

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
December 7, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 7, 2017 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, Timothy Hoeft, 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, Director of Public Works and Engineering Tim Farrell, Chief of Police Robert Porter, Director of Finance Cathy Haley, Human Resource Manager Chrissy Hoover, Village Clerk Rita McMahan and Village Attorney John Cowlin.

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

PUBLIC HEARING: Village of Huntley Fiscal Year 2018 Annual Operating and Capital Budget

A MOTION was made at 7:01 p.m. to open the Public Hearing.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Village Manager David Johnson reviewed a Power Point Presentation reviewing the proposed Fiscal Year 2018 Operating and Capital Budget.

Mayor Sass asked if anyone had any comments or questions regarding the Budget. Trustee Leopold stated he liked the addition of the financial forecast section of the budget. There were no other comments.

A MOTION was made at 7:24 p.m. to close the Public Hearing.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

PUBLIC COMMENTS:

Ms. Julie Schalk spoke to the Village Board to express her concern regarding the intersection near her residence on Arlington Drive. She stated the intersection is similar to the one where a fatal crash took place previously in Del Webb and requested a berm be added to enhance safety. Mayor Sass thanked her for her time and information and included that there are 40 intersections similar to the one where the fatal crash occurred throughout Del Webb. Mayor Sass suggested Ms. Schalk approach CAM for

assistance to improve the intersection. Ms. Schalk said she had tried to contact CAM but no one returned her call.

Mr. Ed Allison addressed the Village Board on behalf of a group called Concern Citizens for Altering the Old School Site Proposal. He stated residents in the neighboring area are upset about the proposed development by SMDMF LLC (Skala) project. He included that the group is not against the project but would like to see some alterations to the uses and layouts and would like to meet with the Village to discuss some options. Mayor Sass asked Mr. Allison to please send their letter of concern to Village Clerk McMahon and she will distribute the letter and arrange a meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of an Ordinance Adopting the Village of Huntley 2018 Annual Operating and Capital Budget

Mayor Sass reported that in accordance with Illinois State Statute and direction received from the Village Board of Trustees, the 2018 Annual Operating and Capital Budget is presented for final consideration. Upon final Village Board approval, staff will file the required budget documentation with all appropriate County offices in both McHenry and Kane Counties.

Staff Analysis

Through the budget preparation and review process, operational and capital projects goals have been identified for completion in 2018. Goals have been proposed which are in support of the mission, vision, and values statement of the 2016-2020 Strategic Plan. The operating and capital budgets have been reviewed with the Village Board in the following meetings:

- October 12, 2017 – Village Board Meeting - Review of Personnel Data, Master Organizational Charts and Financial Policies Review (one-time transfer history, outstanding debt balances, TIF information and debt per capita data)
- October 26, 2017 – Village Board Meeting - Review of On-Going Services and Programs, Summary of Funds, Major Capital Revenue Sources, and Preliminary Capital Requests from Departments
- November 2, 2017 – Village Board Meeting – Policy Direction Regarding 2017 Tax Levy
- November 16, 2017 – 2017 Tax Levy Public Comment

The FY18 Operating and Capital Budget totals \$26,194,201 in expenditures for all funds. Compared to the FY17 Budget, the proposed FY18 Budget proposes \$1,413,395 (5%) less in total expenditures. Major projects included in the FY18 budget are Wastewater Treatment Facility regulatory and operations and maintenance (O & M) upgrades of \$3 million to both the East and West Wastewater Treatment Facilities; \$778,000 Annual Street Improvement Program that will provide for roadway resurfacing in the Huntley Meadows Subdivision and pavement patching, cracksealing, and pavement marking at various locations throughout the Village; \$325,000 in the Water Equipment Replacement Fund for necessary water main replacements; \$276,800 spread across three funds, the first year of a two-year process to replace the Financial Management Software; and \$110,000 in the Equipment Replacement Fund to replace the in-squad video cameras.

In accordance with Village Financial and Budget Policies, the proposed budget for the General Operating Fund is balanced with \$11,686,888 in revenues and expenditures. A five-year financial

forecast is included for the General Fund in the budget document.

The FY18 budget includes an enhanced 5-Year Capital Improvement Program. A ranking system was developed to help prioritize capital projects for inclusion in the FY18–FY22 projects. The ranking system and scores for capital projects have been added to the FY18 budget.

Legal Analysis

Pursuant to State law, the draft budget document was made available for public inspection on the Village’s website and at the front counter of the Municipal Complex beginning Monday, November 20, 2017. In addition, the required public notice was published in the Daily Herald on November 29, 2017, informing the general public of the budget public hearing scheduled for Thursday, December 7, 2017, at 7:00 p.m. at the regularly scheduled Village Board meeting.

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

A MOTION was made to approve an Ordinance Adopting the Village of Huntley Fiscal Year 2018 Annual Operating and Capital Budget and to direct the Village Treasurer to file the document accordingly.

- MOTION: Trustee Hoeft**
- SECOND: Trustee Piwko**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

- b) Consideration – Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Village of Huntley 2017 Annual Property Tax Levy in the Amount of \$4,684,303 and to Direct the Village Treasurer to Record the Document Accordingly

Village Manager Johnson reported the Village's 2017 Tax Levy request is for \$4,684,303. Once approved by the Village Board, staff will file the property tax levy ordinance with all appropriate offices at both McHenry and Kane Counties.

Staff Analysis

State law requires that the levy cannot be adopted sooner than twenty (20) days after the initial discussion on the levy, which took place at the November 2, 2017 Village Board meeting. The tax levy was discussed again at the November 16, 2017 Village Board meeting to gain public input.

The Village’s 2017 levy request is \$4,684,303. The Village held its property tax levy flat for six consecutive years from 2010 to 2015. The Village’s levy increase in 2016 was to capture the full value of the southern TIF’s expiration. The 2017 property tax levy request follows the Village’s financial policies in that the increase will be allocated to cover the cost of the actuarial calculated increase in the Village’s police pension obligation of \$184,303.

The benefits and benefit levels for the Police Pension Fund are governed by State Statute and can only be amended by the General Assembly. The current statutory requirement is that the Village’s Police Pension Fund be at least 90% funded by 2040. The Village is committed to meeting its pension

obligations.

**2017 REQUESTED TAX
LEVY - Police Pension
Increase Only**

	2016 Tax Levy Extensions	2017 Estimated Tax Levy Request	\$ Increase/ Decrease over prior year	% Increase/ Decrease over prior year
Corporate	\$3,070,917	\$3,070,917	\$0	0.00%
IMRF	\$250,000	\$250,000	\$0	0.00%
Social Security	\$250,000	\$250,000	\$0	0.00%
Liability Insurance	\$300,000	\$300,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$629,083	\$813,386	\$184,303	29.30%
TOTAL	\$4,500,000	\$4,684,303	\$184,303	4.10%

Financial Impact

While residents live within the Village limits, their property tax bill is comprised of no less than nine (Kane County) or ten (McHenry County) separate taxing districts. Each taxing district determines the total dollar amount to levy on the property which resides within the taxing district boundaries. A tax rate is calculated based on this total dollar request and the total assessed value of property within the taxing district boundaries. The tax rate is what a resident sees on their tax bill for each entity having authority to place a levy on their property. The EAV of an individual resident’s property is multiplied by each tax rate to determine the amount of tax owed for the respective calendar year. The Village of Huntley is a home rule community and levies for dollars. The tax rate becomes a calculation based on the EAV (EAV/100 x Rate = Total Levy Dollars).

The EAV is determined by the Township Assessors office, while the dollars are requested by the Village for the Village’s portion of a resident’s tax bill. Therefore the rate is a factor of these two amounts. The preliminary estimated EAV from the Counties shows a potential increase from 2016 of 7.90%. Increasing the dollars to meet the Village’s pension obligation, combined with the increase in the EAV may slightly reduce the Village’s tax rate.

Levy Year	Rate	EAV	Dollars	Increase
2016	0.5478	\$821,394,208	\$4,500,000	
2017	0.5285	\$886,278,666	\$4,684,303	\$184,303

This level will provide funding for the FY2018 Annual Budget.

Legal Analysis

Per Illinois Revised Statutes (40 ICS 5) section 3-143 “Report by Pension Board”, the Police Pension Board shall report annually to the Village Board on the condition of the pension fund at the end of its most recently completed fiscal year.

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

A MOTION was made to approve an Ordinance Authorizing the Levy and Collection of Taxes for the Village of Huntley 2017 Annual Property Tax Levy in the Amount of \$4,684,303 and to Direct

the Village Treasurer to Record the Document Accordingly.

- MOTION: Trustee Leopold**
- SECOND: Trustee Goldman**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

c) Consideration – Consideration of an Ordinance Implementing a Utility Rate Structure for Water and Sewer Usage

Village Manager Johnson reported that one of the primary commitments that the Village makes as a governmental entity is to preserve and enhance the public health, safety and welfare of its citizens and visitors to the community. There is likely no greater responsibility that the Village has than providing safe potable drinking water to the general public. Likewise, ensuring that the effluent from the Village’s wastewater treatment operations is not harmful to the environment is an integral part of being good stewards of local natural resources.

The Village’s water and wastewater (sanitary sewer) operations are a self-supporting enterprise that does not receive any property tax or other tax-related income. Collectively, the water and wastewater operations are referred to as the Village’s utility operations. Volume-based customer fees and related income are collected to cover the cost of operations and maintenance (O & M), along with any capital improvements. The Village of Huntley Utility System provides water and wastewater service to the following:

- 1) 13,406 Accounts
- 2) 11,556 Water Metered Customers
- 3) 1,850 Irrigation Metered Customers
- 4) 10,832 Sanitary Sewer Metered Customers
(724 accounts in Southwind are serviced by the LITH Sanitary District)

Staff Analysis

An analysis of the current financial condition of the water and wastewater utilities for the Village including current usage, future income and expenditures, and future capital infrastructure improvements has been completed. The analysis is attached as an exhibit. Based on this analysis, the following five-year utility rate structure was formed in order to adequately fund the operations and maintenance of the water and wastewater utilities as well as the Ten-Year Capital Improvement Plan (CIP).

Priority Capital Projects Include:

• New Water Treatment Plant	\$ 5,300,000
• New Water Well	\$ 1,400,000
• Wastewater Treatment Facility Upgrades	\$ 3,000,000
• I-90 Lift Station	<u>\$ 3,100,000</u>
	\$12,800,000

Water and Sewer Rates:

Rates to be charged for water supplied from the municipal water system shall be based on metered water

usage, which shall be billed bi-monthly. A minimum bill is currently based on 4,000 gallons and the current rate is \$3.02 per 1,000 gallons of consumption for water and \$3.99 per 1,000 gallons of consumption for sewer.

1. Effective May 1, 2018, the consumer shall pay \$3.17 per 1,000 gallons of consumption for water and \$4.19 per 1,000 gallons of consumption for sewer.
2. Effective January 1, 2019, the consumer shall pay \$3.33 per 1,000 gallons of consumption for water and \$4.40 per 1,000 gallons of consumption for sewer.
3. Effective January 1, 2020, the consumer shall pay \$3.50 per 1,000 gallons of consumption for water and \$4.62 per 1,000 gallons of consumption for sewer.
4. Effective January 1, 2021, the consumer shall pay \$3.67 per 1,000 gallons of consumption for water and \$4.85 per 1,000 gallons of consumption for sewer.
5. Effective January 1, 2022, the consumer shall pay \$3.85 per 1,000 gallons of consumption for water and \$5.09 per 1,000 gallons of consumption for sewer.

Consumers shall pay the above rates based on a minimum consumption of 3,000 gallons of water and sewer per bi-monthly billing period. Consumers receiving only water service from the Village of Huntley shall not be subject to the above sewer rates. Consumers receiving only sewer service from the Village shall pay the above sewer rates based on a minimum consumption of 3,000 gallons of sewer per bi-monthly billing period.

Capital and Infrastructure Fee:

Effective May 1, 2018 a flat fee will be added to the rate structure to address the capital needs of the utility system. This flat bi-monthly fee will be \$4.50 for water and \$4.50 for sewer (\$2.25 per month for water and \$2.25 per month for sewer).

Irrigation Only Meter Rate:

Effective May 1, 2018, rates to be charged for water consumption use through a secondary irrigation meter are as follows. Currently, there is no difference in the rate charged for irrigation water.

1. Effective May 1, 2018 the consumer shall pay \$6.34 per 1,000 gallons of consumption
2. Effective January 1, 2019 the consumer shall pay \$6.66 per 1,000 gallons of consumption
3. Effective January 1, 2020 the consumer shall pay \$7.00 per 1,000 gallons of consumption
4. Effective January 1, 2021 the consumer shall pay \$7.34 per 1,000 gallons of consumption
5. Effective January 1, 2022 the consumer shall pay \$7.70 per 1,000 gallons of consumption

Cross-Connect Rates:

Effective May 1, 2018, the Cross-Connect charges will remain as follows:

1. Cross-Connect bi-monthly residential - \$0.75
2. Cross-Connect bi-monthly commercial - \$10.00

Previous Adjustments:

The Village has adjusted utility rates on a regular basis since 2003 based upon the Consumer Price Index (CPI). The long-standing policy, approved each year as a part of the annual budget process, has been to

either apply the CPI or a minimum of 2.0%, whichever is greater. These annual adjustments have addressed costs of operations and maintenance, but not full depreciation for replacement of system assets.

The Village has been both proactive and responsive in managing the utilities. The CIP schedules have been updated annually and depreciation has been duly recorded each year. However, a dedicated revenue stream has not been allocated to long-term maintenance and the CIP.

History of Utility System:

Beginning in the late 1990's, the Village experienced a significant increase in residential population growth. The Village's 1998 population was 3,100, while today the population exceeds 26,000 an increase of over 850%. During this time of significant growth, the Village followed a "growth pays for growth" policy. Developers were required to construct utility system improvements to provide service for not only their project, but in many cases, oversized the improvement for future development. Ultimately, the Village was able to construct a utility system currently valued today at approximately \$115 million dollars without a direct financial burden on existing customers. The major components of the system are:

- Five (5) Active Deep Sandstone Water Wells
- Five (5) Water Treatment Plans
- Five (5) elevated Water Storage Tanks
- 143 miles of water distribution system
- The 1.8 Million Gallon Per Day (GPD) East Wastewater Treatment Plant
- The 2.6 Million Gallon Per Day (GPD) West Wastewater Treatment Plant

These facilities are nearing 15 – 20 years old and require more maintenance and improvements to meet operating needs in addition to EPA regulations and mandates.

Rate Setting Factors:

1. Examples of Regulatory Mandates (from the Illinois Environmental Protection Agency):

A. Wastewater:

1. Illinois Nutrient Loss Reduction Strategy - \$3,000,000 WWTF Upgrades in 2018:
 - a) Total Phosphorus Limit of 1.0 mg/l;
 - b) Phosphorus Discharge Optimization Plan – requires biological phosphorus removal;
 - c) Total Phosphorus Feasibility Study – evaluate Total Phosphorus limits to 0.5 mg/l and 0.1 mg/l;
2. Capacity, Management, Operation and Maintenance (CMOM)
 - a) Annual Sewer Lining Program – minimum \$75,000 annually

B. Potable Water:

1. Lead and Copper Rule
 - a) Lead and Copper Rule – The Lead and Copper Rule (LCR) requires systems to monitor drinking water at customer taps.
 - b) Lead and Copper Rule Revisions – Illinois Public Act 99-922

Requires inventory of lead services to enhance the implementation of the LCR in the areas of monitoring, treatment, customer awareness, and lead service line replacement and to improve compliance with the public education requirements of the LCR and ensure drinking water consumers receive meaningful, timely, and useful information needed to help them limit their exposure to lead in drinking water.

2. Unregulated Contaminant Monitoring Rule – EPA uses the Unregulated Contaminant Monitoring (UCM) program to collect data for contaminants suspected to be present in drinking water, but that do not have health-based standards set under the Safe Drinking Water Act. Every five years EPA reviews the list of contaminants, largely based on the Contaminant Candidate List.
3. Radionuclides Rule – The Radionuclides Rule retained the existing maximum contaminant levels (MCL) for combined radium 226 and radium 228, gross alpha particle radioactivity, and beta particle and photon activity. The rule regulated uranium for the first time. The current combined radium MCL is 5 pCi/L.

2. Aging Infrastructure

- A. Rates have historically been sufficient to sustain operation and maintenance costs of a relatively new water and wastewater system. Aging infrastructure requires another component, replacement, to be considered. Sample projects include:
 1. Watermain Replacement Program – minimum \$325,000/annually
 2. Well Pump and Maintenance Program – minimum \$120,000/annually
 3. MXU (Meter) Replacement Program – minimum \$100,000/annually
 4. Equipment and Technology Updates/Replacement - minimum \$250,000/annually
 5. Near Future WWTF Upgrades (year 2025+/-) - \$5,500,000

3. Water Conservation

- A. The Village draws water from deep groundwater wells that supply water to many communities in the region. While the water supply in our area is currently abundant, it is finite and the Village is committed to Best Management Practices towards a sustainable water supply for the community and our neighbors.
- B. Currently, outdoor water irrigation in the Village accounts for approximately 22% of total water use. Annually, this equates to 175 million gallons of potable water used for irrigation. In the summer months, heavy irrigation is creating a strain on the water works system to the point that an additional well and water treatment plant will be required at a cost of approximately \$7,000,000 to keep pace with demand if enhanced water conservation does not reduce demand. There are 1,850 irrigation accounts within the Village.

4. Economic Development

- A. Providing utility service to the +/- 2,000 acres in the Village's planning area south of Interstate 90 and north of Big Timber Road is important to the Village's long-term economic development goals and community sustainability. To fully capitalize on the

investment made on the full interchange at I-90 / Route 47 significant water and sewer improvements at a cost of approximately \$10,000,000 may be required in full or in partnerships with future developers.

5. Benchmarking

- A. A rate review of 16 neighboring communities (including Huntley) revealed that the Village has and will continue to have a comparatively low rate structure, even after the rate adjustment.
- Based on the rate review the Village currently ranks 16 out of 16 for a typical residential user at \$425.00 annual for the usage of 60,000 gallons. This is \$268.00 or 39% less than the average
 - An analysis of where the Village ranks in 2022 puts the Village 15th out of 16 at \$590.80 annually for the usage of 60,000 gallons. This is \$164.25 or 22% less than the average

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a priority, and “review water / sewer rate structure, including use and impact of second water meters” as an objective. A second objective is to “identify sustainable revenue sources to meet the future demands of maintaining, improving and replacing the Village’s infrastructure”.

Financial Impact

Financial impact outlined above in Water and Sewer Rates.

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

A MOTION was made to approve an Ordinance Implementing a Utility Rate Structure for Water and Sewer Usage.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – Consideration of an Ordinance Approving a Final Planned Unit Development for a Verizon Store on Lot 1 of Huntley Crossings, Phase 2, Plat 1

Director of Development Services Charles Norman made a power point presentation and stated that the petitioner, Blackacre Properties LLC, on behalf of Verizon is requesting approval of a Final Planned Unit Development to accommodate construction of a ±2,543 square foot retail store on Lot 1, Huntley Crossings, Phase 2, Plat 1 subdivision. The subject 0.8-acre site on the east side of Route 47 and north of Regency Parkway is immediately south of the existing Burger King restaurant.

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the Riedl Annexation Agreement and the subsequent amendments to the agreement. The Amended Annexation Agreement, Preliminary/Final Plat of Subdivision and Preliminary Planned Unit Development for Huntley Crossings – Phase 2 approved earlier this year established the framework for development within the subdivision.

The Final Planned Unit Development plan for each lot requires review and approval by the Plan Commission and Village Board with adherence to the Village's Commercial Design Guidelines included as an exhibit to the Annexation Agreement for the subject property.

Staff Analysis

Final Planned Unit Development

Site Plan

The site plan proposes a ±2,543 square foot building that will be accessible from the existing north-south access road that runs between Regency Parkway and the Huntley Grove commercial subdivision to the north. The entrance to the building will be located on the east elevation and large storefront windows will face Route 47. The parking area, accessed from a single drive at the northeast corner of the site, includes parking for sixteen (16) vehicles which exceeds the eleven (11) parking spaces (4.0 stalls/1,000 square feet) required by the Annexation Agreement. The parking area also includes 10-foot by 19-foot parking stalls and 25-foot wide drive aisles that both exceed the minimums required by the Zoning Ordinance.

Building Elevations

The proposed building elevations consist of stone, brick, and brick bump-outs featuring the "Verizon" wall signage on the front (east) and west (Route 47-facing) elevations. All elevations will also include gooseneck light fixtures and aluminum canopies over the glass and aluminum storefront windows. The trash enclosure, located near the northeast corner of the proposed building will be constructed of brick to match the building with solid metal gates.

Landscaping

The landscape plan submitted for the site includes foundation and perimeter plantings and trees meeting or exceeding the Village's Landscape Ordinance and Commercial Design Guidelines. The screening of the dumpster enclosure features plant material including Dwarf Mugo Pine and Miss Kim Dwarf Lilac shrubbery and Chanticleer Callery Pear trees.

Site Lighting

Parking lot lighting proposed for the site includes a decorative lantern-style fixture providing the requisite 2.0 foot-candle average for the parking area as well as a 0.5 foot-candle maximum along the property lines.

Signage

The proposed Verizon sign plan includes two (2) wall signs and a monument sign. The proposed wall signage includes signs on both the east (access road-facing) and west (Route 47 facing) building elevations. The ±54 square foot, 8'-2"-tall monument sign, framed with brick matching the Verizon building, is located to the west of the building (along Route 47).

Required Relief

The proposed plans require the following relief:

1. The Sign Ordinance allows one wall sign per tenant or one permit street frontage on corner lots. The subject site is not a corner lot, therefore, only one (1) wall sign is allowed by right. Relief is required to allow an additional wall sign. Such relief is consistent with relief approved for McDonald's, Burger King, Culver's and Panda Express.

Village Board Concept Review

The Village Board favorably reviewed the conceptual plan on November 9, 2017, and referred it to the Plan Commission to begin the formal development review and approval process. Comments received included the following:

- The petitioner was encouraged to include foundation plantings along the building's east elevation. *It was noted that the building is located on the west setback line and cannot shift further west to accommodate landscaping along the building's east elevation.*

Plan Commission Recommendation

The Plan Commission reviewed the petition for the Final Planned Unit Development at their meeting on November 27, 2017 and unanimously recommended approval by a vote of 6-0 subject to the following conditions:

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 petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through "retention" and design of multi stage outlet structures.
4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. In accordance with the Village's Commercial Design Guidelines, the rooftop mechanical equipment shall be screened to its full height on all sides of the structure with the building's parapet wall.
7. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
8. No building plans or permits are approved as part of this submittal.
9. No sign permits are approved as part of this submittal.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies "*Promote New Business Development, Retention, and Expansion*" as a Strategic Priority, "Attract and Retain Businesses to Enhance Tax Base and Create New Jobs" as a goal, and "Work with commercial property owners to attract additional restaurants and shopping opportunities" as an objective.

Mayor Sass asked if the Village Board had any comments or questions. Trustee Leopold asked how far back the sign was from Route 47. Director Nordman said it was 100' from Route 47. Trustee Westberg questioned the color of the sign. Director Nordman stated it matched the building.

There were no further questions or comments.

A MOTION was made to approve an Ordinance for the Final Planned Unit Development for a

Verizon Store on Lot 1 of Huntley Crossings, Phase 2, Plat 1.

MOTION: Trustee Goldman

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – Consideration of an Ordinance Approving a Final Planned Unit Development for O’Reilly Auto Parts Store on Lot 4, Huntley Crossings – Phase 2, Plat 1

Director of Development Services Charles Norman made a power point presentation and stated O’Reilly Auto Parts Enterprises LLC is requesting approval of a Final Planned Unit Development to accommodate construction of a ±7,927 square foot O’Reilly Auto Parts store on Lot 4, Huntley Crossings, Phase 2, Plat 1 subdivision. The subject site is a 1.201-acre lot located at the northeast corner of the Route 47 and Regency Parkway intersection.

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the Riedl Annexation Agreement and the subsequent amendments to the agreement. The Amended Annexation Agreement, Preliminary/Final Plat of Subdivision and Preliminary Planned Unit Development for Huntley Crossings – Phase 2 approved earlier this year established the framework for development within the subdivision. The Final Planned Unit Development plan for each lot requires review and approval by the Plan Commission and Village Board with adherence to the Village’s Commercial Design Guidelines included as an exhibit to the Annexation Agreement for the subject property.

STAFF ANALYSIS

Final Planned Unit Development

Site Plan

The proposed O’Reilly site plan proposes a 7,927 square foot building with thirty-seven (37) parking stalls, exceeding the thirty-four (34) spaces required by the Annexation Agreement. The building’s main entrance is oriented toward Route 47. A thirty-six (36’) foot-wide driveway at the rear of the site provides vehicular access via the private north-south access road and the drive aisle along the west portion of the site offers future cross-access to Lot 3 to the north of the O’Reilly site. The parking area includes ten (10’) foot-wide stalls and a twenty-five (25’) foot-wide drive aisle, which both exceed the minimum dimensions required by the Zoning Ordinance. The site plan also includes a guardrail along the west side of the parking lot to protect vehicles from the adjacent retaining wall/stormwater detention pond. The building’s trash enclosure and loading area will be located at the rear, northeast corner of the site.

Building Elevations

The proposed building materials consist of ledgerstone used for column-features and three (3’) foot base surrounding the building. A combination of dove grey, oxford brown and glacier white velour brick represent the balance of the other exterior building materials with red-colored EIFS proposed as background for the “O’Reilly Auto Parts” signage on the west (front) Route 47-facing, south (side) Regency Parkway-facing, and rear (east) access road-facing elevations. The north, west, and south elevations include aluminum canopies above the storefront windows and each of the ledgerstone columns feature wall-mounted light fixtures.

Landscaping

The landscape plan submitted for the site includes the customary perimeter tree and shrubbery plantings around the property perimeter and building foundations in accordance with the Village's Landscape Ordinance and Commercial Design Guidelines. The dumpster enclosure at the northeast corner of the parking area screening includes a combination of plant materials including Spartan Juniper, Variegated Liriope and flanked by two (2) Sunset Maples and a single Red Oak tree.

Site Lighting

In addition to the wall-mounted lighting, the site includes decorative parking lot light fixtures required to meet the Village's standards for lighting including a minimum 2.0 foot-candle average for the parking area and 0.5 foot-candle maximum along the site perimeter.

Signage

The proposed O'Reilly sign plan includes three (3) sixty-eight (68) square foot "O'Reilly Auto Parts" wall signs, on the west (Route 47-facing), south side (Regency Parkway-facing) and east (access road-facing) building elevations.

The proposed monument sign, located at the southwest corner of the site near the Route 47 and Regency Parkway intersection, includes a stone cap, masonry base and wrapped-sides as required per the Village's Commercial Design Guidelines. The amended annexation agreement for Huntley Crossings – Phase 2 limits the height of an outlot sign to no greater than ten (10') feet.

Required Relief

The proposed plans require the following relief:

2. The Sign Ordinance allows one wall sign per street frontage on corner lots. The subject site is on a corner lot; however, the third sign on the rear elevation facing the access road requires relief. Such relief is consistent with the relief approved for McDonald's, Burger King, Culver's, and Panda Express sites.

Village Board Concept Review

The Village Board reviewed the conceptual plans for the project on June 15th and again on August 3rd, 2017. On June 15th the Village Board requested improvements to the building elevations and the petitioner returned with the requested changes on August 3rd. Based on the revisions to the building elevations, the Village Board referred the project to the Plan Commission to begin the formal development review and approval process.

Plan Commission Recommendation

The Plan Commission reviewed the petition for the Final Planned Unit Development at their meeting on November 27, 2017 and unanimously recommended approval by a vote of 6-0 subject to the following conditions:

10. 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.
11. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.

12. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.
13. The petitioner shall plant a row of shrubs along the Route 47-side of the guardrail located along the western edge of the parking lot.
14. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
15. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
16. The monument sign shall be no greater than ten (10’) feet in height per the amended annexation agreement for Huntley Crossings – Phase 2.
17. All permanent and seasonal plantings must be replaced immediately upon decline.
18. In accordance with the Village’s Commercial Design Guidelines, the rooftop mechanical equipment shall be screened to its full height on all sides of the structure with the building’s parapet wall.
19. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
20. No building plans or permits are approved as part of this submittal.
21. No sign permits are approved as part of this submittal.
22. No maintenance or repair work shall take place on site. One parking space on the east side of the building may be designated as a 15 minute Customer Service space to accommodate staff assistance for a customer.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, “Attract and Retain Businesses to Enhance Tax Base and Create New Jobs” as a goal, and “Work with commercial property owners to attract additional restaurants and shopping opportunities” as an objective.

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

A MOTION was made to approve an Ordinance for the Final Planned Unit Development for O’Reilly Auto Parts Store on Lot 4 of Huntley Crossings, Phase 2, Plat 1.

MOTION: Trustee Leopold
SECOND: Trustee Piwko
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- f) Consideration – Intergovernmental Agreement for the Provision of McRide Dial-A-Ride Transit Service in 2018

Assistant Village Manager Lisa Armour stated the current intergovernmental agreement (IGA) with McHenry County and the participating Cities of Crystal Lake, Harvard, Marengo, McHenry, and Woodstock, and the Villages of Huntley, Johnsburg, Lakewood, and Ringwood for General Public Dial-12.07.17 VB Meeting

A-Ride Transit Service expires on November 30, 2017. For 2017, the County also had a separate IGA with the participating townships. The 2018 IGA combines the two prior agreements and reflects the addition of the following new participating agencies: Village of Richmond, Richmond Township and Chemung Township. The service, also known as MC Ride, provides bus service for seniors, disabled, and the general public from the Village to other participating communities that are a party to the IGA. In order to continue providing the service to Village residents a new IGA must be entered into with the County and other participating agencies.

Staff Analysis

The Agreement will be in effect starting on January 1, 2018 and shall end on December 31, 2018. The Partner Agencies agree that the IGA for MCRide service for 2019 shall be subject to approval before December 31, 2018. Fares will remain the same for 2018. However, the agreements allow the County to modify the fare at its discretion upon written notification to the municipalities and townships.

Below are some of the highlights of the program (same as current program):

- a. Service hours are Monday – Friday 6 a.m. – 7 p.m.; Saturday 9 a.m. – 5 p.m.
- b. If a rider has a disability and requires a personal travel assistant, one assistant rides free
- c. Up to two children 7 years or younger can ride free per fare paying adult
- d. Service would be provided to all residents within the Village of Huntley, including Kane County
- e. Fees are as follows:
 - General Public \$2.00; \$2.50 starting April 1, 2017
 - Senior (+60) \$1.00; 1.25 starting April 1, 2017
 - Person with a Disability \$1.00; \$1.25 starting April 1, 2017
(Plus \$.25 / mile for each additional mile after the first five)
- f. Riders may travel to any location that is included in the MCRide Program
- g. Trip reservations for general public riders may be made no more than 24 hours before the requested trip, and no less than 2 hours before the requested trip; trips for seniors and individuals with disabilities may be reserved no more than 7 days in advance of the requested trip, and no less than 2 hours before the requested trip.

The average number of distinct riders for the period of January – October 2017 was 53. A total of 3,282 passenger trips originating in Huntley were provided during the same period.

Financial Impact

The formula for determining cost participation for the partner agencies has been revised for 2018. The cost for the Village to participate in 2018 is \$29,149 (\$1.20 per capita), which is a decrease from \$1.31 per capita in 2017 (\$31,815). The FY18 budget is proposed to include funds to continue participation in the program.

Legal Analysis

Village Attorney has reviewed and all is in order for Village Board consideration.

Mayor Sass asked if the Village Board had any comments or questions. Trustee Goldman asked if the ridership is comparable to the year before. Assistant Village Manager Armour stated yes, ridership has been fairly consistent.

There were no further questions or comments.

A MOTION was made to approve a Resolution Approving an Intergovernmental Agreement for
12.07.17 VB Meeting

the Provision of McRide Dial-A-Ride Transit Service in 2018.

- MOTION: Trustee Leopold**
- SECOND: Trustee Hoeft**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

g) Consideration – Approval of Payout Request No. 2 in the amount of \$26,530.05 to Alliance Contractors, Inc. for 1st Street Parking Lot Improvements

Mayor Sass reported on July 27, 2017 the Village Board of Trustees awarded a contract for the 1st Street Parking Lot Improvements to Alliance Contractors, Inc. The contract amount was \$464,675.30. The project includes the parking lot improvements at 1st Street as well as resurfacing a portion of the parking lot at First Congregational Church to be used for overflow parking. The breakout of costs is as follows:

Low Bid Summary by Location	Bid Amount
1 st Street Parking Lot	\$415,763.80
Overflow Parking Lot at 1 st Congregational Church	\$48,911.50

The original cost for the Overflow Parking Lot at First Congregational Church included 50 spaces. The Village agreed to split the cost 50% for an additional 10 dedicated spaces bringing the total to 60 spaces at a total cost of \$58,000. Alliance Contractors, Inc. has submitted a progress payment request for the 1st Street Parking Lot Improvements. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$58,000.00	\$0.00	\$0.00	\$58,000.00
#2	\$88,979.00	\$4,448.95	\$58,000.00	\$26,530.05

Financial Impact

A budget amendment that transferred funds from Capital Projects Fund to the Downtown TIF Fund 16-10-2-6320 was previously approved for the project.

Mayor Sass asked if there were any questions or concerns; there were none.

A MOTION was made to approve a Payout Request No. 2 in the amount of \$26,530.05 to Alliance Contractors, Inc. for the 1st Street Parking Lot Improvements.

- MOTION: Trustee Westberg**
- SECOND: Trustee Kanakaris**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**

NAYS: None
ABSENT: None
The motion carried: 6-0-0

h) Consideration – Approval of November 2, 2017 Village Board Meeting Minutes

Mayor Sass asked if the Village Board had any comments or changes to the November 2nd minutes; there were none.

A MOTION was made to approve the November 2, 2017 Village Board Meeting Minutes.

MOTION: Trustee Piwko
SECOND: Trustee Leopold
AYES: Trustees: Goldman, Hoefft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

i) Consideration – Approval of the December 7, 2017 Bill List in the amount of \$700,745.47

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 December 7, 2017 Bill List in the Amount of \$700,745.47.

MOTION: Trustee Hoefft
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoefft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reminded the Village Board the monthly McCOG dinner will be at the McHenry Country Club.

UNFINISHED BUSINESS: None

NEW BUSINESS: Trustee Piwko stated that over 2,000 people attended the Very Merry Christmas event this past weekend and that it was a very successful event. Trustee Leopold added that the downtown looks beautiful with the lights.

EXECUTIVE SESSION: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:06 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon
Village Clerk