

**VILLAGE OF HUNTLEY
VILLAGE BOARD
June 27, 2019
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, June 27, 2019 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko, and JR Westberg.

ABSENT: Trustee Ronda Goldman

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Chief Robert Porter, Director of Public Works and Engineering Timothy Farrell, Director of Finance Cathy Haley, and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Transmittal – Comprehensive Annual Financial Report (CAFR) for the Fiscal Year End December 31, 2018

Mr. Fred Lantz, Partner in Charge, Government Services, Sikich LLP reviewed a Power Point presentation and reported on the Comprehensive Annual Financial Report, CAFR, for the fiscal year end December 31, 2018.

The narrative identified the components included in the audit summary presentation by Fred Lantz, Partner in Charge, Government Services, Sikich LLP.

Pages 1 - 3 Independent Auditor's Report: Less than 3/10 of 1% of all government agencies nationwide and only 1 out of 20 in the State of Illinois receive a "clean" unqualified opinion. The Village of Huntley is one of these agencies. The auditor's opinion: Village's financial records are presented fairly in all material respects. The financial position as of December 31, 2018, in governmental and business type activities, each major and aggregate fund, conform with accounting principles generally accepted in the United States of America.

MD&A4: Table 1; The Statement of Net Position mirrors the basic accounting equation of assets = liabilities + equity. Deferred outflows and inflows are noncurrent assets and liabilities and must be presented separately in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

MD&A5: Table 2; The Change in Net Position compares the revenue and expenses for the current and prior fiscal years Governmental and Business Activities. Governmental Activities reports a \$335,527 increase in net position. Business Activities reports a (\$2,551,538) decrease in net position. This decrease can be attributed to a reduction of contribution revenue from \$3,739,520 in 2017 for the acceptance of Centegra Medical Center and Regency Square Phase 1 and 2A public improvements, to \$421,202 in 2018 for acceptance of improvements at Alden of Huntley Horizon and Villas, and Alden of Huntley Courts and Estates.

Pages 6 - 7: The Village's cash position remains strong. Cash and investments total \$22.1 million dollars. The Village Board governs an operation with assets in excess of \$235 million dollars.

Pages 8 - 9: The Statement of Activities displays the cost of providing services to Village residents. During 2018, the cost totaled \$25 million dollars.

Page 10: Governmental Funds Liabilities plus Fund balances total \$20 million dollars. General Fund reserve policy requirements equal 25% of operating expenditures during the prior twelve month period. The General Fund balance assignments are listed below:

Non-spendable – prepaid items	\$ 47,828
Assigned for future capital projects	\$ 1,055,159
Previously Assigned for capital projects	\$ 1,375,000
Assigned for future operations, 25% fund reserve	\$ 2,791,084
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Total General Fund balance Dec 31	\$ 5,269,071

Page 12: Statement of Revenues, Expenditures and Changes in Fund Balances summarizes the resources used during the year. The General Fund reports a Net Change in Fund Balance totaling (\$19,374). Removing Transfers included in Other Financing Sources reports the Excess of Revenues over Expenditures as follows:

General Fund Net Change in Fund Balance	\$ (19,374)
Transfers in:	\$ (25,000)
Transfers out:	\$ 1,030,652
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General Fund Excess of Revenues over Expenditures:	\$ 986,278

Page 15: The Proprietary Funds Statement of Revenues, Expenditures and Changes in Fund Net Position report an operating loss before capital grants and contributions. Removing depreciation, a non-cash transaction updates net income (loss) in both funds.

	Business-Type Activities		
	Water	Sewer	Total
Operating Revenues	\$2,805,605	\$2,636,373	\$5,441,978
Operating Expenses - Less Depreciation	\$2,669,899	\$2,381,534	\$5,051,433
	<hr/>		
Operating Income/(Loss)	\$135,706	\$254,839	\$390,545

The Benefits Fund is an internal service fund reporting employer and employee contributions for health insurance and life benefits. The fund reports an increase in Net Position totaling \$126,875.

Page 17 - 18: The Village of Huntley Police Pension Fund reports a net increase of \$642,351, and 06.27.19 VB Meeting

includes assets totaling \$9.36 million as of December 31, 2018.

Pages 31 - 35: Long term debt instruments reported as of December 31, 2018, are Downtown TIF bond, Sweeper Capital Lease, Insurance payable, Net Pension Liability for IMRF and Police, Other Postemployment benefits, and 2017 Debt certificates issued to fund mandated Wastewater Treatment Plant improvements.

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

Trustee Leopold asked if MDA-11 for \$3M represents the funds borrowed to meet the requirements of the unfunded IL EPA mandates; Mr. Lantz said that was correct. Trustee Leopold asked that on page 31 the Long Term Debt includes the pension; Mr. Lantz stated yes, as it is a new requirement. Trustee Leopold asked that on page 106 if the new hospital campus assessed at \$9M; Mr. Lantz stated that the valuation comes from the State agency requirements.

Trustee Westberg noted that the Village's Police Pension is 50%+ funded and asked about where other similar sized communities pensions were funded; Mr. Lantz stated that other communities in the area are about 40% funded but noted that they have older pension funds.

There were no other comments or questions.

It was the consensus of the Village Board to accept and place on file the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year End December 31, 2018.

- b) Consideration – An Ordinance Amending the Fiscal Year-End December 31, 2019 Budget and Approving the Carryover of Fiscal Year-End December 31, 2018 Expenses into the Fiscal Year-End December 31, 2019 Budget

Three items that had been budgeted for in FY18 were not completed or received by December 31, 2018. The unexpended budgeted dollars within the FY28 budget are now being requested to be carried into FY19.

Staff Analysis

With the FY18 audit being finalized, the remaining budget dollars from FY18 can now be carried forward into FY19 for projects that were not completed or items not received by December 31, 2018. Listed below are the amounts being requested for budget carry-over dollars from FY18 into FY19. The Ballistic Shields were not received by December 31, 2018 and the Midco project and the New World project are multiyear projects. Any budgeted dollars not expensed in FY18 are being requested to be moved into FY19 to align with the expenditures. Only those budgeted dollars not expensed will be moved forward in to the FY19 budget year.

Fund	Account Number	Amount	
General Fund			
Small Tools & Equip	100-50-00-7280	\$6,385	Ballistic Shields
Capital Projects Fund			
Façade Improvement Program	400-00-00-8006	\$18,875	American Legion and Woodstock Street Building
Equipment Replacement Fund			

General Government-Equipment	480-00-00-8120	\$9,900	New World Project
Police - Equipment	480-50-00-8132	\$8,000	Midco Project
Water Capital & Equipment Fund			
IT - Hardware	515-00-00-8210	\$5,560	New World Project
Wastewater Capital and Equipment Fund			
IT - Hardware	525-00-00-8210	\$4,565	New World Project

Financial Impact

The FY19 budget will be increased by this dollar amount in these funds. However, all items were approved and incorporated into the FY18 budget and actual expenditure projections. Therefore, total projected fund balance for FY19 has not changed due to the amendment.

Legal Analysis

Generally Accepted Accounting Principles (GAAP) dictate when an expense can be recognized based on delivery date or completion date. Sikich, the Village’s audit firm, has reviewed this amendment.

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

Trustee Leopold asked for clarification that all of the items noted have already been approved and that this request was simply a recap; Director Haley concurred.

There were no other comments or questions.

A MOTION was made to Amend the Fiscal Year-End December 31, 2019 Budget and Approving the Carryover of Fiscal Year-End December 31, 2018 Expenses into the Fiscal Year-End December 31, 2019 Budget.

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

c) Consideration – Approval of the June 27, 2019 Bill List in the amount of \$326,385.76

Mayor Sass reported that \$53,803.49 (or 16.5%) of the total bill list was attributable to the purchase of two new Public Works Vehicles.

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

A MOTION was made to approve the June 27, 2019 Bill List in the amount of \$326,385.76.

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

d) Consideration – A Resolution Approving a Temporary Off-Premise Sign Permit for the

Huntley Historical Society, July 12-21, 2019

Director of Development Services Charles Nordman reported that the Huntley Historical Society (Society) is seeking approval to place four (4) banners in the right-of-way or on private property to advertise the Society’s annual meeting scheduled for July 20th at American Community Bank at 10:00 a.m.

Staff Analysis

The Society proposes to post the banners on July 12th and remove them on July 21st (the day after the meeting). The banners will be 3’ by 6’ and are proposed to be placed at the following locations:

1. American Community Bank (Rt. 47 and Reed Road)
2. Piske residence (11502 E. Main)
3. Drendel’s Corner Gas Station (Rt. 47 and Oak Creek Parkway)
4. Farm House on West Main Street, east of Kreutzer Road

The Society acknowledges that some sites may not be under the Village’s jurisdiction. If these sites are unacceptable, the Society requests permission for other sites with the approval of the Village Manager. Additionally, no signs will be posted on private property without prior authorization of the property owner, no more than one (1) sign will be placed at any of the specified locations, and relief is required to locate the signs on Village rights-of-way.

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 signs:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 only	Two of the proposed signs will be viewed from Route 47 and the others will be visible from other streets throughout the Village.
Prohibited within a residentially zoned property	Some of the property is zoned residential.
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 s.f.	The signs are 3’ x 6’ (18 square feet).
Maximum height is 15 feet above grade	The signs are approximately three (3’) feet high.
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 3’ x 6’ banners shall be installed so as not to obstruct a driver’s view of approaching, merging or intersecting traffic.

If approved, the request shall be subject to the following conditions:

1. A permit must be applied for and obtained from the Development Services Department.
2. The signs are to be removed no later than July 21, 2019.

Financial Impact

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

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

A MOTION was made approving a Resolution for a Temporary Sign Permit for July 12-July 21,

2019 for Off-Premise Signs for the Huntley Historical Society.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: Trustee Goldman

The motion carried: 5-0-1

- e) Consideration – An Ordinance Approving an Amendment to the Final Planned Unit Development, Including Any Necessary Relief, for a ±1,975 Square Foot Building Addition and Related Site Improvements for St. Mary Catholic Church, 10307 Dundee Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that St. Mary Catholic Church is requesting an Amendment to the Final Planned Unit Development previously approved for the ±29-acre property to allow for the development of a ±1,973 square foot administrative office addition and approval of relief for associated site improvements to the subject property.

The St. Mary Church site, zoned “RE-1 (PUD)” Residential Estate Planned Unit Development, received its initial required PUD approval on March 9, 2000 and a 22,981 square foot main sanctuary building was constructed which opened in November 2001. On March 27, 2003, the Village Board approved an amendment to the PUD accommodating revised landscaping for the site. The church was granted a second PUD amendment on September 25, 2005 for a parking lot expansion and new driveway to Huntley-Dundee Road. On December 15, 2011, the Village Board approved a third PUD amendment for a 32,000 square foot parish addition. A fourth PUD amendment was approved on November 5, 2015 for a maintenance building. The current petition will be the Fifth Amendment to the PUD and will require parking relief to construct the office addition as proposed.

Staff Analysis

Site Plan

St. Mary Catholic Church is proposing a single-story, ±1,973 square foot office addition northwest of the main sanctuary building. The addition will consist of a work room, four (4) offices, and a vestibule leading to the outside. A small section of sidewalk will also be redesigned and constructed in the direct vicinity of the new addition.

Building Elevations

The exterior of the building will be constructed using face brick veneer and an asphalt-shingled multi-gabled roof to match the original building.

Parking

The church recently submitted for a building permit to complete the previously approved landbanked parking (106 spaces) and resurface the parking lot, bringing the total number of spaces to 695. The building addition and parking lot improvements will be completed simultaneously this summer. In addition to implementing the landbanked parking, the design of the parking lot has been reformatted in order to improve the flow of traffic.

The new ±1,973 square foot office addition will require six (6) additional parking spaces. As shown below, relief will be required to provide 695 parking spaces rather than the 701 required by the Zoning 06.27.19 VB Meeting

Ordinance. Similar relief was approved in 2011 for the construction of the parish center.

<u>Review of Required Parking</u>	
Previously Approved Required Parking	695
Total New Required Parking (for office addition)	<u>6</u>
Total Parking Spaces Required	701
Total Parking Spaces Provided in 2019	695
Parking Relief Required	6 spaces

Stormwater Storage

The engineering provided for the drainage improvements at the north entrance of the site will help alleviate the flooding of the entrance drive during and after storm events. The supplemental stormwater storage basin will be connected to the existing detention basin at the south end of the site by means of additional storm sewer to be installed as part of the parking lot improvement project.

Landscaping

There is no proposed modification to the site’s landscaping.

Lighting

The reconfigured parking lot will maintain the locations of the existing parking lot lighting.

Required Relief

The plans, as presented, shall require the following relief from Zoning Ordinance requirements:

1. Relief is required to provide 695 parking spaces, rather than 701 parking spaces as required by the Zoning Ordinance.

Review Criteria - Final Planned Unit Development Review

Per Section 156.070 (E) Review Procedures (3) (h), the Plan Commission reviewed and evaluated the final PUD in terms of whether the proposal:

- i. Is in general conformance with the previously approved preliminary PUD plans.
- ii. By virtue of its imaginative and creative design and benefits to the village, justifies the intended variations from the strict interpretation of the Subdivision Ordinance.
- iii. Requires additional conditions and restrictions to protect the public interest and adjacent areas, improve the development and assure compliance with existing village ordinances.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner’s request on June 10, 2019, and, with no members of the public offering comments in favor or opposition to the request, unanimously recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

1. All public improvements and site development shall be in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners shall comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley requires adherence to Illinois Drainage Law and best management practices for stormwater management.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection

District.

5. The installation of the previously approved landbanked parking shall be completed prior to issuance of the certificate of occupancy for the new addition.
6. Any new mechanical equipment shall be screened to the full height of the equipment.
7. No building plans or permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.

Director Nordman reported that representatives from the petition were in attendance to answer questions.

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

Trustee Piwko asked about the detention area/open land along Main Street and asked why they would not be adding parking in that area. John Maurer, Architect, reported that a soil test was taken in that area and the top soil is not adequate for a parking lot. Trustee Piwko noted that this grassy area should no longer be allowed to be used for additional parking.

Director Nordman reported that the Church is also adding 106 spaces which should eliminate the need for the grassy area as parking. Director Nordman reported that the parking spaces are determined by seating capacity of the building.

There were no other comments or questions.

A MOTION was made to approve an Ordinance for a Fifth Amendment to the Final Planned Unit Development, Including Any Necessary Relief, for a ±1,975 Square Foot Building Addition and Related Site Improvements for St. Mary Catholic Church, 10307 Dundee Road.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: Trustee Goldman

The motion carried: 5-0-1

- f) Consideration – An Ordinance Approving a Final Planned Unit Development for a ±9,070 square foot multi-tenant building, including any necessary relief, and a Special Use Permit for a Restaurant with a Drive-Through, Lot 3 of Rosati’s Resubdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Huntley Reed LLC is requesting a Final Planned Unit Development, including necessary relief, and a Special Use Permit for a Restaurant with a Drive-Through within the “B-3 (PUD)” Shopping Center Business – Planned Unit Development district to accommodate construction of a ±9,070 square foot building including a Starbucks restaurant with a drive-through lane and associated site improvements. The subject ±1.79-acre lot is located immediately north of the existing Walgreens (Lot 2) pharmacy and west of the recently approved 62,000 square foot Jewel-Osco.

Staff Analysis

Site Plan

The proposed site plan for the ±9,070 square foot multi-tenant building includes parking for fifty-one (51) vehicles, with ten (10’) foot-wide stalls, which exceeds the required thirty-seven (37) parking

spaces (four (4) per 1,000 square feet). The proposed site plan will narrow the landscape easement adjacent to Route 47 from 100 feet to 50 feet, thereby requiring relief. In addition, the bike path has been realigned to the west, and the landscape berm has been reconfigured. A new plat of easement and plat of vacation has been created in order to provide for the redesigned bike path.

Traffic Flow

The proposed vehicular access to the site includes a full-access driveway on the existing Route 47 (west-east) access road on the north side of the site and the north-south internal access road running along the east side of the site. A site line study was conducted, ensuring the driveway on the east-west access roadway does not create a conflict with vehicles entering the development from Route 47. Additionally, cross-access from the Walgreens site to the south is provided via the drive aisle along the western portions of each respective building.

Internal traffic circulation includes two-way drive aisles and a one-way connection along the south side of the site providing counter-clockwise access to the drive-through lane along the east and north sides of the multi-tenant building. The drive-through lane configuration will provide stacking for approximately fourteen (14) vehicles.

Building Elevations

The proposed building elevations consist of a combination of four (4) tones of brickwork, wood-grain composite exterior wall siding, with aluminum canopies above front (west-facing) doorways and drive-through window on the building's north (side) elevation. Wall-mounted sconces are proposed along all four elevations. The Starbucks patio will be surrounded by 36" tall decorative black powder-coated aluminum fencing. The dumpster enclosure located on the east side of the site is constructed of masonry material matching the exterior of the principal building and includes vertical ribbed metal gates.

Landscaping

The proposed landscape plan depicts foundation landscaping and plantings within the parking lot islands and bump-outs as required by the Village's Commercial Design Guidelines. Furthermore, in addition to irrigation of the subject site, the relocation of the bike bath and berm within the 100-foot landscape buffer adjacent to Route 47 will require re-establishing the landscaping installed as part of the Preliminary PUD.

The petitioner shall coordinate with Village staff the final approval of the landscape plan including the reuse of any existing landscape materials, if feasible. The proposed landscaping at the base of the monument sign is in conformance with the Sign Regulation requirements.

Lighting

Parking lot lighting proposed for the site will utilize the same light fixture installed within the Walgreens (Lot 2) project. The lighting fixtures provide the requisite 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line (except for those overlapping adjacent commercial tenants).

Signage

The Rosati's Resubdivision Planned Unit Development (PUD) approval included a ground sign design template specifying an 8'-3½"-tall masonry monument sign with a peaked top feature. The proposed 13'-1" tall multi-tenant masonry monument sign is 4'-8" taller than the sign template approved as part of the original PUD and deviates from the approved design, but is similar in design to the ground signage approved for Jewel/Osco.

The wall sign package proposed for the multi-tenant building includes wall signs on both the front and rear elevations (west and east) for all units, and for the north side (Starbucks unit). The Sign Ordinance allows one (1) wall sign per tenant or one (1) per street frontage is allowed; therefore, relief is required for the additional wall signs on the rear (east-facing) elevation of each tenant space and on the north elevation (white channel lettering with Starbucks drive thru signage).

The locations for menu board signage, directional signage, and official Starbucks signage have been conceptually submitted for review and are included in the packet. As part of the Special Use Permit approval process, staff requests the Village Board to allow staff to approve minor changes to the signage package.

Required Relief

The plans, as presented, shall require the following relief from Zoning Ordinance requirements:

Site Plan

1. The proposed fifty (50') foot parking setback requires relief to encroach into the 100-foot Landscape Easement adjacent to Route 47.

Signage

1. The proposed 13'-1" tall multi-tenant masonry monument sign requires 4'-8" of relief from the ground sign template approved as part of the overall PUD for the commercial subdivision.
2. The Sign Ordinance allows one (1) wall sign per tenant or one (1) per street frontage; therefore, relief is required for additional wall signs on the rear (east-facing) elevation of each of the tenant spaces and on the north elevation (Starbucks space).

Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project at the April 26, 2018 meeting. Questions predominantly focused on traffic flow for the drive-through, which have been addressed in the site plan.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on June 10, 2019, and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 4 to 1, subject to the following conditions:

- 1) All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
- 2) The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
- 3) The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
- 4) The petitioner shall work with Village staff to address the re-use of existing landscape materials located in the existing landscape buffer along the frontage of Route 47.
- 5) The petitioner and staff shall coordinate the installation of landscaping within the Route 47 landscape buffer to ensure it does not obstruct view of the proposed ground signs.
- 6) All permanent and seasonal plantings must be replaced immediately upon decline.
- 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 the submittal.
- 9) No sign permits are approved as part of the submittal.
- 10) Individual sanitary sewer services will be required for each unit outside of building.

- 11) The petitioner shall work with staff to finalize the sign plan for Starbucks (including directional and menu board signage).
- 12) Any directional signage proposed on the site shall have a brick base to match the building.

Condition added by the Plan Commission:

- 13) The dumpster enclosure shall be set on an angle to improve traffic safety. *The petitioner has revised the site plan to address this condition.*

The Plan Commission voted in favor of recommending the petition to the Village Board with a vote of 4:1, with the dissenting Commissioner opposed to encroaching into the 100-foot landscape easement.

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.

Director Nordman reported that the property owner Henry Patel and Architect Larry Farrenkopf from Architects 127 were in attendance to answer questions.

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

Trustee Westberg asked about breaks in the drive aisle; Director Nordman stated that there was one (1) break in the aisle in case a vehicle did not want to order and for pedestrians.

Trustee Piwko recommended making the bike path turn softer, if possible.

Trustee Leopold recommended keeping the drive aisle curb located a distance to protect vehicles from damage. Director Nordman reported that there is 18 inches clearance with landscaping.

Trustee Kanakaris stated that there should only be one (1) garbage enclosure. Mr. Farrenkopf stated that a separate 20 foot wide trash enclosure is a requirement of the tenant and that the tenant would prefer it closer to the north corner of the property.

Trustee Leopold asked about the lighting on the building and asked if they shine both up and downwards as he would like the building well lit. Mr. Farrenkopf said that the fixtures do shine both up and downwards.

Mayor Sass asked if the Village Board would approve moving the dumpster to the northeast corner of the property. The Village Board supported this request.

There were no other comments or questions.

A MOTION was made to approve an Ordinance for a Final Planned Unit Development for a ±9,070 square foot multi-tenant building, including any necessary relief, and a Special Use Permit for a Restaurant with a Drive-Through for Lot 3 of Rosati’s Resubdivision.

MOTION: Trustee Westberg

SECOND: Trustee Piwko

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

NAYS: None
ABSENT: Trustee Goldman
The motion carried: 5-0-1

- g) Conceptual Review – Proposed Site Plan and Building Elevations for a Jiffy Lube on Outlot 3 of Huntley Grove

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Guggenheim Development is proposing to construct a 3,261 square foot Jiffy Lube with five (5) service bays on Outlot 3 (1.01 acres) of Huntley Grove, immediately east of Auto Zone. The development also includes a 1,093 SF basement, bringing the total building floor area to 4,354 square feet. The building will be primarily constructed of egret white face brick, a brown stone veneer wainscot, bronze anodized aluminum garage doors, a bronze metal parapet cap, and red canopy awnings.

The Annexation Agreement approved in 2007 for the subject property established the Preliminary Planned Unit Development and framework for the development of the Huntley Grove Commercial Subdivision stipulating that the Plan Commission and Village Board is to review and approve the Final Planned Unit Development plan for each Lot/Outlot. The Village's Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provides further standards for development throughout the commercial subdivision.

Staff Analysis

Site Plan

As proposed, the site plan is in adherence to the building and parking setback requirements, including the proposed 50.5-foot front building setback, and the 26-foot front parking setback from Kreutzer Road. The proposed plan utilizes a shared driveway entrance (with Auto Zone) at the southwest corner of the site, and facilitates two-way traffic along the west side. The west side of the building serves as the main parking lot and the entrance for vehicles to enter the service bays. After servicing, the vehicles will leave the building through the east bay doors, and will drive south to the shared access point.

The site plan includes fourteen (14) parking spaces, including two required (2) ADA stalls. The covenants for Huntley Grove require 4 spaces per 1,000 square feet of building area, thereby requiring fourteen (14) parking spaces. Furthermore, the proposed 10' x 19 parking stalls exceed the current Village Parking Requirements and will meet the newly proposed requirements.

In accordance with the Commercial Design Guidelines, the dumpster enclosure is constructed of brick materials to match the Jiffy Lube building façade; however, the gates should be constructed of steel panels instead of the proposed composite decking inserts.

Landscaping Plan

The proposed site plan depicts foundation landscaping and plantings within the parking lot islands and bump-outs as required by the Village's Commercial Design Guidelines. Staff has requested that the Arbor Vitae be replaced with another variety of evergreen screening, and Gro-low Sumac plantings be replaced with another ground cover.

Signage

The site plan delineates a monument sign at the northwest corner of the site, but the final design has not been submitted in the concept materials. Staff has directed the petitioner to match building materials for

the monument sign and the main building, and the sign will be required to include a stone cap. The monument sign is required as part of the Final PUD application.

The proposed wall signage includes nine (9) wall mounted signs including four (4) “Jiffy Lube” logo signs on the front (north), rear (south), and side (east) and main entrance (west) side. The remaining five are flat fascia panel signs, including one (1) sign on the east side above the exit for the service bays, and four (4) signs listing services (i.e., oil changes, brakes) above the service bay doors on the west side of the building. In accordance with the Sign Ordinance, the building would be permitted one wall sign; therefore, relief will be required to allow eight (8) additional wall signs.

Required Approvals

The project will require the following review and approvals from the Plan Commission and Village Board:

- i. Special Use Permit for Automobile Repair (Minor)
- ii. Site Plan Review, including any necessary relief

Required Relief

The proposed plans require the following relief:

1. In accordance with the Sign Ordinance, the building would be permitted one wall sign; therefore, relief will be required to allow eight (8) additional wall signs.

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

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.

Director Nordman reported that representatives of the petitioner were in attendance to answer questions.

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

Trustee Westberg suggested that they move the trash enclosure to the area where it could backup to the Auto Zone trash enclosure. Trustee Hoeft stated that it would be easier for the drivers to keep it where it is proposed. Trustee Hoeft stated he was ok with it matching the building.

There were no other comments or questions.

The Village Board was requested to review the proposed conceptual site plan and building elevations and provide any questions, comments, or concerns for the petitioner to consider as they proceed in the formal review process. Therefore no vote is required for this agenda item.

- h) Consideration – An Ordinance Approving Amendments to Section 156.106, entitled “Parking” of Article XII, entitled “Parking and Loading Requirements,” of Chapter 156, entitled “Zoning Code,” of Title XV, entitled “Land Usage” of the Huntley Code to modify the size of parking spaces and aisle widths

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that over the past several years, the Village Board has requested that new developments increase the width of parking stalls and drive aisles within new parking lots. When considering Final Planned Unit Developments or Site Plan Reviews, the Village Board has made it a condition of approval that parking spaces are a minimum of ten (10) feet in width, rather than the minimum nine (9) feet currently required by the Zoning Ordinance. The Village Board has also required that the width of parking lot drive aisles be increased to no less than twenty-five (25) feet, rather than the minimum twenty-four (24) feet currently required by the ordinance.

Accordingly, the Village Board directed staff to prepare an amendment to the Zoning Ordinance to require that new parking lots provide parking stalls that are no less than ten (10) feet in width and drive aisles no less than 25 feet in width.

Staff Analysis

Section 156.106(C)(13) of the Zoning Ordinance shall be amended as follows:

- (13) *Size of Parking Spaces and Aisle widths.* Each parking space and aisle width shall conform to the minimum dimensions contained in the following chart:

TABLE XII-1
PARKING STALL DIMENSIONS

PARKING ANGLE*	STALL WIDTH**	STALL LENGTH**	STALL HEIGHT	ONE-WAY AISLE WIDTH	TWO-WAY AISLE WIDTH
90°	9.0' 10'	19.0'	8'-2"	24' 25'	24' 25'
60°	9.0' 10'	19.0'	8'-2"	16'	24' 25'
45°	9.0' 10'	19.0'	8'-2"	14'	24' 25'
PARALLEL (0°)	9.0' 10'	23.0'	8'-2"	20'	24' 25'

* DIMENSIONS FOR PARKING PROVIDED AT PARKING ANGLES OTHER THAN THOSE PROVIDED ABOVE MAY BE INTERPOLATED BUT REQUIRE APPROVAL BY THE VILLAGE MANAGER.

** PARKING LOTS APPROVED PRIOR TO JUNE 27, 2019 MAY MAINTAIN THEIR EXISTING PARKING STALL AND DRIVE AISLE DIMENSIONS PROVIDED THAT ANY EXPANSION OF A PARKING LOT OR RECONFIGURATION OF PARKING STALLS AND/OR DRIVE AISLES SHALL REQUIRE CONFORMANCE TO THE ABOVE DIMENSIONS.

~~*** STALL LENGTH DIMENSIONS FOR NON-PARALLEL STALLS ON THE PERIMETER OF A PARKING LOT MAY BE REDUCED TO 17.5' TO ALLOW 1.5' OF OVERHANG INTO ADJUTING LANDSCAPED AREAS; PROVIDED THAT SUCH REDUCTION DOES NOT RESULT IN THE OBSTRUCTION OF A MINIMUM SIX (6') FOOT WIDE SIDEWALK AND/OR YARD REQUIRED IN THE APPLICABLE DISTRICT.~~

- (1) *For any use which provides 20 or more parking spaces,* sufficient space and facilities shall be provided for the parking of bicycles. Such space and facilities shall be located so

as to minimize the conflict of bicycle circulation with that of both pedestrians and motor vehicles.

- (2) *Handicapped Requirements:* Total number of parking spaces for disabled drivers shall conform to the design standards of standard parking spaces and to the statutes of the State of Illinois, as found in the Illinois Accessibility Code.

Statement of Need and Justification

In accordance with Section 156.204(E)(6) of the Zoning Ordinance, a statement of need and justification shall be provided for the proposed text amendment. The following statement is provided to satisfy this requirement:

The proposed text amendments are required to ensure that adequate space is provided to safely park vehicles, including pickup trucks and sport utility vehicles (SUVs), and that adequate space is provided for vehicles to safely maneuver into a parking stall. The text amendment is proposed to better promote the safety and general welfare of the community.

Standards for Amendments

In accordance with Section 156.211(E) of the Zoning Ordinance, amending the Zoning Ordinance is a matter committed to the legislative discretion of the Board of Trustees and is not dictated by any set standard.

Plan Commission Action

The Plan Commission reviewed the proposed amendments on June 10, 2019, and, with no members of the public offering comments in favor or opposition to the request, unanimously recommended approval of the petition by a vote of 5 to 0.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Preserve and Enhance Quality of Life for Village Residents*” as a priority, and “maintain high quality development standards” as a goal.

Legal Analysis

The required public hearing was conducted by the Plan Commission.

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

A MOTION was made to approve an Ordinance Approving Amendments to Section 156.106, entitled “Parking” of Article XII, entitled “Parking and Loading Requirements,” of Chapter 156, entitled “Zoning Code,” of Title XV, entitled “Land Usage” of the Huntley Code to modify the size of parking spaces and aisle widths.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: Trustee Goldman

The motion carried: 5-0-1

- i) Consideration – An Ordinance Approving Amendments to Chapter 156, entitled “Zoning Code,” of Title XV, entitled “Land Usage” of the Huntley Code Regarding

Establishments Engaged in the Retail Sale of Tobacco and Alternative Nicotine Products

Village Manager David Johnson reported that the Village Board previously imposed a moratorium on tobacco specialty retail business, including cigarette, smoke, cigar, and vape shops. Currently, five such shops are located within the Village. The Village Board reviewed the existing uses and zoning classification for such establishments at the March 14, 2019 Village Board meeting and provided policy direction to staff to move forward with zoning text amendments that create a definition for tobacco and vape shops, reduce the zoning districts such a use is permitted in, and distinguish between sales of such items as a primary or accessory use.

Staff Analysis

The Zoning Ordinance currently identifies “cigar, cigarette, and tobacco stores” as a permitted use in several zoning districts. A title change to “tobacco and vape shops” is proposed that is intended to reflect recent trends in the retail sale of tobacco products and vaping technology for alternative sources of nicotine. Supplementary regulations for tobacco and vape shops are proposed to clarify that all products containing nicotine are to be treated similarly. The definition for a tobacco and vape shop would be an establishment engaged in the retail sale and display of tobacco products and tobacco paraphernalia. Tobacco products would be further defined to include all tobacco and alternative nicotine products.

It is proposed that such establishments, currently a permitted use in the B-1, B-2, B-3, C-1, and C-2 zoning districts, be limited to the C-2 zoning district (Regency Square and Village Green). These areas are not located adjacent to any residential neighborhoods, thereby reducing the potential for tobacco and alternative nicotine sales to minors, and reducing the risk of negative aesthetic impacts, blight, and the loss of property values of residential neighborhoods in close proximity to such uses.

The minimum distance between any two tobacco and vape shops is proposed to be one thousand (1,000) feet, as measured from front door to front door. The minimum distance between any tobacco and vape shop, and any lot, premises, or building used primarily as a school, child care facility, or for the education or recreation of children under 18 years of age shall also be proposed to be one thousand (1,000 feet), as measured from the front door of the shop to the nearest property line of the facility. This separation requirement would not apply to any tobacco and vape shop established as an accessory use.

The zoning district changes would result in four of the five existing establishments becoming nonconforming uses which may continue, subject to the regulations that govern such uses. The establishment located on Princeton Drive would remain conforming, as it is located in the C-2 district.

Legal Analysis

The required public hearing was conducted by the Plan Commission on June 10th. The Plan Commission recommended approval of the text amendment by a vote of 5 to 0.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Preserve and Enhance Quality of Life for Village Residents*” as a Strategic Priority, and “Maintain High Quality Development Standards” and “Protect the Safety and Well-Being of all People Residing in, Working in, or Visiting the Village” as goals.

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

A MOTION was made to approve an Ordinance Approving Amendments to Chapter 156, entitled
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“Zoning Code,” of Title XV, entitled “Land Usage” of the Huntley Code Regarding Establishments Engaged in the Retail Sale of Tobacco and Alternative Nicotine Products.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: Trustee Goldman

The motion carried: 5-0-1

- j) Consideration – An Ordinance Amending Title XI of the Village of Huntley Code to Establish Licensing Regulations for Tobacco Sales and Amending Section 130.21, Public Possession of Tobacco by Minors

Village Manager David Johnson reported that per Village Board direction, Staff researched and reviewed the existing uses and zoning classification and regulations for tobacco specialty retail businesses as well as the option of licensing such establishments. Currently, five such businesses are located within the Village. At the March 14, 2019 Village Board meeting, the Board directed Staff to present an ordinance establishing a licensing process for these establishments similar to the process for liquor licensing. The ordinance for Village Board consideration would amend Title XI, entitled “Business Regulations” of the Village Code by adding a new Chapter 120, Tobacco, which provides for the licensing of establishments selling tobacco products and tobacco paraphernalia. Section 130.21, entitled “Public Possession of Tobacco By Minors,” of Title XIII, entitled “General Offenses” of the Code would also be amended to incorporate Section 120.13 of the new chapter to address the new minimum age to purchase tobacco products to 21 years old effective July 1, 2019 as per recently approved State of Illinois Public Act 101-0002.

Staff Analysis

For licensing purposes, a tobacco store would be defined as a business that derives 30% or more of its gross revenue from the retail sale of tobacco products and/or tobacco paraphernalia. Accessory tobacco sales would be defined as a business that offers tobacco products and/or tobacco paraphernalia for sale at retail but derives less than 30% of its gross revenue from the sale of tobacco products and tobacco paraphernalia, and in which the sale of other non-tobacco-related products is the primary function. There would be no limit on the number of accessory licenses available, as sale of tobacco products is not the primary function of the establishment.

The proposed ordinance sets the number of licenses for tobacco stores at 0, therefore requiring each of the five existing stores to apply for a license. This ensures that there are no open licenses available. If any of the licensed establishments ceased to meet the criteria for a license or closed the business, the license would automatically terminate and become null and void, and the number of available tobacco licenses authorized in the classification (class) of the terminated license would automatically be reduced by one. The number of accessory class licenses would not be subject to limitation.

Per Village Board direction, the proposed ordinance prohibits the sale of the following items of smoking paraphernalia:

- (a) Water pipes;
- (b) Bongs or water bongs;
- (c) Electric pipes;
- (d) Carburetion tubes and devices;
- (e) Carburetor pipes;
- (f) Chillums; and

- (g) Ice pipes or chillers.

While the new State statute prohibits the sale of tobacco products to those under 21, it also eliminated criminal penalties associated with underage possession of tobacco products. However, the statute does not limit the authority of local governments to regulate tobacco possession, nor does it pre-empt home rule power. Accordingly, the Village can determine whether or not to continue to prohibit underage possession and consumption of tobacco, and, if so, whether to prohibit possession by those under 21 years of age, or only by those under 18 years of age. Current Village code regarding possession by minors prohibits the purchase or possession of tobacco products by anyone under 18 years of age. From a police enforcement perspective, possession violations occurring after July 1, 2019 would be cited as an ordinance violation if the Village retains its prohibitions, and not as a violation of the State Criminal Code.

Financial Impact

The following fees are proposed per the consensus of the Village Board at the March 14th meeting:

Class A (Accessory Use)	Fee
Walmart	\$200
Walgreens (2)	\$200
Jewel-Osco	\$200
Mobil Gas (2)	\$200
7-11/Exxon	\$200
Armanetti's	\$200
Huntley Food & Liquor	\$200

Class B (Tobacco Store)	Fee
Best Price Tobacco & Gifts	\$500
Tobacco Hut	\$500
Rt. 47 Smoke Shop	\$500
Smoke & Vape	\$500
Wise Guys Vapes	\$500

Legal Analysis

The licensing requirement would take effect as of January 1, 2020.

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

Trustee Leopold asked if this was a major change for the Police Department; Chief Porter stated that there would not be a change for the Village.

A MOTION was made to approve an Ordinance Amending Title XI of the Huntley Code to Establish Licensing Regulations for Tobacco Sales and Amending Section 130.21, Public Possession of Tobacco by Minors.

- MOTION:** Trustee Leopold
- SECOND:** Trustee Kanakaris
- AYES:** Trustees: Hoefft, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustee Goldman

The motion carried: 5-0-1

- k) Discussion – Patrick Engineering, Inc. Safety Recommendations Study for East Kreutzer Road

Director of Public Works and Engineering Timothy Farrell reviewed a Power Point presentation and reported that the Village has identified the realignment of East Kreutzer Road as a future capital improvement project that will consist of a multi-year planning, design and construction effort with a total estimated budgetary expenditure of approximately \$7,000,000. The typical existing roadway section of Kreutzer Road within the study limits (Bernat Industrial Park east to Haligus Road) is characterized by one through lane in each direction, undivided, with aggregate shoulders and an average daily traffic (ADT) volume of approximately 7,900 vehicles per day (VPD). There are a series of three sharp horizontal curves near the at-grade Union Pacific (UP) railroad and waterway crossing.

The proposed ultimate future improvement includes reconstruction and widening of Kreutzer Road to provide a continuous bi-directional center turn lane with curb and gutter, and storm sewers for drainage, with the addition of an 8-ft. wide multi-use path along the south side of Kreutzer Road throughout the length of the improvements. A section of roadway realignment at the existing at-grade rail and waterway crossing to improve the existing sharp horizontal curves is proposed as well.

Until such a time that the widening and realignment project is complete, some countermeasures can potentially improve the driver awareness and safety through the three horizontal curves near the at-grade rail crossing.

Staff Analysis

On April 11, 2019 the Village Board authorized Patrick Engineering to complete a Safety Recommendations Study on East Kreutzer Road.

The study included an accident data analysis, a guardrail warrant analysis, a roadway alignment analysis, and a traffic control device analysis to determine recommended safety countermeasures. Also, an analysis of the existing railroad signing and pavement markings was completed. Design guidelines used in the analysis include the Manual on Uniform Traffic Control Devices (MUTCD), the Illinois Department of Transportation (IDOT) Bureau of Local Road & Streets (BLRS) Manual, and the IDOT Bureau of Design and Environment (BDE) Manual. All findings, options and recommendations have been submitted in the attached study.

To address existing safety countermeasure deficiencies and enhance traffic calming through the curves, the following improvements should be considered for implementation along East Kreutzer Road:

Signing, Pavement Markings, Horizontal Curve Speed Limit

It is recommended that additional signing and pavement markings as illustrated in Exhibit 2 of the report be installed to improve the safety countermeasures and traffic calming measures observed within the study limits. These include the following:

- i. Advisory speed signs
- ii. Additional chevron signs
- iii. Horizontal alignment warning signs
- iv. Solar powered flashing beacons
- v. Pavement markings for traffic calming including Optical Speed Bars and the Speed Limit Pavement Measures

The estimated cost of the signage and two (2) flashing beacons is approximately \$13,000. The estimated cost of the pavement markings is \$2,000.

Guardrail Improvements

Due to the physical characteristics (location of the at-grade UP railroad crossing), the required guardrail length to the west cannot be met. However, to improve existing conditions, it is recommended to extend the guardrail 25 feet to the west and to the required length (62.5 feet) to the east. Coordination with the UP Railroad will be required to implement this recommendation. See Exhibit 4 for an illustration of the proposed guardrail configuration.

The estimated cost of the guardrail extension is \$30,000.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a Strategic Priority, and “Realign East Kreutzer Road” as an objective. This project would address some accident counter-measures until such a time that Kreutzer Road is realigned.

Financial Impact

The FY2019 Budget includes a sufficient surplus of available funds as a result of the favorable Georgian Place Subdivision Street Improvements bid in the Streets Improvements and Roads & Bridges Fund, line item 420-00-00-8001.

Director Farrell reported that Jeff Pisha from Patrick Engineering was in attendance to answer questions.

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

Trustee Leopold stated that there is a need for guardrails on the north side of Kreutzer but asked if anyone ever went off the road on the westbound lane and therefore, not needing guardrails on that side of the street.

Mr. Pisha stated that based on the Federal standards and due to the width of the roadway would be the reason for the guardrails on both sides.

Trustee Leopold also stated that there should be a “reduce speed ahead” sign at Haligus and Kreutzer (outside of the Wing Pointe Subdivision).

Director Farrell stated that Staff will work with Union Pacific Railroad regarding guardrails.

Mayor Sass stated that he did not think work should be done in this area as someday the road will be straightened.

There were no other comments or questions.

It was the consensus of the Village Board to proceed with safety countermeasures for pavement markings and signage in accordance with the Safety Recommendations Study for East Kreutzer Road in an estimated amount of \$15,000. The guardrail extension will be presented to the Village Board at a later date upon staff coordination with the UP Railroad.

- 1) Consideration – Approval of Payout Request No. 3 (Final Payment) to Municipal Well &

Pump for the Well No. 10 Pump Rehabilitation Project in the amount of \$65,085.00

Director of Public Works and Engineering Timothy Farrell reported that on Thursday, January 31, 2019, the Village received bids from three (3) contractors for the Well No. 10 Rehabilitation project. Well No.10 is located within the Wing Pointe subdivision at the northeast corner of Haligus Road and Kreutzer Road. On February 14, 2019, the Village Board approved a resolution awarding a contract to Municipal Well & Pump, the lowest responsible bidder, in the amount of \$118,137.00 to perform rehabilitation work on Well No.10's well pump.

Municipal Well & Pump has submitted the third and final payout request for the Well No. 10 Pump Rehabilitation project. Village staff has reviewed the request and all is in order for approval of the payout request No. 3 and Final.

Staff Analysis

Pay Request (Final Payment)	Total Completed Work	Retainage	Previous Payments	Amount Requested
#3	\$92,779.00	\$0.00	\$27,694.00	\$65,085.00

Financial Impact

The FY2019 Budget includes \$140,000 in the Water Capital Improvement and Equipment Replacement Fund, 515-00-00-8004, for this work. Municipal Well & Pump was able to complete the project on time and below the estimated budgeted amount. The final project cost was \$47,221 (33%) below the budget amount and \$25,358 (21%) below the contract award amount.

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

A MOTION was made to approve Payout Request No. 3 (Final Payout) to Municipal Well & Pump in the amount of \$65,085.00 for the work completed under the Well No. 10 Rehabilitation project.

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

- m) Consideration – A Resolution Approving Execution of the Construction Contract Change Order to Geske & Sons, Inc. for Potomac Court in the amount not to exceed \$26,900 for the 2019 Street Improvement Program

Director of Public Works and Engineering Timothy Farrell reported that on February 28, 2019, the Village Board approved a resolution appropriating \$985,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2019 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Geske & Sons, Inc. in the amount of \$1,538,779.75 for the resurfacing of Georgian Place Subdivision for a total length of 18,960 ft. (3.6 miles).

On June 13, 2019, the Village Board reviewed alternatives prepared by Christopher Burke Engineering (CBBEL) regarding driveway slopes and existing conditions within the Potomac Court cul de sac related

to vehicles scraping the approach when entering or exiting the driveway. Consensus of the Village Board was to move forward with Alternative No. 2, at a construction cost of \$26,900, requiring formal approval of a change order.

Staff Analysis

Alternative No. 2 consists of reconstruction and raising of curb and gutter, driveway approaches and sidewalk around the full arc of the cul de sac with a typical depressed curb and gutter through the limits of the driveways. Additional hot-mix asphalt leveling binder course placement within the cul de sac to match the new curb height and restoration is included in the estimated construction cost. Following initial field measurements and calculations CBBEL believes the elevation of the curb can be raised around the full arc of the cul de sac to a height which would allow driveway approaches and sidewalk cross slope to meet the maximum Village standards for new construction. To proceed with this alternative CBBEL recommended a more detailed survey of the cul de sac be performed to provide a proposed design which could be implemented by the contractor for their use in performing construction layout and the reconstruction of the curb, sidewalks and driveway approaches within the cul de sac. The estimated engineering cost is \$2,000.

Financial Impact

The FY19 Budget includes funding for the 2019 program in the amount of \$915,000.00 for engineering and partial construction costs from the Streets Improvements and Roads & Bridges Fund, 420-00-00-8000, and \$985,000.00 for construction costs from the MFT Fund, 460-00-00-8001. The full amount of the MFT appropriation will be used for construction. The change order costs will be funded through the Streets Improvements and Roads & Bridges Fund.

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

A MOTION was made to approve a Resolution Approving Execution of the Construction Contract Change Order to Geske & Sons, Inc. for Potomac Court in the amount not to exceed \$26,900 for the 2019 Street Improvement Program.

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

- n) Consideration – Approval of Payout Request No. 1 to Geske & Sons, Inc. for the 2019 MFT Street Program in the amount of \$257,030.24

Director of Public Works and Engineering Timothy Farrell reported that on February 28, 2019, the Village Board approved a resolution appropriating \$985,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2019 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Geske & Sons, Inc. in the amount of \$1,538,779.75 for the resurfacing of Georgian Place Subdivision for a total length of 18,960 ft. (3.6 miles).

Geske & Sons, Inc. has submitted the first payout request for the 2019 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and all is in order for approval of the payout request No. 1.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$285,589.15	\$28,558.91 (10%)	\$0.00	\$257,030.24

Financial Impact

The FY2019 Budget includes funding for the 2019 program in the amount of \$915,000.00 for engineering and partial construction costs from the Streets Improvements and Roads & Bridges Fund, 420-00-00-8000 and \$985,000.00 for construction costs from the MFT Fund, 460-00-00-8001. The full amount of the MFT appropriation will be used for construction. Any unexpended budget funds will remain in the Streets Improvements and Roads & Bridges Fund.

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 to Geske & Sons, Inc. in the amount of \$257,030.24 for the work completed under the 2019 Street Improvement Program.

MOTION: Trustee Hoeft

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: Trustee Goldman

The motion carried: 5-0-1

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Village Manager David Johnson reported that Staff made some changes to the site plan for the BBQ King event which would close 1st Street during the event as the entrance to the BBQ King event is off of 1st Street; and, Staff would like to add two (2) temporary handicapped reserved spaces on Church Street adjacent to the event. Staff felt that this would make the entrance to the event safer.

The Village Board members supported the site plan change.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that Saturday, June 29th, is Family Fun Day at the Farmers Market.

Mayor Sass reported that the July 2nd Concert in the Square is Mr. Myers

Mayor Sass reported that the Independence Day Fireworks show will begin at approximately 9:30pm in Deicke Park.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:31 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary