

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
November 7, 2013
MINUTES**

CALL TO ORDER:

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

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees 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, Director of Development Services Charles Nordman, 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 – Approval of the October 24, 2013 Village Board Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the October 24, 2013 Village Board Meeting Minutes.

- b) Discussion – Approval of the November 14, 2103 Bill List in the Amount of \$637,521.75

Mayor Sass reported that \$315,506.88 (or 49%) of the total bill list is attributable to Payouts 1 & 2 to paint Water Tower No. 5; Payout No. 1 to install the Aerobic Digester Blowers at the East Wastewater Treatment Plant; payment of the Kaeser Com Pak Blower Package at the East Wastewater Treatment Plant; SSA and TIF Property Taxes; and TIF Sales Tax.

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 November 14, 2103 Bill List in the Amount of \$637,521.75.

- c) Discussion – Policy Direction Regarding Downtown Streetscape Concept Plan

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that in accordance with the Downtown Streetscape Scope of Work presented to the Village Board earlier this year, Houseal Lavigne has prepared three (3) sketch concept plans for review and discussion. Based on the Village Board's review of these plans, Houseal Lavigne will then refine the preferred Concept Plan to develop the Preliminary Streetscape Plan. The Preliminary Streetscape Plan will include (a) recommendations for the plant types/species, site furnishings, and hardscape materials; (b) concepts for gateway features and wayfinding signage; and (c) probable costs of Preliminary Streetscape Plan recommendations.

The following is a summary of the three alternatives:

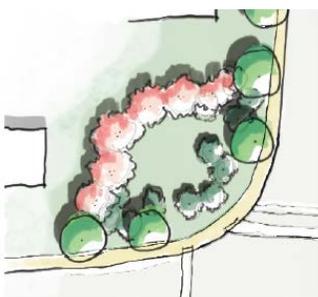
Alternative #1: This alternative maximizes the existing space available for vegetation and hardscape improvements. It does not require any expansion or improvements to the existing infrastructure.

Alternative #2: This alternative proposes modifications to the existing infrastructure to include bump outs at key intersections, sidewalk expansions and parallel on-street parking on Main Street between Woodstock Street and Church Street, and slightly realigning curbs to provide a more consistent roadway condition. This alternative also incorporates the recommendation to raise Main Street to eliminate the inconsistent grade changes for pedestrians throughout the Downtown.

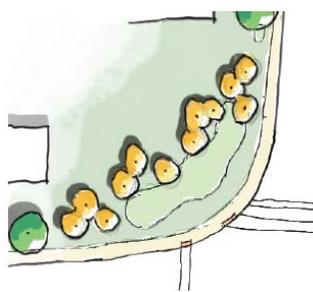
Alternative #3: This alternative is based on many of the recommendations of the Downtown Revitalization Plan which was adopted by the Village Board in 2010. The plan incorporates vegetated bump outs, reconfigured on-street parking, sidewalk expansion, decorative crosswalks/intersections, and gateway and wayfinding features.

For the purpose of discussion, Staff is specifically requesting policy direction for improvements that could potentially occur in 2014. These areas include Village owned parcels at the northwest and northeast corners of the Route 47 and Main Street intersection and the municipal parking lot.

Route 47 / Main Street - Northwest Corner:



Alternative #1



Alternative #2



Alternative #3 – (Preferred Alternative)

Trustee Hanson stated that he preferred Alternate #1 as he does not envision residents sitting in the area and it will be most cost effective with the landscaping.

Trustee Goldman stated that she would choose Alternative #1 as she cannot see people using the features of Alternative #3.

Trustee Leopold stated the he preferred Alternative #3 as the Village made an agreement with the former property owners, the Jankowskis, to put a bench or plaque in the area and he also stated that the path would be a nice feature for walkers.

Trustee Kanakarlis stated that he preferred Alternative #3 as this was the main intersection of the Village and did not believe it would be too costly.

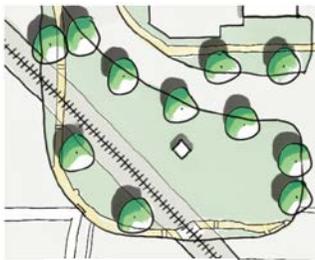
Trustee Piwko stated his preference for Alternative #3, as it would provide additional greenery and screening for that corner.

Trustee Westberg also preferred Alternative #3, as would be complementary to the gateway sign and landscaping on the southeast corner of the intersection.

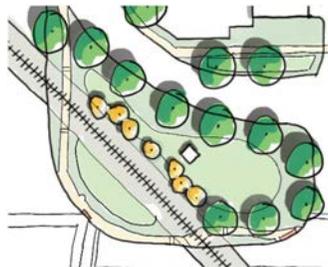
Trustee Leopold added that he would also like to see the northern boundary of the parcel curbed so as to protect the landscape area from vehicle encroachment.

The consensus of the Village Board was to develop plans for the northwest corner of Route 47 and Main Street per Alternative #3.

Route 47 / Main Street - Northeast Corner:



Alternative #1



Alternative #2 – Preferred Alternative



Alternative #3

Mayor Sass asked the Committee to provide feedback on the three (3) alternatives.

Trustee Leopold suggested a hybrid of Alternative #2 (no landscaping on the west side of the railroad tracks) and #3, with more shrubs added to Alternative #3.

Trustee Hanson supported Alternative #2 stating it was a simple design and would dress up the corner.

Trustees Piwko, Kanakarlis and Westberg agreed with Trustee Leopold about a hybrid of Alternatives #2 and #3, with more emphasis on additional landscaping on the east side of the tracks.

Trustee Goldman preferred Alternative #2.

The consensus of the Village Board was to develop plans for the northeast corner of Route 47 and Main Street per a hybrid of Alternative #2 and #3 (no landscaping on the west side of the tracks and additional landscaping on the east side).

Municipal Parking Lot:

An overall plan for parking lot expansion/improvements is also provided as part of the document; however, such expansion and improvements would be phased as the Village does not own all parcels needed for the expanded parking lot. Primary focus in 2014 will be potential improvements to the Village’s existing municipal parking lot located south of Main Street and surrounding the Sawyer-Kelley Mill (outlined in yellow on the below illustration) and screening of the Dean Foods’ property to the southwest of the Downtown.



Municipal Parking Lot

Mayor Sass asked the Committee provide feedback on the parking lot improvement.

Trustee Hanson stated that depending on the cost estimate to improve the entire area with landscaping he would prefer that the Village begin with landscaping the west portion of the parking lot and then the east portion.

Trustee Westberg stated that he did not like the islands in the parking but approved of the rest of the design. Trustee Westberg suggested taking out the island but leave the triangular piece.

Trustee Kanakaris asked if the plan included screening the back side of the buildings along Main Street; Village Manager Johnson reported that Staff is looking to clean up the back side of the businesses in the alley.

There were no other comments or questions.

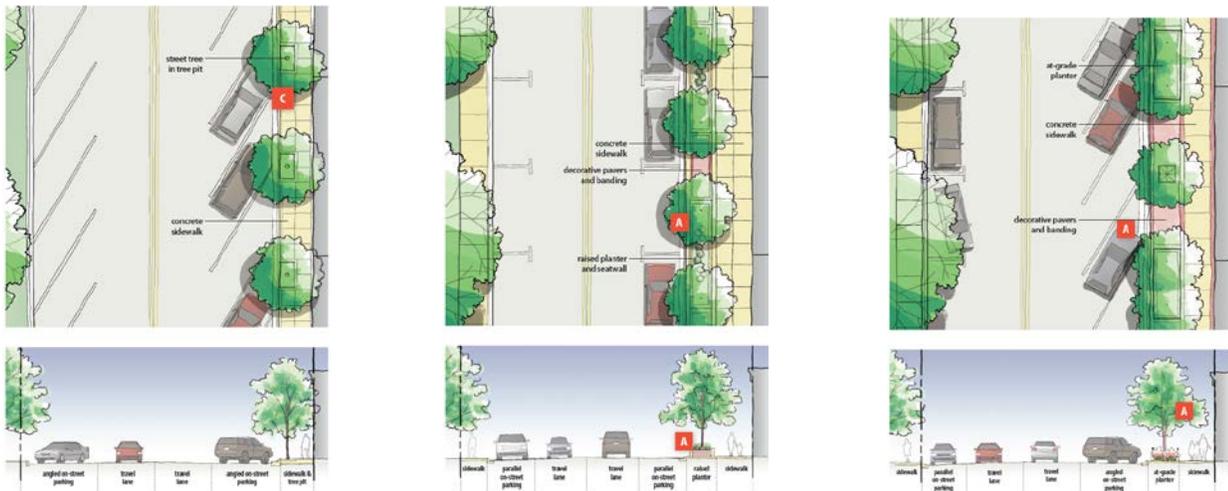
Main Street:

The proposed alternatives for Main Street focus on parking orientation. The orientation of parking will dictate the extent of streetscape improvements possible along Main Street.

Alternative #1 proposes to maintain the angled parking on the north and south sides of Main Street. This results in no reduction to the number of existing parking spaces on Main Street; however, it does not allow for an expanded sidewalk on the south side of Main Street or the addition of a sidewalk on the north side of Main Street.

Alternative #2 proposes parallel parking on both the north and south side of Main Street, resulting in 20 parking spaces between Woodstock Street and Church Street. This option allows the sidewalk on the south side of Main Street to be widened and a sidewalk to be added on the north side of Main Street.

Alternative #3 proposes to maintain the angled parking on the south side of Main Street and parallel parking on the north side of Main Street, resulting in a total of 23 parking spaces between Woodstock Street and Church Street. This option also allows a widened sidewalk on the south side of Main Street and the addition of a sidewalk on the north side of Main Street; however, the sidewalk on the north side of Main Street would be located within the Town Square park (Alternative #2 allows the sidewalk to be located in the Main Street right-of-way and not occupy any of the Town Square).



Alternative #1 – 25 parking spaces

Alternative #2 – 20 parking spaces

*Alternative #3 – 23 parking spaces
(Preferred Alternative)*

Mayor Sass asked for feedback regarding parking on Main Street.

Trustee Piwko stated that while driving east on Main Street there are often vehicles that are too long parked diagonally and extending into the drive aisle. He stated that he would like the parking spaces removed from the north side of Main Street and the westbound lane shifted.

Trustee Hanson stated that he liked Alternative #1 but add sidewalk on the north side of Main Street. Trustee Hanson stated that he thought diagonal parking was safer.

Trustee Leopold stated that he liked Alternative #3. He suggested removing parking on the north side of Main Street but add diagonal parking on Coral Street. Director of Development Services Nordman reported that diagonal parking has been discussed for Coral Street; however, Coral Street would then need to be a one-way street and the Huntley Fire Protection District needs east and west access west of Woodstock Street.

Trustee Goldman stated that she thought that during the workshop meetings a couple of years ago that it was the consensus to pursue Alternative #3 and she prefers Alternative #3.

Village Manager Johnson summarized the discussion stating that it appears that the Committee would like an Alternative #4 which could be Alternative #3 (maintaining the diagonal parking) with no parking on the north side of Main Street and a larger sidewalk on the south side of Main Street. Trustee Leopold also requested that diagonal parking also be considered for Coral Street.

- d) Discussion - Payout Request No. 1 to F.H. Paschen, S.N. Nielsen & Assoc. for East Plant Digester Blower Replacement in the amount of \$52,000.32

Mayor Sass reported that on May 23, 2013, the Village Board awarded F.H. Paschen, S.N. Nielsen & Assoc. the contract to install (2) 75HP Kaeser ComPak Blowers at the East Wastewater Treatment Plant. The contract amount was \$105,380.60.

Staff Analysis

F.H. Paschen completed installation of the blowers in October. F.H. Paschen has completed 75% of the installation and is requesting payment for 50% of the work completed.

Financial Impact

Staff budgeted \$200,000.00 for this project. This included purchasing the blowers (\$81,200.00) and installation cost of 100,589.48 and additional cost for replacing conduit and wires (\$4,791.12) leaving a balance of \$13,419.40.

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 to F.H. Paschen, S.N. Nielsen & Assoc. for East Plant Digester Blower Replacement in the amount of \$52,000.32.

- e) Discussion - Payout Request No. 1 in the amount of \$81,000.00 and Payout Request No. 2 in the amount of \$52,200.00 to Era Valdivia Contractors, Inc. for Repainting Water Tower No. 5 (Wing Pointe Subdivision)

Mayor Sass reported that on July 2, 2013, the Village Board of Trustees awarded Era Valdivia Contractors Inc., the contract to repaint Water Tower No. 5 (Wing Ponte Subdivision). The contract amount was \$283,000.00.

Staff Analysis

Era Valdivia started work on Water Tower No. 5 on September 30th. Era Valdivia is now submitting two pay requests in the amount of \$81,000.00 and \$52,200.00 for work completed through October 23rd. Era Valdivia is estimating completion of tank painting by mid-November.

Financial Impact

The FY13 Budget was amended on June 13th to provide funding for repainting Water Tower No. 5. The estimated cost for the project was \$315,000.00. Era Valdivia was awarded the bid for repainting Water Tower No. 5 on July 11th in the amount of \$283,000.00 (10% under estimated cost). Era Valdivia is now requesting approval of Payout No. 1 in the amount of \$81,000.00 and Payout No. 2 in the amount of \$52,200.00 (total of \$133,200).

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 \$81,000.00 and Payout Request No. 2 in the amount of \$52,200.00 to Era Valdivia Contractors, Inc. for Repainting Water Tower No. 5 (Wing Ponte Subdivision).

- f) Discussion - Snow Plow Agreements for Lion's Chase, Talamore and Regency Square Subdivisions:
 - i. Approval of a Resolution authorizing a Snow Plow Agreement with Richmond American Homes for the Lion's Chase Subdivision
 - ii. Approval of a Resolution authorizing a Snow Plow Agreement with Huntley Venture for the Talamore Subdivision
 - iii. Approval of a Resolution authorizing a Snow Plow Agreement with Pistakee Partners, L.L.C. for the Regency Square Subdivision

Assistant Village Manager Lisa Armour reported that Talamore, Lion's Chase, and Regency Square include roadways not yet accepted by the Village. As in previous years, the Village and developers are proposing to enter into agreements that would provide for the Village to snow plow these areas at a specified rate.

Staff Analysis

The agreements provide for certain roadways not yet accepted within the subdivisions to be plowed on the same schedule as Village roads.

Financial Impact

Developers are charged \$150.00 per hour for snowplowing and spot salting. Costs for additional services are outlined in the agreement.

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:

- i. A Resolution Approving a Snow Plow Agreement with D R Horton/Cambridge Homes for the Lions Chase Subdivision***
- ii. Resolution Approving a Snow Plow Agreement with Huntley Venture for the Talamore Subdivision***
- iii. Resolution Approving a Snow Plow Agreement with Pistakee Partners, L.L.C. for the Regency Square Subdivision***

- g) Discussion – Quarterly Financial Reports – Transmittal of the Third Quarter 2013 Financial Reports for the Village of Huntley

Mayor Sass reported that the following information was transmitted for review and acceptance are the Village's third Quarter 2013 Financial and Investment Reports.

Staff Analysis

The third quarter 2013 activity ended as projected. Revenues have increased from the prior quarter due to the receipt of the 2nd installment property taxes. Expenditures are within expected thresholds.

Notes to consider when reviewing this report:

Revenues

- **01-00-0-4020 Sales Tax:** Sales tax collection is in arrears; however, receipts are current through September 2013. Revenues are overstated as distributions to the TIF are in arrears by three months due to lag reporting from the Illinois Department of Revenue.
- **01-00-0-4025 Income Tax:** Income tax revenues to date are \$2,030,698.52 which includes 2012 revenues in the amount of \$480,508.49. The State has issued vouchers through October 2013 which, once received, will bring the total income tax as of September 30, 2013 to \$1,814,891.43.
- **01-00-0-4021 Local Use Tax:** Local Use Tax received as of September 30, 2013 totals \$302,996.86 and includes \$31,310.35 of revenue recorded to December 2012 which will be adjusted during the 2013 audit process.
- **01-00-2-4210 Building Permits:** The Village continued to budget 2013 Building permit revenue utilizing a conservative approach. Revenues collected as of the 3rd quarter of 2013 are \$773,851.01 exceeding the 2013 budget of \$450,000.00.

Expenditures

- **01-50-2-6460 CALEA/Accreditation:** This line item exceeds the 2013 budget due to new software purchased for future paperless or reduced paper processing needs for recertification.
- **01-50-2-6499 Miscellaneous Contractual / Police:** The Police Department miscellaneous contractual line item is over budget due to a required hand held radar certification.
- **01-70-3-6850 Printing & Duplicating / Development Services:** The Development Services printing line item exceeds budgeted expenses and funds were utilized for permit cards and inspection forms.
- **10-80-3-6635 Meters:** This line item exceeds the 2013 budget; however this expense is offset by corresponding revenue line item 10-00-4-4500 Meter Sales.

At the end of the 3rd quarter of 2013, the Village's General Fund expenditures are right on target at 75.5% of the total 2013 budget. All departments are in compliance with Village Financial and Budget policies.

The Village's Water Operating Fund 3rd quarter 2013 expenditures are 71.84% of the 2013 budget. Sewer Operating Fund 3rd quarter expenditures are 72.70% of the 2013 budget.

Investment Report

The Village's investment report as of September 30, 2013 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. All funds are fully insured and/or collateralized and placed in interest bearing accounts as allowed by State Statutes.

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 Third Quarter 2013 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Piwko asked if the bridge work on North Main Street will be done during the summer months; Village Manager Johnson reported that it would be done during the summer.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the Full Interchange Ribbon Cutting Ceremony will be held on November 8th and parking would be available in the ITW lot.

Mayor Sass reported that the Village Offices will be closed on Monday, November 11th, in honor of Veterans Day.

UNFINISHED BUSINESS:

Trustee Leopold asked when the existing Kreutzer Road will be open to the businesses; Village Manager Johnson reported that it will be open at the latest next week. Trustee Kanakaris asked when the entire roadway will be open; Village Manager Johnson reported that the new section of Kreutzer Road will be completed next spring.

NEW BUSINESS:

Trustee Piwko reported that kids are smoking e-cigarettes on the school bus and as they get off of the school bus and would like Staff to look into prohibiting them from doing this even though they are not really cigarettes. Village Attorney Coppedge reported that as of January 1, 2014 the law will prohibit the sale of the e-cigarettes to minors and that the Village of Huntley can add the terminology to include the prohibition of alternative smoking devices to the current code. Trustee Leopold asked if Superintendent Burkey is aware of the situation; Village Manager Johnson stated that he will follow up with Dr. Burkey.

EXECUTIVE SESSION:

A MOTION was made at 7:38 p.m. to enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation and b) Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:55 p.m. to exit Executive Session

MOTION: Trustee Goldman

SECOND: Trustee Leopold

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 7:56 p.m.

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

Respectfully submitted,

Barbara Read
Recording Secretary