

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
November 14, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 14, 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 Hoefft, Niko Kanakaris, Harry Leopold (arrived at 6:04 p.m.), John Piwko, and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Finance Cathy Haley, Director of Public Works and Engineering Timothy Farrell, 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.**

Mayor Sass reconvened the meeting at 6:56 p.m.

**SPECIAL PRESENTATION:**

Community Emergency Response Team (CERT) Certificate Presentation.

Trustee Piwko stated that Community Emergency Response Team (CERT) training began in 2009 and to date 112 people have completed the training. Trustee Piwko explained the duties of CERT volunteers and then, along with Officer Megan Racila, passed out the certificates to the class.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the October 2, 2019 FY Budget Workshop No. 1, October 10, 2019 Village Board Meeting, October 10, 2019 Liquor Commission Hearing and October 10, 2019 FY20 Budget Workshop Minutes

Mayor Sass reported that everyone was in attendance at the meetings and asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve the October 2, 2019 FY20 Budget Workshop No. 1, October 10, 2019 Village Board Meeting, October 10, 2019 Liquor Commission Hearing and October 10, 2019 FY20 Budget Workshop Minutes.**

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

b) Consideration – Approval of the November 14, 2019 Bill List in the amount of \$435,842.05

Mayor Sass reported that \$175,028.76 (or 40.2%) of the total bill list is attributable to Payout#2(Final) to JA Johnson Paving Co. for the 2019 Edge Mill & Overlay Program (\$90,246.40) and Payout#2(Final) to Visu Sewer of Illinois LLC for the 2019 Sewer Televising & Lining Program (\$84,782.36).

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

**A MOTION was made to approve the November 14, 2019 Bill List in the amount of \$435,842.05.**

**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) Transmittal – Third Quarter for FY2019 Financial and Investment Reports for the Village of Huntley

Director of Finance Cathy Haley reviewed the FY2019 Third Quarter Financial and Investment Report Review and the FY2019 Revenue and Expense Detail.

General Fund Revenues come from the taxes, fees and other charges that the Village assesses to provide services to its citizens. General Fund Revenues for the FY19 budget are composed of the following revenue percentages:

The three largest sources of revenue for FY19 continue to be property tax, sales tax, and income tax, which is part of the State shared revenue. Other taxes and fees include local use tax, telecommunications tax, building permit fees, video gaming tax and fees, and police fines. At the end of the third quarter for FY19, General Fund revenues appear to be trending right on target.

- Property Taxes – Every December, the Village levies property taxes to provide funding for General Village operations, employer portion of IMRF, Social Security and Police Pension obligations. The following is a graph that indicates the amount levied, or budgeted for the General Fund, and the amount actually received through FY2018, and

the amount received through September 30, 2019. As a home rule community, the Village levies for dollars and has received between 98.00% and 100.00% of dollars levied the last six years as noted by the chart. Collections through September 30, 2019 show a combined collection rate for McHenry and Kane Counties of 92%.

- Sales Tax Revenues – Sales tax at a rate of 7% is collected on all retail sales within the Village. The sales tax is administered and collected by the Illinois Department of Revenue. One percent of this sales tax is distributed to the municipality where the sale occurred. This tax is captured in the Village's General Fund and is used for basic Village operations.

Sales tax has a lag of three months from the time the sale occurs and when the Village receives the money from the state. FY19 actual revenues are showing seven months' worth of collections for this September 30, 2019 report. These seven months of revenue total \$1,915,832 vs. \$1,860,067 for the same period last year.

- Income Tax – Income tax is currently outpacing the previous year's receipts and is at 92.52% of budgeted parameters at the end of the third quarter of FY19. The chart below shows ending actual dollars through FY2018 and nine months of actual dollars for FY19.

The next two pages show other revenue sources such as local use tax, telecommunications tax, building permit revenue, video gaming tax, and police fees and fines. Local use tax is trending in ahead of budgeted parameters at 91%. At this third quarter, 75% is the expectation for revenue receipts compared to the budget dollars. The Illinois Municipal League (IML) also shows projections for local use tax continuing to increase.

Telecommunications tax revenue, like sales tax revenue, has a lag of three months from the time the bill is paid to the state and the revenue is received by the municipality. FY19 actual revenues are showing six months' worth of collections for this September 30, 2019 report. These six months of revenue total \$230,945 vs. \$263,133 for the same period last year. This revenue is split between the General Fund, the Facilities and Grounds Maintenance Fund and the Downtown TIF Fund.

Both police fines and fees, and building permit revenues are trending ahead of the first nine months from this same period last fiscal year. Video gaming revenue is trending in ahead of budgeted parameters (in total) at 80% collection rate through September.

Video gaming revenue is split between the General Fund and the Downtown TIF Fund, and is dependent upon business location.

Building permit dollars through September are well above budget at \$522,082. The chart on Page 5 shows the dramatic drop in this revenue source compared to its peak year in 2014. However, for FY19 it is showing a slight trend upward compared to this same period in FY18.

Police fines are trending in slightly behind budgeted dollars at 69.08% through September 30, 2019 as shown in the chart on Page 5.

Overall General Fund Revenues for FY19 are trending in ahead of budgeted parameters at 86%. This can be attributed to property tax revenue collections showing at 92% (combined Kane and McHenry Counties) as of September 30, 2019. FY19 projections are showing overall revenues coming in slightly higher than budget.

#### GENERAL FUND EXPENDITURES

General Fund Expenditures account for the general operations of the Village, including Police, Development Services, Public Works (Streets, Engineering, Buildings and Grounds, and Fleet). It also includes the Village Manager's Office (including Human Resources and Information Technology) and Finance.

At the end of the third quarter for FY19, General Fund Expenditures are at 74.58% of budget. Overall, the General Fund is operating within the parameters of budgeted dollars. The chart below shows General Fund expenditures by department.

Personnel costs are trending at 77.34% due to having had 20 out of 26 pays through the end of September.

#### WATER AND SEWER OPERATING FUNDS

Water and Sewer revenues come from charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the third quarter for FY19, water revenue is trending in at 63% of budgeted parameters and wastewater revenue is trending in at 68% of budgeted parameters.

#### THIRD QUARTER FY19 FINANCIALS

Overall revenues appear to be trending in within budgeted dollars. The Water Operating Fund and the Wastewater Operating Fund are slightly behind which can be attributed to the wet summer months in 2019. Expenditures within the operational funds appear to be trending in line with budgeted dollars.

#### d) Discussion – Village of Huntley 2019 Property Tax Levy

Director of Finance Cathy Haley reported that the Village Board must approve the annual property tax levy in sufficient time to file the approved property tax levy ordinance with the County Clerks by Tuesday December 31, 2019.

#### Staff Analysis

The Village's current financial policies state:

*“The Village policy is to keep its property tax rate as low as possible. The following components shall be followed in priority order each year when establishing the property tax levy:*

- 1. Levy for Police and IMRF pensions per actuarial calculations. If the actuarial reports indicate a higher employer contribution is needed, said increase will need to be added to the Village's overall previous year levy request to avoid underfunding.*
- 2. Levy taxes to cover the employer payroll portion of Social Security and Medicare (FICA) taxes imposed by the federal government.*

3. *Levy for general obligation (GO) bond principal and interest less abatements. Currently the Village has no GO debt.*
4. *Levy to support General Fund operations including Police, Public Works & Engineering, Streets, Fleet & Underground Utilities, Building & Grounds, Development Services, Finance, Human Resources, Information Technology and Village Manager's Office. The annual increase for this component tie to additional dollars available for new growth.*
5. *Levy to fund additional personnel as determined by the Village Board.*

The following options abide by these financial policies and are based on the current Assessor Estimated EAV Reports from McHenry and Kane Counties.

Financial Impact

McHenry County is estimating a 4.47% increase in valuation, of which \$1,304,206 is attributable to new construction. Kane County is estimating an 11.52% increase in valuation, of which \$1,347,486 is attributable to new construction.

Levy	Rate	EAV	% Change	Levy	Rate	EAV	% Change
2010		\$796,378,817	-9.14%	2015		\$727,796,554	7.25%
2011		\$790,820,406	-0.70%	2016		\$821,394,208	12.86%
2012		\$711,860,053	-9.98%	2017		\$871,310,736	6.08%
2013		\$673,475,479	-5.39%	2018		\$903,893,405	3.74%
2014		\$678,590,982	0.76%	2019 est.		\$965,811,403	6.85%

Tax levy funds are allocated for General Fund operations, IMRF employer obligations, Social Security employer obligations, Police Pension Fund employer obligations and Liability Insurance costs.

	2018 Tax Levy Extensions	2020 Budgeted Dollars	Difference
IMRF	\$250,000	\$312,915	(\$62,915)
Social Security	\$250,000	\$400,763	(\$150,763)
Liability Insurance*	\$250,000	\$322,250	(\$72,250)
Police Pension	\$855,198	\$978,039	(\$122,841)

\* Includes premium plus deductible payments

Costs for the Police Pension Fund and IMRF are based on calculations done by a third party actuary. This year's actuarial calculation costs for the Police Pension Fund obligation increased by \$122,841 in part due to a statutory requirement that the Village's pension fund be at least 90% funded by 2040.

Based on the above information three options have been put together for review and discussion.

OPTION #1 – Fully Fund the Police Pension Obligation

Increasing the levy line for the Police Pension Fund obligation will result in a total increase to the Village's levy of 2.63%. This dollar increase in conjunction with the estimated increase in EAV could have an impact on the limited rate, lowering it from .5173 to .4969 as shown in the chart below.

<i>2019 REQUESTED TAX LEVY - Police Pension Increase Only</i>	2018 Tax Levy Extensions	2019 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	\$250,000	\$250,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$855,198	\$978,039	\$122,841	14.36%
<b>TOTAL</b>	<b>\$4,676,115</b>	<b>\$4,798,956</b>	<b>\$122,841</b>	<b>2.63%</b>

Levy Year	Limited Rate	EAV	Dollars	Increase
2018	0.5173	903,893,405	\$4,676,115	
2019	0.4969	965,811,403	\$4,798,956	\$122,841

The chart below shows the impact of option #1 on an individual homeowner with a home value of \$250,000 in 2018 and the estimated increase in value of 6.85% for 2019.

COMPARISON BETWEEN 2018 AND 2019 - OPTION #1

2018 Market Value		2018	2019	Difference
\$ 250,000.00	Home EAV	83,333	89,042	
	Tax Rate	0.5173%	0.4969%	
	Tax Bill	\$431	\$442	\$11 - Annually 21 cents per week

OPTION #2 – Fully Fund the Police Pension Obligation and Increase levy for employer Social Security obligation

Increasing the levy lines for the Police Pension Fund obligation, and the Social Security employer obligation for the Village in conjunction with the increasing EAV shows the limited rate changing from .5173 to .5021 as shown in the chart below.

<i>2019 REQUESTED TAX LEVY - Police Pension and Social Security Increase</i>	2018 Tax Levy Extensions	2019 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	\$300,000	\$50,000	20.00%
Liability Insurance	\$250,000	\$250,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$855,198	\$978,039	\$122,841	14.36%
<b>TOTAL</b>	<b>\$4,676,115</b>	<b>\$4,848,956</b>	<b>\$172,841</b>	<b>3.70%</b>

Levy Year	Limited Rate	EAV	Dollars	Increase
2018	0.5173	903,893,405	\$4,676,115	
2019	0.5021	965,811,403	\$4,848,956	\$172,841

The chart below shows the impact of option #2 on an individual homeowner with a home value of \$250,000 in 2018 and the estimated increase in value of 6.85% for 2019.

COMPARISON BETWEEN 2018 AND 2019 - OPTION #2

2018 Market Value		2018	2019	Difference
\$ 250,000.00	Home EAV	83,333	89,042	
	Tax Rate	0.5173%	0.5021%	
	Tax Bill	\$431	\$447	\$16 - Annually 31 cents per week

OPTION #3 –Fully funding Police Pension, increase Social Security and bring the Liability Insurance level back up to where it was in 2016.

Increasing the levy line for the Police Pension Fund Village obligation, the Social Security employer obligation and the Liability Insurance Village obligation show a total increase to the Village’s levy of 4.77%. This dollar increase in conjunction with the increasing EAV shows the limited rate changing from .5173 to .5072 as shown in the chart below.

*2019 REQUESTED TAX LEVY -  
Police Pension, Social Security  
and Liability Insurance*

	2018 Tax Levy Extensions	2019 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	\$300,000	\$50,000	20.00%
Liability Insurance	\$250,000	\$300,000	\$50,000	20.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$855,198	\$978,039	\$122,841	14.36%
<b>TOTAL</b>	<b>\$4,676,115</b>	<b>\$4,898,956</b>	<b>\$222,841</b>	<b>4.77%</b>

Levy Year	Limited Rate	EAV	Dollars	Increase
2018	0.5173	903,893,405	\$4,676,115	
2019	0.5072	965,811,403	\$4,898,956	\$222,841

The chart below shows the impact of option #3 on an individual homeowner with a home value of \$250,000 in 2018 and the estimated increase in value of 6.85% for 2019.

COMPARISON BETWEEN 2018 AND 2019 - OPTION #3

2018 Market Value		2018	2019	Difference
\$ 250,000.00	Home EAV	83,333	89,042	
	Tax Rate	0.5173%	0.5072%	
	Tax Bill	\$431	\$452	\$21 - Annually 40 cents per week

Ultimately, multiple options are available to the Village in establishing the levy. The three options being presented align closest with the Village’s financial policies and strategic goals of practicing sound financial management, while being cognizant of the impact on taxpayers. None of the options above would require the Village Board to hold a “Truth in Taxation” hearing.

The following schedule will be followed for the 2019 Tax Levy process:

- December 5, 2019      Public Hearing – 2020 Annual Budget  
Village Board to approve:
- a.) 2020 Annual Budget
  - b.) 2019 Property Tax Levy Ordinance
  - c.) 2019 Special Service Area Levy Ordinances
  - d.) 2019 Abatement Ordinances

Mayor Sass asked if the Village Board had any comments or questions and asked which option they would want to follow.

Trustee Leopold stated that if the Village did not fund the Police Pension then we would fall farther behind. Director Haley stated that it would not help keep the required funded ratio.

Trustee Leopold asked what about Social Security; Director Haley stated it is the employer responsible portion.

Mayor Sass asked about other funds if Option #1 is selected. Village Manager Johnson stated that reserved funds would be used.

Trustee Goldman noted the pending merging of Police and Fire Pensions talked about in Springfield. Director Haley stated that it would not change our funding and it could actually help villages.

Mayor Sass stated that he supports Option #1.

Trustee Piwko stated that he supports Option #1 as it is less obtrusive and the Village needs to keep up with the Police Pension.

Trustee Hoefl stated that he supports Option #1.

Trustee Leopold stated that it takes money to run the services of the Village and he supports Option #3.

Trustee Kanakaris stated that he supports Option #2.

Trustee Goldman stated that she supports Option #1 as long as there is no impact on the budget. Village Manager Johnson stated that the proposed budget was prepared following Option #1.



Trustee Westberg stated that he supports Option #1.

Trustee Hoeft stated that he supports Option #1.

***No formal action was required on this agenda item.***

- e) Consideration – An Ordinance Approving Relief for Temporary Sign Permits for Weber-Stephen Products

***Prior to the meeting, the Petitioner requested that this item be removed from the Agenda.***

- f) Consideration – An Ordinance Approving a Final Plat of Subdivision, including necessary relief, to Resubdivide Lot 2 and part of Lot 3 of Bakley’s 18<sup>th</sup> Addition West Subdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is proposing to resubdivide Lot 2 and part of Lot 3 of Bakley’s 18<sup>th</sup> Addition West Subdivision. These parcels are located at the southwest corner of Route 47 and Joan Avenue and include the former Huntley Car Wash. The proposed resubdivision will create two lots with an area of ±1.31 acres (Lot 1) and ±1.14 acres (Lot 2). There is no development proposed on either lot at this time.

#### Staff Analysis

In 2009 the Illinois Department of Transportation acquired property from the petitioner for the widening of Route 47. This included property along the Route 47 frontage and property for what is now Joan Avenue (west of Route 47). The new right-of-way for Joan Avenue bisected Lot 3 of Bakley’s 18<sup>th</sup> Addition West Subdivision which left approximately 0.92 acres of Lot 3 to the south of Joan Avenue. The petitioner is now proposing to resubdivide the lots to create a larger developable lot at the corner of Route 47 and Joan Avenue. The resubdivision will also shift the lot line separating the two lots so the Municipal Utility Easement (MUE) that currently bisects the existing Lot 2 will be centered on the lot line.

The property is zoned “B-3” Shopping Center Business which requires a minimum lot area of 80,000 square feet and minimum lot width of 200 feet. Both proposed lots will require relief from the 80,000 minimum lot area required in the “B-3” district. Lot 1 will have an area of 57,014 square feet and Lot 2 will have an area of 38,362 square feet.

Relief is also required for the existing structure to remain on Lot 1. The former car wash building is setback ±37 feet from the Route 47 right-of-way thus requiring relief to encroach into the 50 foot required front yard setback. The structure is considered nonconforming and the reconfiguration of the lot requires relief to be approved in order for the structure to remain.

The “B-3” Shopping Center Business district requires a special use permit for a car wash, therefore, the future use of the former car wash will also require the approval of a special use permit should someone propose to reopen it at some point in the future. Any previous approvals for the car wash are no longer valid due to it being closed for longer than six (6) months.

#### Plan Commission Recommendation

The Plan Commission reviewed the petitioner’s 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 development of Lot 1 or redevelopment of Lot 2 shall require the extension of a sidewalk across the Route 47 frontage of the subject lot.
2. The development of Lot 1 or redevelopment of Lot 2 shall be done in compliance with the requirements of the Village of Huntley Subdivision Ordinance.
3. The reuse of the former car wash on Lot 2 shall require the approval of a special use permit.
4. The Surveyors Certificate shall be corrected to state document number “2007R0042739”, rather than “2007R00442739”
5. Building setback lines shall be added to Lot 2.

Director Nordman reported that Ken Bakley was in attendance to answer questions.

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

Trustee Piwko asked if there was a purchaser or developer or what the plans are for the property. Mr. Bakley stated that he will not advertise the sale of the property until it is rezoned. Trustee Piwko asked if there were any plans for the existing car wash. Mr. Bakley stated that the car wash was in compliance until IDOT widened Route 47.

Trustee Leopold asked if they were going to list the property for sale. Mr. Bakley said yes that he is planning on listing the property for sale.

Trustee Hoeft asked about the conditions of approval. Director Nordman stated that conditions of approval are established when development takes place. Trustee Hoeft stated that it is not Bakley’s fault that the property is not in compliance as it became out of compliance when IDOT widened Route 47.

There were no other comments or questions.

**A MOTION was made to approve an ordinance approving a Final Plat of Subdivision, including any necessary relief, to resubdivide Lot 2 and part of Lot 3 of Bakley’s 18<sup>th</sup> Addition West Subdivision.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- g) Consideration – An Ordinance Approving a Special Use Permit for Congregate Care; (ii) Final Plat of Subdivision; and (iii) Site Plan Review for Shepherd Capital LLC, for the Construction of an Assisted Living/Memory Care Facility for the ±7.2 acres at the Southeast Corner of Regency Parkway and Farm Hill Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Shepherd Premier Senior Living (“Shepherd Premier”) has purchased ±7.2 acres on the east side of Farm Hill Drive (Lots 11, 12, and 13) in Regency Square and has an additional ±4.59 acres on the west side of Farm Hill Drive (Lots 15 and 16) under contract with the intent to construct a total of 144 units

of assisted living/memory care between the two sites. Shepherd Premier is proposing to construct a total of nine single-story residence buildings on the two sites and an administrative office building to serve as the sales center for the facility. The petitioner plans to develop the facility in two phases with the first phase consisting of the ±7.2 acres on the east side of Farm Hill Drive that will contain 96 units of memory care/assisted living. The second phase would consist of 48 units on the remaining ±4.59 acres on the west side of Farm Hill Drive. Plans for the second phase will be submitted for review at a later date.

The Regency Square Development (Regency Square) is regulated by the Regency Square Development Guidelines (Development Guidelines). The Guidelines provide regulations for site planning, building design, landscaping and signage for development. The subject sites are zoned “BP” Business Park which requires a special use permit for congregate care in accordance with the Development Guidelines.

### Staff Analysis

#### Plat of Consolidation

The proposed Shepherd’s Plat of Consolidation will consolidate the three (3) parcels that constitute the subject development (currently platted as Lots 11, 12 and 13 in Regency Square Unit 1) into one lot. The new ±7.2 acre lot will be platted as Lot 1 in Shepherd’s Plat of Consolidation. The resulting Plat of Consolidation meets the minimum lot area (1 acre) and minimum lot width (100 feet) required for the BP-Business Park District by the Regency Square Guidelines.

#### Site Plan Review

Shepherd Premier’s first phase is located on the east side of Farm Hill Drive and is bordered by Regency Parkway and Fire Station #3 to the north, Sun City Neighborhood 3 and wetlands to the south, and wetlands to the east. The proposed site plan includes 96 units within six (6) residence buildings and an administrative office building that will serve both phases of development. Each single-story residence building contains 16 units. Access to the site would be provided from two curb cuts on Farm Hill Drive, both of which align with curbs cuts on the west side of Farm Hill Drive. Sidewalks are included along Farm Hill Drive and Regency Parkway as part of the site development. As per the 2016 Settlement Agreement between the Village and the previous owner, Shepherd Premier has agreed to complete the sidewalk beyond the boundaries of their purchased lots. This includes installing sidewalks on Regency Parkway east to its existing terminus at Lot 10A in Regency Square Subdivision, Unit 1 office building just west of Princeton Drive.

The six residence buildings are situated on the site so that fenced courtyards are created between the two clusters of buildings with walking paths and other amenities within the fenced area. The fence panels are constructed of a heavy-duty aluminum, and cannot be opened without a key card or code. Dumpsters are designed with materials to match the buildings and include limestone sills, stone sides, and steel metal frame doors and metal infill panels. A 40-foot-wide landscape buffer is provided adjacent to Sun City as required by the Development Guidelines.

#### Temporary Sales Trailer

The architecture plans (Sheet A002) depict a temporary sales trailer (utilizing six parking spaces) in the north parking lot located at the corner of Regency Parkway and Farm Hill Drive. The 53-foot trailer will be present during the construction process up until the permanent office is completed. A color photo of the trailer is included in exhibit 1.

#### Parking

Small parking lots are provided throughout the development, allowing easy access to the residence units and the office building. The Regency Square Development Guidelines include minimum parking requirements for Congregate Care facilities at a ratio of 1.0 parking space per unit/bed. In addition, parking for the office building requires four spaces per 1,000 square feet. The plans depict 96 beds (requiring 96 spaces), with the office building measuring 2,584 square feet (requiring 11 spaces), totaling 107 required spaces. The site plan meets the Regency Square parking requirements as it provides the 110 spaces as follows: 96 regular spaces, seven handicap accessible spaces, and seven land-banked spaces (along Farm Hill Drive).

### *Building Elevations*

All proposed residence buildings are single-story structures, each containing 16 units. The main office for the facility is also a one-story structure of similar design. All buildings comply with the single-story/25 feet height limitation as required by the Development Guidelines for this portion of Regency Square. The proposed building materials include a stone base and cement board siding above. The architect has included color renderings (Exhibit 1) of the three elevations proposed for Phase 1 (Options A, B and C) and the site plan (in Exhibit 4) indicates which elevation will be used on each residence.

### *Landscaping*

A comprehensive landscape plan has been prepared for the Shepherd Premier Phase 1 that conforms to the landscape requirements of the Regency Square Development Guidelines. The plan depicts a variety of trees, plants, shrubs, and annuals, including 13 species of deciduous trees, three varieties of coniferous trees, two types of flowering trees, 10 species of shrubs, five varieties of annuals/perennials, and two types of ornamental grasses. The plan also includes the use of site amenities such as pergolas, gazebos, and benches.

### *Lighting*

The proposed site lighting includes the use of ATG Electronics LED shoebox style lighting fixtures in the parking lots, which will be installed with house side shields. Decorative Lithonia LED wall sconces will be utilized on the residences and office building, and Hydrel uplighting will be used for the monument sign. The proposed photometric plan provides a higher average minimum foot-candle than the Zoning Code's requisite 2.0 foot-candle average minimum for the parking area. The petitioner will be required to work with staff to reduce lighting closer to 2.0 foot-candles.

### *Signage*

The proposed sign package includes a monument sign located at the corner of Regency Parkway and Farm Hill Drive. The sign face, constructed of natural stone, will be engraved with "Shepherd Premier Senior Living of Huntley." The sign face measures 5' high and 7'-8" wide (38.33 square feet), and the entire monument sign measures 98.22 square feet. Relief is required to allow for the sign sizes as proposed. The base and sides of the sign will utilize stone and face brick to match the residences. Additional directional signs for the main office location will be constructed of natural stone with engraved sign faces.

### REQUIRED RELIEF

The following relief from the Regency Square Development Guidelines and Zoning Ordinance will be considered as part of the Site Plan Review process:

1. Relief from the requirement of one building per lot in Regency Square "District C (BP)," to allow seven buildings on one lot.

*The following list of required relief is unique to the Regency Square Guidelines:*

2. Relief from Regency Square's required Building to Building Setback of 35-feet, to allow:
  - a. 18.36-foot setback between Residence 1 and 2
  - b. 31.3-foot setback between Residence 2 and 4
  - c. 16.16-foot setback between Residence 3 and 4
  - d. 28.67-foot setback between the Office and Residence 6
3. Relief from Regency Square's required Front (20-foot) and Side (10-foot) Building to Parking Setbacks as follows:
  - a. Residence 1, to allow a 16.78-foot front parking to building setback
  - b. Residence 2, to allow a 15.45-foot front parking to building setback, and a 6.89-foot side parking to building setback
  - c. Residence 3, to allow a 15.49-foot front parking to building setback, and a 7.69-foot side parking to building setback
  - d. Residence 4, to allow a 16.2-foot front parking to building setback, and a 4.48-foot side parking to building setback
  - e. Residence 5, to allow a 15.08-foot front parking to building setback
  - f. Residence 6, to allow a 15.1-foot front parking to building setback
  - g. Office Building, to allow a 9.34-foot front parking to building setback
4. Relief from the Regency Square's required 10-foot Parking to Landscape Setback, to allow:
  - a. 3.73-foot setback between the 40-foot landscape buffer and the south access drive along Farm Hill Drive.
5. Relief from Regency Square's Signage Standards for Sign Type B, to allow:
  - a. Signage that does not match the Regency Square's overall sign system form, material and color palette.
  - b. The sign copy area (sign face) of the monument sign is 38.33 square feet, which exceeds the maximum 21 square feet.
  - c. The overall size of the monument sign is 98.22 square feet, which exceeds the maximum 42 square feet.

### Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project at the June 13, 2019 Village Board meeting and asked questions about Shepherd Premier's other locations and general operating procedures. No issues were raised regarding the size, use, or design of the project. The consensus was for the development to proceed to the Plan Commission for formal review.

### Plan Commission Recommendation

The Plan Commission reviewed the petitioners' request on October 14, 2019. Several members of the public came forward with questions about the design and operations of the project; however, no comments were made in opposition to the project. The Plan Commission unanimously recommended approval of the petition by a vote of 6 to 0, 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. All permanent and seasonal plantings must be replaced immediately upon decline.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.

6. All roof-top mounted and ground-mounted equipment must be adequately screened.
7. No building plans or permits are approved as part of the submittal.
8. No sign permits are approved as part of the submittal.
9. The photometric plans must be adjusted to reduce the lighting to be closer to the 2.0 foot-candle average minimum for the parking area.
10. The sales trailer requires a building permit and must comply with all applicable building codes.
11. The seven landbanked parking spaces shall be maintained as landscaped open space until and unless required to be used for parking. The Village Board shall have the right, in its sole discretion, to terminate the landbanking of the seven parking spaces and require the property owner to increase the number of parking spaces provided for the development.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, and “*Diversify Residential Development Options*” as a goal, and “*Identify Areas of the Village to Accommodate Various Housing Types*” as an objective.

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

Mayor Sass asked about land banking only seven (7) parking spots; Director Nordman stated that the petitioners believe that they will not need those parking spaces.

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

**A MOTION was made to approve an Ordinance for a Special Use Permit for Congregate Care; (ii) Final Plat of Subdivision; and (iii) Site Plan approval for 96 assisted living and memory care units within six residence buildings and an administrative office building, to be constructed on the ±7.2 acres at the southeast corner of Regency Parkway and Farm Hill Drive, located in the “BP” Business Park district.**

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

- h) Consideration – An Ordinance Approving a Special Use Permit for the Outside Storage of Vehicles for Country Delight Inc., 11713 Mill Street

**A MOTION was made to TABLE this agenda item.**

**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**

- i) Consideration – An Ordinance Authorizing the Village to Enter into an Agreement with Hopkins Grease Company for Sludge Waste Disposal

Director of Public Works and Engineering Timothy Farrell reported that Village staff has been contacted by a wastewater sludge hauler, Hopkins Grease Company, contracted by John B. Sanfilippo & Sons Inc. to discuss a potential agreement for disposal of treated wastewater sludge produced at the Elgin, Illinois peanut processing plant. Staff has visited this location to review the condition, operation and maintenance of the wastewater treatment facility. Staff has also reviewed available sludge sampling analysis documents. The specific request is for the Village to consider an agreement with Hopkins Grease Company to accept for disposal at the Village of Huntley West Wastewater Treatment Facility the treated wastewater sludge produced at the John B. Sanfilippo & Sons Inc. peanut processing plant.

#### Staff Analysis

Staff has negotiated the following sludge hauling and disposal terms with Hopkins Grease Company:

- The Village of Huntley will accept sludge hauled by Hopkins Grease Company from the previously stated facility for an indefinite period for processing at the Village's West Wastewater Treatment Facility (WWTF);
- The rate is 8.0 cents per gallon, with approximately 6,000 gallons accepted per week (estimated \$25,000 in charges annually);
- The delivery driver, at the time of discharge and in the presence of Village wastewater operations staff, will complete the log form at the West WWTF to document the date, time, origin and amount of sludge discharged. The Village will invoice Hopkins Grease Company monthly based on the logged records.

Acceptance of the sludge is subject to the following:

- Hopkins Grease Company shall obtain and keep current the necessary permits including the IEPA permit(s) and provide required reports and manifests to the IEPA and the Village as may be required by the permit(s);
- Dumping times at Village of Huntley West Wastewater Treatment Plant will be during Village staffed working hours from 7:00 a.m. to 2:00 p.m. M-F. Hopkins Grease Company is responsible for maintaining a clean and orderly dumping area at all times;
- The Village reserves the right to postpone the acceptance of any additional sludge or if necessary, terminate the agreement immediately upon notification. Reasons for termination include, but are not limited to, a Wastewater Treatment Plant upset, available capacity, and IEPA compliance concerns. Hopkins Grease Company also reserves the right to terminate the agreement immediately upon notification;
- The Village reserves the right to review and adjust the rate annually. Hopkins Grease Company will be notified a minimum of 30 days in advance of a rate adjustment;

- Hopkins Grease Company agrees to follow the Village of Huntley Sewer Use Ordinance. Pre-treatment standards - local limits will be monitored by sludge generators at intervals stated by the Village;
- Hopkins Grease Company agrees to Village approved procedures of screening discharge sludge to remove inorganic solids prior to sludge entering discharge manhole. Procedures set forth by the Village must be strictly adhered to. These practices will protect the West WWTP raw influent pumps and screen.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Explore additional revenue enhancement options” as an objective.

Financial Impact

Based on the established rate of \$0.08 per gallon and the estimated annual volume of disposed sludge, the Village revenue received would be approximately \$25,000.00 annually.

Legal Analysis

The agreement follows the same format, and includes the same terms and provisions as the agreement entered into on July 21, 2016 between the Village and A & J Sewer Service. The Village still provides service to A & J Sewer.

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

Trustee Kanakaris asked why they were not working with the City of Elgin; Director Farrell reported that they could not come to terms with Elgin. Trustee Kanakaris asked if the Village could get a better rate; Director Farrell stated that we are charging them a fair rate.

Trustee Leopold asked if the Village has enough capacity to do this; Director Farrell stated that the Village has plenty of capacity to take this on and reported that the Village treats 1M gallons per day; this would add only 1,000 gallons per day.

Village Manager Johnson stated that as with A & J Sewer Service, the Village has the right to terminate the Agreement at any time.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance authorizing the Village to enter into an Agreement with Hopkins Grease Company to allow for waste sludge produced at the John B. Sanfilippo & Sons Inc. peanut processing plant’s wastewater treatment facility, Elgin, IL to be hauled and disposed of at the Village of Huntley’s West Wastewater Treatment facility.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Hoeft**

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



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

- j) Consideration – Approval of Payout Request No. 1 (Final) to Drydon Equipment, Inc. for the VeloBlend Liquid Polymer Activation System

Director of Public Works and Engineering Timothy Farrell reported that on July 25, 2019, the Village Board approved a Resolution Authorizing the purchase of a VeloBlend Polymer System for the East Wastewater Treatment Plant from Drydon Equipment, Inc. in an amount up to \$25,000.

Village staff took delivery of the new polymer system on October 17, 2019.

Staff Analysis

Pay Request	Vendor	Total Purchase Amount	Previous Payments	Amount Requested
#1 (Final)	Drydon Equipment, Inc.	\$24,600	\$0.00	\$24,600

Financial Impact

The FY2019 Budget includes \$25,000 for a Replacement Polymer Feed System in the Equipment Replacement Fund (Wastewater) 525-00-00-8124.

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 (Final) to Drydon Equipment, Inc. in the amount of \$24,600 for a new polymer feed system.**

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

- k) Consideration – Approval of Payout Request No. 1 to Mauro Sewer Construction Inc. for the 2019 Water Main Replacement Program in the amount of \$189,237.60

Director of Public Works and Engineering Timothy Farrell reported that on August 8, 2019, the Village Board approved a Resolution Authorizing a Bid Award to Mauro Sewer Construction Inc. in the amount of \$429,955.00 for the 2019 Water Main Replacement Program.

Mauro Sewer Construction, Inc. has submitted the first payout request for the 2019 Water Main Replacement Program. The Village Public Works and Engineering Department has reviewed the request and all is in order for the approval of Payout Request No. 1.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$210,264.00	\$21,026.40	\$0.00	\$189,237.60

Financial Impact

The FY19 Budget includes \$385,000 for the Water Main Replacement Program engineering and construction in the Water Capital Improvement and Equipment Fund 515-00-00-8004. If necessary, a budget amendment will be presented to the Village Board for consideration at a later date.

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

Trustee Leopold asked if all the work was completed; Director Farrell stated that it is almost completed.

There were no other comments or questions.

**A MOTION was made to approve Payout Request No. 1 to Mauro Sewer Construction, Inc. in the amount of \$189,237.60 for the work completed under the 2019 Water Main Replacement Program.**

**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**

- l) Consideration – Approval of Payout Request No. 4 and Final to Geske & Sons, Inc. for the 2019 MFT Street Program in the amount of \$321,900.21

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 27, 2019, the Village Board approved a Change Order in the amount of \$26,900 to complete Potomac Court modifications, bringing the awarded contract amount to \$1,565,679.75. Even with the change order, the final project cost of \$1,455,106.16 is 5% under the original approved contract amount of \$1,538,779.75.

Geske & Sons, Inc. has submitted the fourth and final payout request for the 2019 MFT Street Program. Staff and the Village’s project engineer, CBBEL, has reviewed the request and all is in order for approval of Payout Request No. 4 and Final.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
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#1	\$285,589.15	\$28,558.91 (10%)	\$0.00	\$257,030.24
#2	\$757,764.88	\$75,776.48 (10%)	\$257,030.24	\$424,958.16
#3	\$1,192,848.37	\$59,642.42 (5%)	\$681,988.40	\$451,217.55
#4	\$1,455,106.16	\$0.00	\$1,133,205.95	\$321,900.21

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.

Trustee Westberg asked if the aprons were completed; Director Farrell stated that they were completed.

There were no other comments or questions.

**A MOTION was made to approve Payout Request No. 4 (Final) to Geske & Sons, Inc. in the amount of \$321,900.21 for the work completed under the 2019 Street Improvement Program.**

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

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Village Manager Johnson reported that the Draft FY20 Budget is available.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass asked Trustee Piwko to report on the McCOG meeting. Trustee Piwko stated the Transportation Committee set its priorities for 2020 which included the widening of Route 47 from Reed Road to Woodstock and the Route 47 Passenger Rail.

Mayor Sass reported that the next Village Board meeting will take place on December 5<sup>th</sup>.

**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 7:55 p.m. for c) Property Acquisition, Purchase, Sale or Lease of Real Estate.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Leopold**

**The Voice Vote noted all ayes and the motion carried.**

**A MOTION was made to Exit Executive Session at 8:04 p.m.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

**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 8:05 p.m.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary