

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
May 19, 2016
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, May 19, 2016 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, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: Trustee Tim Hoefl

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works Jim Schwartz, Village Engineer Timothy Farrell, Village Clerk Rita McMahon and Village Attorney John Cowlin.

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

SPECIAL PRESENTATION:

- a) Director of Public Works Jim Schwartz Retirement

Mayor Sass thanked Director Schwartz for his years of service to the Village of Huntley and shared what has happened since Director Schwartz started in 1992:

	1992	2016
Maintained Roads Throughout the Village	22 Miles	128 Miles
Gallons of Storage Capacity	300,000 Gallons in 1 Water Tower	3.2 Million Gallons in 5 Water Towers
Gallons of Drinking Water Capable of Being Treated per Day	1.2 Million	6.4 Million
Gallons of Wastewater Capable of Being Treated per Day	610,000	4.4 Million
Gallons per Year of Actual Treated Potable (drinking) Water	No Records	786 Million
Gallons per Year of Actual Treated Wastewater	No Records	787 Million
Population	2,453	26,692

Director Schwartz thanked the Mayor and Village Board as well as Staff and his family. Director Schwartz stated that he is leaving the department in good hands.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Approval of April 21, 2016 Committee of the Whole Meeting Minutes

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

A MOTION was made to approve the April 21, 2016 Committee of the Whole Meeting Minutes.

MOTION: Trustee Leopold
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: Trustee Hoeft
The Motion Carried: 5-0-1

- b) Approval of the May 19, 2016 Bill List in the Amount of \$924,804.55

Mayor Sass reported that \$604,643.68 (or 65.4%) of the total bill list is attributable to payment of the 2016-2017 Liability Insurance Premium to MICA (\$339,185.00) and the payment of development impact fees to other taxing bodies (\$265,458.68).

Mayor Sass asked if the Village Board had any comments or questions regarding the Bill List; there were none.

A MOTION was made to approve the May 19, 2016 Bill List in the Amount of \$924,804.55.

MOTION: Trustee Westberg
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: Trustee Hoeft
The Motion Carried: 5-0-1

- c) Consideration of a Resolution Approving Façade Improvement Assistance Program Grant for John and Patti Wuich, 11006 Route 47

Director of Development Services Charles Nordman reported that John and Patti Wuich, owners of 11006 Route 47, have submitted an application for the Façade Improvement Assistance Program seeking assistance in the amount of \$2,547.50 to reroof their commercial property with a “rustic black” colored 30-year architectural shingle. The property is currently leased to Route 47 Taxi.

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. The proposed roof replacement is identified as an eligible improvement under the guidelines of the program because it is visible from the public right-of-way (Route 47).

The Village Board shall evaluate the project based on the value of the aesthetic improvement to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a priority, and “continue downtown revitalization efforts” as an objective.

Financial Impact

The FY2016 budget includes \$90,000 for the Façade Improvement Assistance Program in the Downtown Improvement Fund (To date, \$40,000 of the FY2016 funds have been dedicated to projects). The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. The maximum aggregate amount of all grants approved for a building/property within a five year period is limited to \$20,000. The estimate provided by the petitioner proposes to complete the work at cost of \$5,095 which would allow for a maximum grant of \$2,547.50 under the guidelines of the program.

Upon completion of the work, the owner must submit copies of all invoices, contractor’s statements, proof of payment, and notarized final lien waivers to the Village, as evidence that the owner has paid the contractor. Payment of the approved grant amount will only be authorized upon completion of all work items as originally approved and receipt of all required documents.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked if porch and side roofs were also being replaced; Director Nordman stated that they would be replacing all the roofs.

There were no other comments or questions.

A MOTION was made to Approve a Resolution Approving a Façade Improvement Assistance Program Grant for John and Patti Wuich, 11006 Route 47.

- MOTION:** Trustee Piwko
- SECOND:** Trustee Westberg
- AYES:** Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustee Hoeft
- The Motion Carried: 5-0-1**

- d) Consideration of an Ordinance Approving a Special Use Permit for Outdoor Storage of Vehicles in the “M” Manufacturing District at 11921 Smith Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Henderson IDC – Illinois (Henderson) is the contract purchaser of 11921 Smith Drive. The property was the home of GFS Construction (GFS) which was purchased in 2013 by the Aldridge Group. GFS previously received approval of a special use permit for a bulk material storage yard in May 2007.

Henderson, headquartered in Manchester, Iowa, is a custom manufacturer of heavy-duty work truck equipment. They specialize in the manufacturing and installation of snow and ice control equipment for municipal, state, and tollway trucks. The Huntley facility would be utilized for the installation of new equipment on new truck chassis, service of equipment, and distribution of equipment. They currently have a facility along Interstate 90 in Gilberts which would be relocated to Huntley upon approval of the special use permit. It is expected that there will be 40-50 employees working at the facility

Henderson is proposing only minor changes to the property which would include yard cleanup, new entry signage and awning, and minor work to the interior of the building (lighting, cleaning, painting, and remodeling the reception area).

Staff Analysis

The subject site, 11921 Smith Drive, is zoned “M” Manufacturing which requires the approval of a special use permit for the outdoor storage of vehicles. Henderson will utilize the existing paved yard for the storage of new truck chassis, dump bodies, snow plows, and other products.

Plan Commission Recommendation

The public hearing to consider the petition was held before the Plan Commission on Monday, May 9, 2016. There were no parties in attendance in opposition to the request. Having considered the Standards for Special Use Permits and having fully heard and considered testimony, the Plan Commission unanimously recommended approval by a vote of 4 to 0, subject to the following conditions:

1. All improvements must occur in full compliance with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building), practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. No Signage is approved as part of the Special Use Permit.

Village Board Conceptual Review

The Village Board reviewed the conceptual plans for the project at their April 21, 2016 Committee of the Whole meeting and was generally supportive of the proposal.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a priority, and “*Attract and Retain Businesses to Enhance Tax Base and Create New Jobs*” as a goal. The location of Henderson Products will result in the location of approximately 35-40 installation technician jobs and 5-10 office personnel.

Financial Impact

The petitioner is required to pay any applicable occupancy and sign permit fees.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to Approve an Ordinance Adopting a Special Use Permit for Outdoor Storage of Vehicles in the “M” Manufacturing District at 11921 Smith Drive.

- MOTION: Trustee Leopold**
- SECOND: Trustee Kanakaris**
- AYES: Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustee Hoeft**
- The Motion Carried: 5-0-1**

- e) Consideration of a Resolution Approving a Proposal for Professional Phase 2 Design Engineering Services for the Illinois Route 47 Multi-Use Path – Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$75,490.00

Village Engineer Timothy Farrell reported that this project consists of the extension of a multi-use path on the east side of Route 47 from the north side of Kreutzer Road to the south side of Oak Creek Parkway. Signalized pedestrian crossings to the west side of Illinois Route 47 are to be included at both the south side of Del Webb Boulevard and the north side of Regency Parkway. The multi-use path would provide off-road access to Huntley Grove (Walmart), Huntley Crossings Phases I and II, and Village Green (Jewel-Osco), in addition to the internal sidewalks planned through these developments. The terms of the grant require that the project will be front funded by the Village with an 80% reimbursement by the Illinois Transportation Enhancement Program (ITEP) grant. The estimated total construction cost with federal share and local match is as follows:

SEGMENT	Construction	Federal	Local
IL ROUTE 47 AND BOTH INTERSECTIONS	\$1,251,500	\$862,720	388,780

Per the current ITEP agreement, the project total construction cost is identified at \$1,078,400 and the federal share is capped at \$862,720 (80%). However, additional ITEP funds can be pursued to maximize the 80% federal share.

Staff Analysis

On April 18, 2016, IDOT issued approval of the preliminary Phase 1 engineering thereby allowing final design Phase 2 engineering to be initiated. During the Phase 2 engineering, detailed design will advance and identify the number and location of easements, if any; intersection design that will include the pedestrian crossing components (number and locations of pedestrian push button pedestals, audible walk indications and countdown timers), island landings, etc. As it is currently, golf carts will continue to be prohibited east of Route 47 and therefore, prohibited on the multi-use path.

The total engineering cost with federal share and local match per the ITEP agreement is as follows:

CURRENT BREAKDOWN APPROVED				
	Est. Total Cost	Federal	Local	Local %
Phase 1 Design	\$ 86,280.00	\$ 69,020.00	\$ 17,260.00	20%
Phase 2 Design	\$ 75,490.00	\$ 60,390.00	\$ 15,100.00	20%
Construction	\$ 1,251,500.00	\$ 862,720.00	\$ 388,780.00	31%
Construction Engineering	\$ 161,750.00	\$ 129,400.00	\$ 32,350.00	20%
TOTAL	\$ 1,575,020.00	\$ 1,121,530.00	\$ 453,490.00	29%

In order to advance the Phase 2 engineering and target a November 2016 bid letting per the ITEP agreement, staff is recommending that Phase 2 engineering be paid entirely by local funds and the federal share amount be moved into construction. The following table provides a summary:

FEDERAL FUNDS MOVED OUT OF DESIGN AND INTO CONSTRUCTION				
	Est. Total Cost	Federal	Local	Local %
Phase 1 Design	\$ 86,280.00	\$ 69,020.00	\$ 17,260.00	20%
Phase 2 Design	\$ 75,490.00	\$ -	\$ 75,490.00	100%
Construction	\$ 1,251,500.00	\$ 923,110.00	\$ 328,390.00	26%
Construction Engineering	\$ 161,750.00	\$ 129,400.00	\$ 32,350.00	20%
TOTAL	\$ 1,575,020.00	\$ 1,121,530.00	\$ 453,490.00	29%

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a Strategic Priority, and “Identify additional locations and funding sources for multi-use paths and pedestrian crossing overpass across Route 47” as an objective.

Financial Impact

The FY15 Budget included \$86,275 for Phase 1 Preliminary Design Engineering in the Street Improvement Fund 04-10-2-6320; The FY16 Budget includes \$75,490 for Phase 2 Final Design Engineering in the Street Improvement Fund 04-10-2-6320.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to Approve a Resolution Approving a Proposal for Professional Phase 2 Design Engineering Services for the Illinois Route 47 Multi-Use Path – Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$75,490.00.

MOTION: Trustee Piwko

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: Trustee Hoeft

The Motion Carried: 5-0-1

- f) Consideration to Approve Payout Request No. 1 in the amount of \$91,440.90 to Apex Landscaping, Inc. for the 2016 Spring 50/50 Parkway Tree Replacement Program

Mayor Sass reported that at the March 10, 2016 Village Board Meeting, the Village Board of Trustees awarded Apex Landscaping, Inc. the bid for the 50/50 Residential Parkway Tree Replacement Program.

Staff Analysis

Apex Landscaping, Inc. has completed planting 272 residential parkway trees as part of the spring planting and has submitted a payout request in the amount of \$101,601.00 with 10% (or \$10,160.10) retained for one-year as stated in the bid document.

Financial Impact

The Village Board approved \$75,000 for the 50/50 Parkway Tree Replacement Program as part of the FY 2016 Budget and is included in the Street Improvement Fund, 04-10-4-7510. The Village’s portion of this 50/50 Program is \$46,240.

	Invoice Amount	10% Retained	Amount Due
Payout #1 (Spring)	\$101,601.00	(\$10,160.10)	\$91,440.90
Totals	\$101,601.00	(\$10,160.10)	\$91,440.90

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Payout Request No. 1 in the amount of \$91,440.90 to Apex Landscaping, Inc. for the spring planting of residential parkway trees.

- MOTION: Trustee Westberg**
- SECOND: Trustee Leopold**
- AYES: Trustees: Goldman, Kanakarlis, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustee Hoeft**
- The Motion Carried: 5-0-1**

- g) Accept and Place on File the First Quarter 2016 Financial and Investment Reports for the Village of Huntley

Village Manager David Johnson reported that submitted for review and acceptance is the Village’s 1st Quarter 2016 Financial and Investment Reports.

Staff Analysis

The end of 1st Quarter 2016 reports activity ending as projected. Revenues are low due to cyclical property tax receipts. McHenry and Kane County will begin property tax remittance during June 2016. Expenditures are within budgeted thresholds; however, please note that an adjustment will be made to address the Special Census Salaries in line item 10-10-1-6015 in the Legislative and Executive Department.

Notes to consider when reviewing this report:

Revenues

- Property Taxes: 1st Quarter 2016 Property Tax collections equal zero; remittance is scheduled to begin June 2016 and will be allocated to the listed funds: General Fund, Insurance Fund, Cemetery Fund, Police Pension Fund, and SSA#5.
- 01-00-0-4020 Sales Tax: Sales tax collections are in arrears. 1st Quarter 2016 collections total \$677,222, and are 2015 revenue that will be adjusted during the 2016 audit process.
- 01-00-0-4021 Local Use Tax: Local Use Tax collected during 1st Quarter 2016 total \$207,554, and include 2015 revenues of \$46,970 that will be adjusted during the 2016 audit process.
- 01-00-0-4025 Income Tax: Income tax received during 1st Quarter 2016 totals \$531,025, and includes 2015 revenues of \$291,225 that will be adjusted during the 2016 audit process.
- 01-00-0-4060 Video Gaming Tax: Video gaming tax received during 1st Quarter 2016 totals \$18,312, and includes 2015 revenues of \$5,298 that will be adjusted during the 2016 audit process.
- 01-00-2-4210 Building Permits: Building Permit fees collected during 1st Quarter 2016 total \$276,560, or 37.4% of the 2016 budgeted revenue.
- 42-00-0-4005 Motor Fuel Tax: Motor Fuel Tax collected during 1st Quarter 2016 total \$161,139, and includes 2015 revenues of \$54,822 that will be adjusted during the 2016 audit process.

Expenditures

At the end of First Quarter 2016, the General Fund expenditures compute to 19.0% of the FY2016 budget; note the one time revenue transfer of \$2,295,284 is removed from the calculation. The Water Operating Fund First Quarter 2016 expenditures total 13.8% of the FY2016 budget, and Sewer Operating Fund First Quarter 2016 expenditures total 16.3% of the FY2016 budget.

Investment Report

The Village's investment report as of March 31, 2016, details the Village's cash position by financial institution, maturity and fund allocation.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked if revenues received in 2016 can be applied in 2016; Village Manager Johnson reported that the revenue needs to be applied in the year the transaction occurred.

Village Manager Johnson reported that at the June 9, 2016 Village Board Meeting the 2015 Audit and the Financial Report will be presented. Village Manager Johnson reported that 2015 was a favorable year for the Village's General Fund but the reality of 2016 and the Talamore Subdivision being completed will impact the Village's future revenue.

There were no other comments or questions.

It was the consensus of the Village Board to accept and place on file the First Quarter 2016 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the June McCOG meeting will be hosted by the Village of Huntley.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:23 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary