

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
October 6, 2016
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 6, 2016 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, 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 Public Works and Engineering Timothy Farrell, Director of Finance and Human Resources Jennifer Chernak, Chief Robert Porter and Village Attorney Jim Hess.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the September 1, 2016 Committee of the Whole, September 8, 2016 Liquor Commission, September 8, 2016 Village Board, September 15, 2016 Committee of the Whole and September 22, 2016 Village Board Meeting Minutes

Mayor Sass asked if the Committee had any questions 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 September 1, 2016 Committee of the Whole, September 8, 2016 Liquor Commission, September 8, 2016 Village Board, September 15, 2016 Committee of the Whole and September 22, 2016 Village Board Meeting Minutes.

- b) Discussion – Approval of the October 13, 2016 Bill List in the amount of \$1,805,895.86

Mayor Sass reported that \$1,537,455.39(85%) of the total bill list is directly attributable to payment of SSA & TIF Property Taxes(\$1,306,709.56), payment of development impact fees to other taxing bodies(\$179,543.84), Payout#1(Final) for the 2016 Pavement Patching Project to Chicagoland Paving Contractors(\$39,372.00) and payment to Muscat Painting & Decorating for the Streetlight Pole Painting Project-Phase 2(\$11,829.99).

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 October 13, 2016 Bill List in the amount of \$1,805,895.86.

- c) Discussion - Consideration of a Resolution Approving an Off-Premise Sign Request for American Legion Post 673

Mayor Sass reported that Legion Post 673 has requested to place temporary signs in the Village rights-of-way from October 21st through Sunday, November 6th promoting their Feather Party (meat raffle) on Saturday, November 5, 2016. The annual event is held to raise funds for the Legion’s charities.

The request is to install seven (7) 3ft. x 8ft. banners at the following locations:

- Route 47 and Algonquin Road
- Route 47 and Del Webb Boulevard
- Route 47 and Main Street (NE corner)
- Algonquin Road and Haligus Road (NW and SW corners)
- Huntley/ Dundee Road and Main Street
- Reed Road and Haligus Road

The banners will show the following information:

*Feather Party (meat raffle)
Huntley American Legion
November 5th from 7pm to 11:30pm
At the Legion Home 11712 W. Coral Street*

Staff Analysis

The Village’s Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The below table details the criteria and the proposed sign:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	A majority of the signs are proposed adjacent to Route 47; however, several are along other Village roadways.
Prohibited within a residentially zoned property	A majority of the signs are proposed adjacent to commercially zoned property; however, several are proposed near residential subdivisions
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The proposed signage is 24.0 square feet
Maximum height is 15 feet above grade	The height of the signs are less than 3.5 feet above grade
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver’s view of approaching, merging or intersecting traffic for a distance of 500 feet	The proposed sign locations will meet this requirement

Legion Post 673 acknowledges that some sites are not under the Village’s jurisdiction. Additionally, no signs will be posted on private property without prior authorization of the property own and no more than one (1) sign will be placed at any of the specified locations.

Financial Impact

The temporary sign permit fees are waived by Section 156.115 of the Zoning Ordinance.

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 granting an off-premise sign permit to American Legion Post 673.

- d) Discussion – Consideration of an Ordinance Approving an Extension for a Temporary Sign for Centegra Health System – 10450 Algonquin Road

Village Manager David Johnson reported that Centegra Health System is requesting a ninety (90) day extension for the double-sided temporary sign located on the Centegra property adjacent to Algonquin Road. The sign was originally approved in January 2013 per Ordinance No. 2013-01.01 with the wording: *Thanks for Your Support, Future Home of Centegra Hospital – Huntley*. The sign measures 8'-0" x 16'-0" (128 square feet – per side) with an overall height of 12'-0" (the sign was installed on a 4'-0" base). The sign was allowed to remain installed until a final certificate of occupancy was issued for the hospital.

In early June, 2016 the wording of the sign was replaced with “*Centegra Hospital-Huntley Opens August 9*” and the wording of that sign was later replaced with “*Centegra Hospital-Huntley Now Open*”. The sign was due to be removed on September 9, 2016 but, Centegra Health System has requested the “Now Open” temporary sign remain in place through December 9, 2016.

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the extension for the temporary “Now Open” sign:

1. The sign shall be removed on or before Saturday, December 10, 2016
2. The sign shall be maintained in good condition at all times

Financial Impact

The petitioner shall be required to pay applicable sign permit fees.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Section 156.128 of the Zoning Ordinance.

Village Manager Johnson reported that Ms. Kim Piraino, Centegra’s Strategic Marketing Manager was in attendance to answer questions.

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

Trustee Piwko stated that the sign has been there for almost four (4) years and that residents are tired of seeing the sign. Ms. Piraino stated that the new electronic sign at the corner of Algonquin Road and Haligus Road is not yet working and that per the phone calls received, people still do not know that the hospital is open.

Trustee Kanakaris stated that he would approve it remaining until December as Centegra has made a big investment in the Village; Trustee Goldman agreed.

Trustee Hoeft asked if the electronic sign will be operational by the first of the year; Ms. Piraino stated that it would be operational by the end of the year.

Trustee Leopold stated that he agreed with Trustee Kanakaris and would approve it remaining until December 10, 2016.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance granting an extension of a Temporary Sign for Centegra Health System – 10450 Algonquin Road. Mayor Sass directed Staff to put this item on the agenda for a Roll Call Vote.

- e) Discussion – Consideration of a Resolution Approving the Bid Award to Tovar Snow Professionals to Provide Downtown Area Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that the Building and Grounds Division of Public Works and Engineering are responsible for snow and ice control in the downtown area, as well as at the Municipal Complex. This allows the remaining Public Works staff to concentrate on snow and ice control efforts within the Village roadway network. The new design elements in the downtown such as brick pavers, planters, ornaments, and traffic calming features require compatible snow removal equipment and some handwork where traditional drive-by plowing may not be conducive and thereby adds staffing time to the operation. The 2015/2016 snow season saw below average snow events and afforded staff to keep pace with snow removal operations throughout the Village. However based on that experience, it became evident that with an average or above average snow season maintaining snow and ice control at the expected level of service would be difficult. In addition, there is a significant amount of work required at the Municipal Complex to keep the grounds safe and accessible for the general public and employees. Therefore, the Village solicited Snow and Ice Control Services bids for 1) the Downtown Area and 2) the 167 Village Cul-De-Sacs. No bids were submitted for the Cul-De-Sac Snow and Ice Control Services. However, on September 15, 2016 the Village received bids from four (4) Contractors for Downtown Area Snow and Ice Control Services. The bid results are summarized as follows:

BID TABULATION SUMMARY					
BIDDER LIST	SNOW EVENT TOTALS				
	1" - 3"	> 3" - 6"	> 6" - 9"	> 9" - 12"	Average Per Event
Tovar	\$1,752.00	\$2,441.00	\$2,790.40	\$1,752.00	\$2,183.85
CT Veach	\$1,862.00	\$2,369.00	\$3,107.00	\$3,827.00	\$2,791.25
Bolano's	\$3,950.00	\$4,500.00	\$5,050.00	\$5,600.00	\$4,775.00
Rabine	\$5,075.00	\$10,150.00	\$21,315.00	\$46,900.00	\$20,860.00

Staff Analysis

The Contractor will be responsible for providing general Snow and Ice Control Services as identified in the bid specifications for the following designated areas and as shown in the attached exhibits:

- i) Downtown Roadways

- ii) Downtown Parking Lot and Alley
- iii) Downtown Sidewalks and Brick Pavers
- iv) McHenry County Visitor Center Parking Lot and Sidewalk
- v) Huntley Chamber of Commerce Parking Lot and Sidewalk

Designated roadways include Coral Street between IL RT 47 and Church Street; Main Street between RR tracks and Church Street; Dwyer Street between Coral Street and Main Street; Woodstock Street between 1st Street and Main Street; and Church Street between the on-street parallel parking area north of 1st Street and the alley south of Main Street. Village Public Works staff shall be responsible for salting the designated roadways and parking lots. All sidewalks and brick paver areas including pedestrian ramps within the designated area are to be cleared of snow and treated with specified ice melting products the entire width of the sidewalk (edge to edge and continue throughout the storm) to maintain safe passageways during the storm by the Contractor. Village Public Works staff will be responsible for snow removal in the Square.

The lowest responsive, responsible bidder for Downtown Snow and Ice Control is Tovar Snow Professionals with an average per event bid in the amount of \$2,183.85. Staff has reviewed the bids and recommends award to Tovar Snow Professionals.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

The FY16 Budget includes \$60,000 for Contract Snow and Ice Control in the Public Works Contractual Services Fund, 01-60-2-6485.

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

Trustee Leopold asked how soon after the snow event will the work be performed. Director Farrell reported that for an overnight event, the sidewalks will be cleaned by 6:00 a.m. and during business hours they are to come out after one (1) inch of snow.

Trustee Hoeft asked for clarification of what Village Staff will be shoveling in the Square; Director Farrell stated that Village Staff will clear all the sidewalks and paths around the perimeter and through the Square as well as the steps to the Gazebo.

Trustee Goldman asked who will be clearing the cul de sacs; Director Farrell stated that Staff will continue to clear the cul de sacs.

Mayor Sass reported that the manager for Tovar Snow Professionals lives in Huntley so he believes the manager will make sure that his crews will do a good job in the Downtown.

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 Approving the Bid Award to Tovar Snow Professionals for Downtown Area Snow and Ice Control.

f) Discussion – Consideration of a Resolution Approving the Renewal of a Professional Services Agreement – Public Relations / MPAG

Village Manager David Johnson reported that the contract for professional services from MPAG expired on August 31, 2016. A new contract is proposed at a reduced fee of \$2,000 per month.

Staff Analysis

The Village has contracted with MPAG since 2007. MPAG maintains a Village presence in Springfield and continues to monitor legislation in the General Assembly that may impact the Village. In addition, MPAG assists with the Village’s overall marketing and public relations efforts. MPAG will also continue to assist with the Village’s transportation enhancement initiatives.

Financial Impact

The contract is included in the FY2016 Budget. Funding in FY2017 will be determined through the FY2017 budget planning process.

Legal Analysis

The contract has been reviewed by the Village Attorney.

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 Authorizing the Renewal of a Professional Services Agreement with MPAG.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Westberg asked if ComEd will be removing the poles that were involved in the power outage; Director Farrell stated that he will follow up with ComEd.

Trustee Kanakaris asked when the SSAs will be completed; Director of Finance Jennifer Chernak reported that the first ones will be completed in 2028. Village Manager Johnson stated that Staff will get a complete list of dates out to the Village Board.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass wished Trustees Piwko (10/6) and Goldman (10/7) Happy Birthday.

Mayor Sass reported that the next McCOG meeting will be held in Crystal Lake.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

a) Probable or Imminent Litigation and Pending Litigation

- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made to Enter into Executive Session at 7:16 p.m. for e) Collective Bargaining.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to Exit Executive Session at 7:39 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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 7:40 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary