

**VILLAGE OF HUNTLEY
VILLAGE BOARD
October 24, 2019
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 24, 2019 at 6:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

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

ABSENT: None

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

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

EXECUTIVE SESSION:

A MOTION was made at 6:03 p.m. to Enter into Executive Session for b) Contractual and c) Property Acquisition, Purchase, Sale or Lease of Real Estate

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to reconvene the meeting at 7:00 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Goldman

The Voice Vote noted all ayes and the motion carried.

INTRODUCTION OF NEW POLICE OFFICER

Chief Porter introduced Office Joe Lanute and shared information on his education and previous work experience.

Officer Lanute thanked Chief Porter for the opportunity and also recognized Police Commissioner Jim Burges who was in attendance and the other members of the Police Commission.

PUBLIC COMMENTS:

Jim Uzler, 12481 Cold Springs, the Rotary Club Past President informed the Village Board of two upcoming events being sponsored by the Rotary: 1) Huntley's Got Talent on January 18, 2020 at Huntley High School; and 2) Rotary's 20th Anniversary in 2020. Mr. Uzler stated that they are accepting nominations for the Community All-star Awards until December 31, 2019 and the awards will

be announced at their April 17, 2020 Awards Dinner.

Mike Lyp stated that his non-for-profit Helping Hands Caring Hearts tries to help local people in need and asked if the Village knows of someone who needs help to please let them know.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the September 26, 2019 Village Board Meeting Minutes

Mayor Sass stated that everyone was in attendance at the meeting and asked if the Village Board had any comments or changes; there were none.

A MOTION was made to approve the September 26, 2019 Village Board Meeting Minutes.

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

- b) Consideration – Approval of the October 24, 2019 Bill List in the amount of \$246,959.09

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

A MOTION was made to approve the October 24, 2019 Bill List in the amount of \$246,959.09.

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

- c) Consideration – A Resolution Approving a Temporary Use Permit to hold an Outside Event on Village Property and Temporary Sign Request to Huntley 158 Education Foundation and Village of Huntley; Huntley Hootenanny Glow 5k / September 12, 2020

Mayor Sass reported that the Huntley 158 Education Foundation and Village held the second annual Hootenanny Glow 5k Run/Walk event which was a big success with 2,500 people pre-registering for the event and even more coming to the downtown to support the participants, enjoy the event and visit the downtown businesses. Due to the popularity of the 2019 event, the Foundation would like to start planning and coordinating for the 2020 event, which is proposed to take place on September 12, 2020.

The Education Foundation raises money to fund educational programs and projects to enhance the learning experiences of School District 158 students by providing grants to District 158 educators. In addition to the educator grants, the Foundation awards yearly scholarships to students going into college or trade schools.

The 2020 event will include the following:

- A 5k Fun Run/Walk beginning and ending at the Town Square. Registration and check-in will

begin at 5:00 p.m. with the 5k beginning at 7:15 p.m. and walk immediately following. Participants will be encouraged to dress in their best “glow” attire.

- Homes and businesses along the route will be invited to make their house/business the “glowiest”.
- An after event party will take place on the Square which will include food vendors, a DJ, picture opportunities, booths and games for kids. The event will conclude around 9:00 p.m.

The Foundation is also requesting to post banners or yard signs on Village rights-of-way two weeks prior to the event in the locations listed on the attached map.

Huntley 158 Education Foundation acknowledges that some sites may not be under the Village’s jurisdiction and others may not be feasible in the noted location. If any of these sites are not feasible, the Foundation may request permission for other sites with the approval of the Village Manager. No signs will be posted on private property without prior authorization of the property owner.

Directional signage will be installed the day of the event in locations near or around the Square to assist those coming to the event.

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit for temporary signs as follows:

- 1) Not to exceed 30 days,
- 2) Maximum size of 50 square feet and no more than 8 feet above ground,
- 3) Not to be displayed on a fence or tree,
- 4) Not located in the Village rights-of-way;

therefore a variation from the Sign Ordinance will need to be granted to display signs within the Village rights-of-way.

Staff Analysis

Again, careful consideration will be given to all safety issues as well as parking and street closures as this event will take place in the evening.

Due to the volume of participants, Staff is requesting the following street closures during the entire event:

- Coral Street from Church Street to Woodstock Street
- Church Street from Main Street to 1st Street
- Main Street from Church Street to Woodstock Street

Certain streets will be required to be closed only during the 5k:

- Church Street from 1st Street to Algonquin Road
- Main Street from Ruth to Church Street

The 2019 event included volunteers from the Algonquin and Lake in the Hills Police Explorers. These groups and the Huntley Citizen Police Academy Alumni Association will be contacted to man the intersections for safe passage of participants along the path and traffic control. The Education Foundation will provide volunteers for all the other positions needed.

It is anticipated that the Huntley High School’s theatre lighting coordinator will set up lighting to make

the gazebo and other areas of the Town Square glow for this event with special lighting and illuminations. However, the area around the Veteran’s Memorial will not be included in the transformation.

Financial Impact

The D158 Education Foundation will reimburse the Village for Police and Public Works assistance needed during this event.

Legal Analysis

Participants will be required to sign a waiver which has been reviewed by Village and D158 attorneys.

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

A MOTION was made to approve a Resolution Approving a Temporary Use Permit to hold an Outside Event on Village Property and Temporary Sign Request for Huntley 158 Education Foundation and Village of Huntley; Huntley Hootenanny Glow 5k / September 12, 2020.

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

- d) Consideration – An Ordinance Approving a Special Use Permit for an Indoor Recreation Facility in the “M” Manufacturing District for Huntley Barbell, Inc., located at 11175 Dundee Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Huntley Barbell, Inc. has applied for a Special Use Permit for Indoor Recreation within the “M” Manufacturing zoning district. Huntley Barbell currently operates at 11530 Smith Drive for which they received a special use permit in September 2016, for an indoor recreation use in the “M” Manufacturing District.

The current petition for a special use permit will accommodate the relocation of their facility into the ±5,341 square foot lease space at 11175 Dundee Road, in the Huntley Tech Center. This is the third time Huntley Barbell has moved in search of a larger location for their growing business. The new space is the former location of Going Vertical, which was also used for indoor recreation.

Huntley Barbell is a warehouse-style fitness facility providing strength training to their clients utilizing free weights, cardio equipment and group exercise sessions. They offer 24-hour key card access to the facility as well as various group training sessions scheduled Monday through Friday between 5:00 a.m. and 8:00 p.m. and Saturdays between 10:00 a.m. and 12:00 p.m. Currently, classes are held at 5:00 a.m. and 9:00 am, and 4:30, 5:30, and 6:30 p.m., Monday through Friday. The class size is typically 8-10 people with classes being capped at 15 people. Including open gym members, the gym averages about 12-15 people in attendance at any given time. Special charity and customer appreciation events (held quarterly) could draw as many as 50 people, many of which carpool together. For those special events, the property owner suggested the paved area to the southwest and the Tee2Green spaces on the east side in order to handle any possible overflow parking. Within the next three years, Huntley Barbell hopes to continue to grow their gym membership by adding 1-3 more classes, and by increasing “open gym”

during off class times.

Staff Analysis

Parking

The Zoning Ordinance requires 0.3 parking spaces per person of design capacity for commercial recreation. The maximum occupancy for the proposed Huntley Barbell facility is 56 persons (1 occupant/100 square feet), therefore requiring 19 parking spaces. The building owner plans to have Huntley Barbell utilize the 19 spaces along the west side of the building.

There are two main parking areas serving the west side of the building: the front (north side) spaces, and the angled spaces along the west elevation. All lots are in need of sealcoating and striping. The building owner has already been notified by the Village’s Property Maintenance Inspector of the need to stripe and sealcoat, regardless of Huntley Barbell occupying the space. Additional space is available for parking to the southwest of the building; however, the area is not currently striped for parking.

Parking Table 1 - Lots & Available Spaces

Lots Currently Available for West Side of Bldg.	Number of Spaces Available
North Parking Spaces	18, including 1 handicap space
West Parking Spaces Adjacent Building	19, including 1 handicap space
TOTAL	37 spaces

Signage

Huntley Barbell plans to change the sign-faces of the previous tenant’s (Vertical Limit) signs. This includes one wall sign on the north side of building, the name on the door of the east entrance, and tenant signage included on the Huntley Tech Center sign along Dundee Road.

Plan Commission Recommendation

The Plan Commission reviewed the petitioners’ request on October 14, 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 6 to 0, subject to the following conditions:

1. The north and adjacent west parking areas serving the west side of the building shall be seal coated and striped by no later than November 4, 2019, in accordance with the letter to the property owner dated October 4, 2019.
2. A parking plan shall be presented to Village Staff for approval if the southwest lot is to be utilized for parking. The plan shall include sealcoating and striping the lot in accordance with Zoning Ordinance requirements.
3. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
4. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
5. No Signage is approved as part of the Special Use Permit.

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.

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

Trustee Kanakaris asked if something could be done to improve the landscaping. Director Nordman stated that staff will follow up with the property owner for landscaping and to sealcoat and stripe the parking lot.

There were no other comments or questions.

A MOTION was made to approve an Ordinance for a Special Use Permit for an indoor recreation facility in the “M” Manufacturing zoning district for Huntley Barbell, Inc., 11175 Dundee Road.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried 6-0-0

- e) Consideration – Approval of Payout Request No. 2 (Final) to J.A. Johnson Paving Co. for the 2019 Edge Mill & Overlay Program in the amount of \$90,246.40

Director of Public Works and Engineering Timothy Farrell reported that on March 28, 2019, the Village Board approved a Resolution Authorizing a MPI contract extension to J.A. Johnson Paving Co. in the amount of \$169,170 for the Edge Mill & Overlay Program including Sun City NH 15 and Automall Drive. Borden Street was later added to the program, as well.

J.A. Johnson Paving Co. has submitted the second and final payout request for the 2019 Edge Mill & Overlay Program for the completion of Automall Drive. Staff has reviewed the request and all is in order for Village Board consideration.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$87,592.84	0.00	\$0.00	\$87,592.84
#2 (FINAL)	\$177,839.24	0.00	\$87,592.84	\$90,246.40

Financial Impact

The FY19 Budget includes \$75,000 for the Edge Mill & Overlay and a fund surplus from the favorable Georgian Place Subdivision Street Improvement Bid in the Streets Improvements and Roads & Bridges Fund, line item 420-00-00-8001.

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

A MOTION was made to approve Payout Request No. 2 (Final) to J.A. Johnson Paving Co. in the

amount of \$90,246.40 for the work completed under the 2019 Edge Mill & Overlay Program.

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

f) Consideration – Approval of Payout Request No. 2 (Final) to Visu-Sewer for the 2019 Sewer Televising and Lining Program in the amount of \$84,782.36

Director of Public Works and Engineering Timothy Farrell reported that on May 23, 2019, the Village Board approved a Resolution Authorizing a Bid Award to Visu-Sewer in the amount of \$75,000.00 for the 2019 Sewer Televising and Lining Program. The 2019 Sewer Lining Program included the following areas:

- Route 47: 372 lf. of 8” VCP (Original Plan)
- Grove St: 745 lf. of 10” VCP (Original Plan)
- Myrtle St: 142 lf. of 12” VCP (Original Plan)
- Area between Myrtle St. & Donald Dr: 502 lf. of 12” VCP (Original Plan)
- Donald Dr: 229 lf. of 12” VCP (Additional lining to address Donald Dr. 12” VCP)
- Route 47: Sewer Televised Inspection of Sewers and Traffic Control (Additional Work due to sewer backup)

Visu-Sewer is in the third and final year of the Municipal Partnering Initiative (MPI) Contract. To take advantage of favorable bid pricing, 229 l.f. of 12” VCP pipe on Donald Drive was added to the sewer lining scope based on findings from sewer televising and ahead of the FY20 lining program. Visu-Sewer has submitted the second and final payout request for the 2019 Sewer Televising and Lining Program. Staff has reviewed the request and all is in order for Village Board consideration.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$4,673.90	\$0.00	\$0.00	\$4,673.90
#2 (Final)	\$89,456.26	\$0.00	\$4,673.90	\$84,782.36

Financial Impact

The FY19 Budget includes sufficient funds for the Sewer Televising and Lining Program in the Wastewater Infrastructure Improvements Fund 525-00-00-8005.

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

A MOTION was made to approve Payout Request No. 2 (Final) to Visu-Sewer in the amount of \$84,782.36 for the work completed under the 2019 Sewer Televising and Lining Program.

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

ABSENT: None
The motion carried 6-0-0

FY20 BUDGET WORKSHOP NO. 2: Review of Proposed Department Capital Requests, 5-Year Capital Improvement Plan and Fleet Inventory and Maintenance Evaluation Process

Village Manager David Johnson reviewed the proposed FY20 Department Capital Requests, the updated draft 5-Year Capital Improvement Plan and enhanced summary of the Village’s Fleet Inventory and Maintenance Evaluation Process for Village vehicles.

FY20 Department Capital Requests (Book 1)

The FY20 general capital (non-water/sewer) requests total \$4,579,526. Street maintenance throughout the entire Village, rehabilitation of all the streets in the Northbridge Subdivision (3.5 miles), and Phase I Engineering for the realignment of Kreutzer Road totaling \$2,500,000 accounts for 55% of the proposed expenditures. Significant other major proposed expenditures include:

- Downtown TIF - \$1,050,000 (23%) Engineering for the Passenger Rail, Catty, and Streetscape/Parking Projects.
- Equipment Replacement - \$491,076 (11%) for the replacement of vehicles and computers.
- Capital Projects & Improvements - \$320,000 (7%) for participation in the County-wide Multi-agency law enforcement training center, replacement of Village Board Room audio/visual equipment, and the Reed Road multi-use path.

Combined, these proposed projects, improvements, and equipment purchases account for over 95% of the proposed FY20 expenditures.

The proposed expenditures in the water and sewer funds are \$934,400 for a total of \$5,513,926 in general and water/sewer capital expenditures. Major expenditures in the water/sewer capital funds include:

- | | |
|--|-----------|
| • Well No. 8 (Southwind) Subdivision Maintenance | \$140,000 |
| • Water Main Replacement Engineering / Route 47 Water Main | \$105,000 |
| • Water System Capacity Analysis and Modeling | \$ 59,400 |
| • Annual Sanitary Sewer Lining Program | \$ 75,000 |
| • Wastewater NARP / Local Limits Tech Re-Evaluation | \$ 50,000 |

These five projects account for almost half of the proposed FY20 Water and Sewer Capital expenditures.

5-Year Capital Improvement Plan (CIP) (Book 2)

The proposed updated 5-Year CIP includes approximately 160 projects/equipment purchases totaling \$37.9 million. The Village is committed to addressing the future needs of the community through the CIP and Village Staff is pleased to note this comment regarding the FY19 budget from an independent GFOA reviewer:

“Outstanding – The presentation of the CIP is among the most robust I’ve seen in my years of reviewing budget documents. Individual projects are presented with their funding sources and a concise explanation of their purpose and future budgetary consideration. The consistent use of photography also adds toward providing decision makers and the public with an understanding of where CIP funds are being directed.”

Fleet Inventory & Maintenance Evaluation Process (Book 3)

The enhanced inventory and maintenance document identifies and accounts for vehicles and equipment scheduled for replacement as part of the 5-Year CIP, as well as an overall inventory of these assets. The inventory includes 67 vehicles including police patrol cars, snowplows, and dump trucks, and 26 pieces of heavy and light duty equipment such as backhoes, loaders, tractors and riding mowers.

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

Trustee Goldman suggested that the Village consider reaching out to the Chamber, local businesses and organizations to help fund the purchase of the banners and promote businesses and organizations.

Trustee Leopold stated that he thought \$85,000 for AV equipment was a lot. Village Manager Johnson reported that it will be replacing the original 2006 equipment and that the cameras have not worked for several years; staff has had problems with recording the meetings both with audio and video and that the monitors need to be replaced. Village Manager Johnson reported that staff has done temporary measures to keep things working over the years. Trustee Leopold asked if the system will have a salvage value; Village Manager Johnson stated that Staff will look into its salvage value.

Trustee Leopold noted Book 2, Page 12 and asked why the Motor Fuel Tax Fund goes from \$1M in 2022 to \$600,000 in 2023. Village Manager Johnson stated that it is anticipated that the funds will actually grow in the future years.

Trustee Westberg asked if the Emergency Operations Center (EOC) update completed. Chief Porter stated that the improvements are currently underway and that it is being funded under the current budget.

Trustee Leopold noted Book 2, Page 62 regarding the parking lot maintenance at the Municipal Complex and stated that he would like the parking lot redesigned parking spaces to be closer to the building. Trustee Piwko stated that if the parking lot is redesigned, he would like a sidewalk coming from Main Street to the building's front door.

Trustee Leopold noted the Street Lighting at Kreutzer and Route 47 and stated that he would like the engineering moved to 2020. Mayor Sass reported that Staff has contacted IDOT to see if there was any funding assistance available. Director Farrell stated that it is estimated that \$400,000 would have to come from Capital Improvements and \$160,000 for Engineering. Director Farrell stated that Staff is waiting to hear from IDOT.

Trustee Leopold stated that the Village should contact IDOT to have them re-paint the lane lines for better visual appearance.

Trustee Goldman stated that she likes the idea of additional parking located behind the post office.

There were no other comments or questions.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass asked Trustee Goldman to report on the McCOG meeting. Trustee Goldman stated that the speaker spoke about cannabis becoming legal. Mayor Sass stated that the consultant complimented the State of Illinois for the regulations adopted.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

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

A MOTION was made to Enter into Executive Session at 7:37 p.m. for b) Contractual and c) Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to Exit Executive Session at 8:17 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

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 8:18 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary