportation services to senior residents in Rutland and Hampshire Township. In March the Village Board voted to designate \$10,000 to continue this service with Route 47 Taxi and directed Staff to continue to investigate alternative options to provide transportation to Huntley residents. In June, representatives from the McHenry County Division of Transportation presented the MCRide Dial-a-Ride Transit Service program as an alternative to provide transportation services to the entire Village.

The MCRide program began in 2012 and is currently a partnership between McHenry County, Pace Suburban Bus, the Cities of McHenry, Crystal Lake and Woodstock and the Townships of Dorr, Greenwood and McHenry. MCRide is a Dial-a-Ride service that is designed to make it easier for commuters and persons with disabilities to have greater mobility and access to a wider area of service.

#### Staff Analysis

As presented at the June 12<sup>th</sup> Village Board meeting, a Memorandum of Understanding (MOU) is required between the County of McHenry and the Village for the purpose of communicating to Pace Suburban Bus, the McHenry County Senior Grant Commission, and the Regional Transportation Authority the intent and commitment to expand MCRide services for the general public into the Village in 2015. Further approval of the Village Board would then be needed to enter into an Intergovernmental Agreement with all interested parties to participate in the program for 2015 and 2016. A draft MOU is included for review.

A McHenry County Transit Plan Implementation Task Force meeting is scheduled for July 23, 2014 at which time all MOU's will be presented to the Task Force. Staff will be in attendance if the MOU is authorized by the Village Board.

#### Financial Impact

No funds for this program are currently needed for FY14; however funding would need to be included in the FY15 Budget if the Board approves the MOU. The cost to participate, prior to the application of any grant funds the County may secure, is \$48,582 (\$2.00 per capita) As directed by the Village Board, Staff met with representatives from Grafton and Rutland Townships, and made a presentation to the

Committee of the Whole of the Sun City CAM to discuss potential funding partnerships. The Grafton Township Supervisor has notified Staff that the Township will be contributing \$10,000 towards the program. If the Board approves the MOU, the Village and Grafton Township would need to enter into an intergovernmental agreement. The Rutland Township Board of Trustees has declined participation. Sun City CAM has also declined participation. If the Village moves forward with the MOU, the maximum financial commitment beginning in FY2015 would be \$38,582.

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

Trustee Hanson asked if Grafton Township would be participating. Village Manager Johnson reported that the Township Supervisor has committed \$10,000 towards the Village of Huntley and \$6,000 for the unincorporated area.

Trustee Goldman stated that she was very disappointed that Sun City CAM and Rutland Township are not supporting their residents.

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 Memorandum of Understanding between the County of McHenry and the Village of Huntley to show intent to expand the MCRide Program for the general public in the Village.***

- m) Discussion – Consideration of an Ordinance Amending the Village of Huntley Code of Ordinances – Title XI / Business Regulations / Chapter III Soliciting

Assistant Village Manager Lisa Armour reported that in the continuing effort to update the Village of Huntley Code of Ordinances, the proposed amendment for Title XI / Business Regulations / Chapter III Soliciting is being presented for review and consideration of the Village Board.

#### Staff Analysis

Staff is presenting an update to the soliciting code to increase the awareness and security of canvassers, solicitors and peddlers throughout the Village. Current practices include a minimal background check and no fee charged to solicitors. The proposed code adds canvassers, peddlers and itinerant merchants to the permit process.

Although the rules and regulations to solicit door to door in the Village will be more strict, the code will provide a safer environment for residents. Solicitors and peddlers will no longer be able to sign up to go door to door without going through an extensive background check. Between the more thorough background check and the addition of a fee, the less reputable vendors will be less likely to seek to solicit in the Village.

#### Financial Impact

There is no financial impact on the FY14 Budget.

#### Legal Analysis

The Village Attorney has reviewed the proposed code. All is in order for Village Board consideration.

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

Trustee Westberg asked if solicitors will be issued identification; Assistant Village Manager Armour replied yes.

Trustee Goldman asked if the background check was with the Better Business Bureau or a criminal background check; Assistant Village Manager Armour stated that it would be a criminal background check which would include finger printing with the petitioner paying for the background check in addition to the \$25 fee.

Trustee Kanakaris asked if the background check would only be for the owner of the company; Assistant Village Manager Armour stated that the background check would be on anyone who is going door-to-door.

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 Amending the Village of Huntley Code of Ordinances – Title XI / Business Regulations / Chapter III Soliciting.***

- n) Discussion – Consideration of an Ordinance Amending the Village of Huntley Personnel Manual - Section 17, Vacation; Section 19, Family Medical Leave Act; Section 23, Overtime/Compensatory Time; and Section 37, Worker’s Compensation

Village Manager David Johnson reported that the recently approved collective bargaining agreement necessitates amendments to the Personnel Manual to ensure consistency throughout the organization. The amendments also address recent pension reform laws, FMLA revisions and revisions to Worker’s Compensation processing. A summary of the proposed amendments is found below.

#### Staff Analysis

##### Vacation

Recent pension reform laws impact employer Illinois Municipal Retirement Fund (IMRF) pension costs if an employee’s last paycheck is in excess of 6% of the previous check. Normally all accrued vacation time is paid out upon separation from employment; therefore, new language is required to state that accrued vacation and compensatory time will be paid out as a lump-sum distribution 30 days after the date of retirement which will exclude this pay as wages worked for IMRF retirement calculation purposes.

##### Family Medical Leave Act and Worker’s Compensation

Current language in the Personnel Manual needs to be revised to reflect recent changes in the Family Medical Leave Act (FMLA) and revisions are also needed to clarify the provisions of the Worker’s Compensation Act as it relates to the application or processing of benefit time.

##### Overtime Work

The Personnel Manual currently excludes sick time in the calculation for compensated work time in determining overtime pay beyond 40 hours in a work week. Per the proposed amendment, sick time would count towards hours worked.

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 Amending the Village of Huntley Personnel Manual – Section 17, Vacation; Section 19, Family Medical Leave Act; Section 23, Overtime/Compensatory Time; and Section 37, Worker’s Compensation.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Village Manager Johnson noted the distribution of the Electric Aggregation update to the Village Board.

Village Manager Johnson thanked the Board for their responses to the Veteran’s Memorial proposal.

Trustee Goldman reported that she drove the Kreutzer Road Extension and stated that it looks great.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass asked Trustee Piwko to report on the McCOG meeting; Trustee Piwko stated that the meeting took place in Johnsborg and a general business meeting was held.

**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 8:18 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Westberg

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

Respectfully submitted,

Barbara Read  
Recording Secretary