

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
February 13, 2020  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, February 13, 2020 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, John Piwko, and JR Westberg.

**ABSENT:** Trustees: Tim Hoeft, Niko Kanakaris and Harry Leopold

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

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

**PUBLIC COMMENTS:**

Sam Tenuto, 11304 Caldwell Drive, introduced himself and his work with Pioneer Center and the services they provide such as developmental disabilities, behavioral/mental health, and homelessness. He stated that their work with PADS currently serves 34 people nightly and offers the participants resources to get into more permanent living conditions. Of the approximately 220 people they served in 2019, 66% have moved into a more positive housing environment. Mr. Tenuto also stated that local churches also provide shelter during the winter months. Mr. Tenuto stated that 34 beds along with the churches is not enough and Pioneer Center is looking for financial contributions from local municipalities to financially assist with their new 70-bed facility opening in McHenry this summer. Mr. Tenuto stated they are looking for support of \$5,000-\$10,000 and stated that they have received the following support to date: Woodstock \$10,000; Algonquin \$5,000; Cary \$5,000; and Algonquin Township \$5,000.

Paxton Knopsnyder, 12893 Farm Hill Drive, asked if the Hampton Inn was moving forward if the Holiday Inn is also still moving forward and is the Regency Parkway extension still going through. Mayor Sass stated that the Public Comment portion of the meeting was not to have conversation back and forth with the Village Board but to make a statement. Mayor Sass stated that the extension of Regency Parkway would be going forward.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the January 23, 2020 Village Board Meeting Minutes

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

**A MOTION was made to approve the January 23, 2020 Village Board Meeting Minutes.**

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Goldman  
**AYES:** Trustees: Goldman, Piwko, and Westberg  
Mayor Sass  
**NAYS:** None  
**ABSENT:** Trustees: Hoeft, Kanakaris, and Leopold  
**The motion carried: 4-0-3**

- b) Consideration – Approval of the February 13, 2020 Bill List in the amount of \$582,258.80

Mayor Sass reported that \$123,926.72 of the bill list expenditures was from the FY19 Budget and the remaining \$458,332.08 is from the FY20 Budget. \$226,707.53(or 39%) of the total bill list is attributable to the payment for the purchase of Project Hours/Support Hours from Advanced Business Networks (\$83,600), the Annual Street Sweeper Lease Payment to Santander Leasing LLC (\$46,232.74) and the refund of a Compliance Bond to Cameron General Contractors (\$96,864.79).

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

**A MOTION was made to approve the February 13, 2020 Bill List in the amount of \$582,258.80.**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Westberg  
**AYES:** Trustees: Goldman, Piwko, and Westberg  
Mayor Sass  
**NAYS:** None  
**ABSENT:** Trustees: Hoeft, Kanakaris, and Leopold  
**The motion carried: 4-0-3**

- c) Consideration – An Ordinance Granting Off-Premise Sign Permits for Huntley Youth Baseball Association at Stingray Bay and Betsey Warrington Park Baseball Fields

Mayor Sass reported that the Huntley Youth Baseball Association (HYBLL), a youth baseball organization serving over 600 young athletes is a non-profit 501(C)3 organization that relies solely on the support of parents and sponsors to provide the financial support necessary to provide proper equipment, uniforms, league fees, tournament fees, and related team expenses.

HYBLL is requesting Village approval for an enhanced signage sponsorship package at Stingray Bay fields and Warrington Park fields. This sponsorship signage is similar to what the Huntley Park District currently utilizes at Tomaso Park fields, and includes sponsorship on backstop screens and on the scoreboards.

The backstop screens range in size of 8'H x 25'W at Stingray Bay, 8'H x 35'W at Warrington South, and 8'H x 45'W at Warrington North. These vary due to the size of the backstops. The scoreboard signs would be roughly 2'H x 8'W. The backstop screens would be installed around April 1 and removed by end of October annually. Scoreboard signage is a permanent mount. HYBLL is also requesting the Village to consider a 10 year approval option (Seasons 2020 – 2029) for the backstop screens and scoreboard advertising as Huntley Park District has a similar timeframe in place with their sponsors.

At this time, HYBLL is also requesting Village approval to extend the approvals for the outfield fence sponsorship banners for an additional 8 years (from April 1, 2022 through November 1, 2029). This is being requested in an effort to match up the renewal dates for all HYBLL off-premise sign permits. The sponsorship fence banners are proposed for Stingray Bay fields and Warrington Park fields.

The banners, backstop screens, and scoreboard signage are considered off-premise signage as they advertise off-site businesses. 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 sign:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	The Stingray Bay and Warrington Park banners/screens, scoreboards are not located adjacent to Route 47. Relief is required.
Prohibited within a residentially zoned property	The property is zoned R-1, but is within the non-residential Huntley Park District property.
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The screens are 8’H’ x 25’ (200 SF) at Stingray Bay, and 8’H x 35’W (280 SF) at Warrington South, and 8’H x 45’W (360 SF) at Warrington North. Scoreboards are 2’H x 8’W (16 SF). Relief is required for the size of the backstop screens.
Maximum height is 15 feet above grade	The maximum height are 8-foot.
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 proposed location of the banners and screens meet this requirement.

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the off-premise banner permit request:

1. All signage shall be maintained in good condition at all times.
2. Installation of the proposed banners and backstop screens may begin in April of each year and shall be removed by October 31<sup>st</sup> of each year.
3. Scoreboard signage may remain up throughout the year.
4. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The petitioner has requested a waiver of the applicable sign permit fees.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Zoning Code - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

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

Trustee Piwko stated that permission for 10 years is too long and recommended it be changed to a 5-year period. Trustee Westberg and Goldman agreed.

**A MOTION was made approving an Ordinance Granting Off-Premise Sign Permits for Huntley Youth Baseball Association for a 5-year period (Seasons 2020 – 2024).**

- MOTION:** Trustee Piwko
- SECOND:** Trustee Goldman
- AYES:** Trustees: Goldman, Piwko, and Westberg  
Mayor Sass
- NAYS:** None
- ABSENT:** Trustees: Hoeft, Kanakaris, and Leopold
- The motion carried: 4-0-3**

- d) Consideration – An Ordinance Granting Off-Premise Sign Permits for the Huntley Festival Foundation for the Installation of Temporary Signs for the Huntley Goes Bald Event for 2020-2024

Mayor Sass reported that the Village is in receipt of a request from the Huntley Festival Foundation (Foundation) for the display of event signs at the locations noted on the attached request letter for Huntley Goes Bald. The event will take place on Saturday, March 7, 2020 at Pinecrest Golf Club at 11220 Algonquin Road.

Staff Analysis

For 2020, the request is that event signs would be installed on February 21<sup>st</sup> and removed on Monday, March 9<sup>th</sup>. The signs will be posted as outlined on the attached request letter.

The Foundation is also requesting assistance of the Public Works and Engineering Department to install and remove the banners.

The Foundation acknowledges that some sites may not be under the Village’s jurisdiction and others may not be feasible in the noted location. If these sites are unacceptable, the Foundation 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 a Sign Ordinance variation 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	Many of the proposed signs will be viewed from Route 47 and the others will be visible from other roads throughout the Village.
Prohibited within a residentially zoned property	Some of the property is zoned residential, but the banners will be placed in the right-of-way.

Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The largest sign is 3' x 6' (18 square feet). The other signs are small directional signs.
Maximum height is 15 feet above grade	The directional signs will be 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 and directional signs shall be installed so as not to obstruct a driver's view of approaching, merging or intersecting traffic.

The Village Board may approve the request for a multi-year period. The request is for the five-year period 2020-2024. Installation of the signage would be permitted up to two weeks prior to the event beginning in 2021, with removal no later than the Monday following the event for each respective year.

Financial Impact

The Sign Regulations waives temporary sign permit fees for non-profit organizations.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

Mayor Sass reported that representatives from the foundation were in attendance to answer questions.

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

Trustee Piwko asked for clarification if the date and location would remain the same for each year of the approval.

Claudine Cutrona explained that the dates will be moving depending when St. Patrick's Day is and the location may change depending on availability.

There were no other comments or questions.

**A MOTION was made approving an Ordinance Granting Off-Premise Sign Permits for the Huntley Festival Foundation for the Installation of Temporary Signs for the Huntley Goes Bald Event for 2020-2024.**

- MOTION: Trustee Goldman**
- SECOND: Trustee Westberg**
- AYES: Trustees: Goldman, Piwko, and Westberg  
Mayor Sass**
- NAYS: None**
- ABSENT: Trustees: Hoeft, Kanakaris, and Leopold**
- The motion carried: 4-0-3**

- e) Consideration – A Resolution Approving the Extension of a Lease Agreement between the Village of Huntley and Visit McHenry County for the Property at 11879 Main Street

Assistant Village Manager Lisa Armour reported that Visit McHenry County (VMC) has notified the Village of its desire to extend the lease for the Hackett House for another five-year period as provided for in the existing lease. The initial lease term was for five years, beginning April 1, 2015 and ending March 31, 2020. In August 2018, the Village Board approved a billing modification to the current lease agreement. As a result, VMC began paying the Village the full \$850.00 per month (\$10,200.00 annually) beginning with the July 2018 payment, and the Village paid the full \$6,000.00 in annual support to VMC in June 2019.

Staff Analysis

VMC will continue to be responsible for maintaining the interior of the building. As a requirement of the lease, VMC has agreed to make one office and display space available, free of charge, to area historical organizations.

Financial Impact

Monthly rent is currently \$850 or \$10,200 annually. The Village's contribution to VMC is \$6,000 annually, resulting in net cash of \$4,200.00 received from VMC. Per the terms of the lease agreement, rent will increase during each additional year of the lease by the Consumer Price Index (CPI) as defined in January of each calendar year, with a maximum of 4% per year. Monthly rent includes utilities, except for telephone and internet services.

Legal Analysis

The current lease previously approved sets forth the terms of the extension.

Assistant Manager Armour reported that Jaki Berggren, Executive Director of Visit McHenry County was in attendance to answer questions.

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

Trustee Westberg asked how many people visit the building; Ms. Berggren reported that 60 to 100 people visit the building on busy weeks but it is slower in the winter.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Approving the Extension of a Lease Agreement between the Village of Huntley and Visit McHenry County for the Property at 11879 Main Street.**

- MOTION: Trustee Goldman**
- SECOND: Trustee Piwko**
- AYES: Trustees: Goldman, Piwko, and Westberg  
Mayor Sass**
- NAYS: None**
- ABSENT: Trustees: Hoeft, Kanakaris, and Leopold**
- The motion carried: 4-0-3**

- f) Consideration – An Ordinance Approving a Special Use Permit to Allow a Wireless Telecommunication Service Facility on the exterior of Northwestern Medicine Huntley Hospital, 10400 Haligus Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Verizon Wireless is requesting approval of a special use permit to locate antennas on the exterior of Northwestern Medicine Huntley Hospital. The property is zoned “HC” Health Care. The antenna system will be placed on the north, west and south elevations of the penthouse floor of the hospital. All equipment associated with the antennas will be housed within the rooftop penthouse and will not be visible from the ground. No ground mounted mechanical equipment or other structures will be located outside the building. The antennas to be mounted to the exterior elevations of the hospital will be eight (8) feet in height and will match the color of the building elevation to which they are attached. The antennas will not extend above the height of the rooftop parapet. The antennas will improve wireless service not only for the hospital but also for the surrounding area and eliminates the need for a separate tower structure.

The Zoning Code (Sections 156.044(C)(4) and 156.068(F)(5)) allows wireless telecommunication facilities to be located on an existing structure subject to approval of a special use permit.

#### Plan Commission Recommendation

The Plan Commission reviewed the petitioners’ request on January 27, 2020, 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 color of the antennas shall match the color of the building elevation to which they are attached.
2. No building plans or permits are approved as part of this submittal.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Preserve and Enhance Quality of Life for Village Residents*” and as a strategic priority.

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 to allow a Wireless Telecommunication Service Facility to be located on the exterior of Northwestern Medicine Huntley Hospital, 10400 Haligus Road, pursuant to the requirements of Section 156.068 of the Village of Huntley Zoning Code.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

**AYES: Trustees: Goldman, Piwko, and Westberg  
Mayor Sass**

**NAYS: None**

**ABSENT: Trustees: Hoeft, Kanakaris, and Leopold**

**The motion carried: 4-0-3**

- g) Consideration – Conceptual Review of a Proposed Site Plan and Building Elevations for Popeyes Louisiana Kitchen on Outlot 3 of Huntley Crossings, Phase 2, Plat 1 and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Popeyes Louisiana Kitchen (“Popeyes”) has submitted plans for a proposed 2,454 square foot restaurant with a drive-through to be located on Lot 3 of Huntley Crossings, Phase 2, Plat 1. The subject site is a ±1.14-acre lot located near the northeast corner of Route 47 and Regency Parkway, between O’Reilly Auto Parts and Panda Express.

### Staff Analysis

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the 2007 Riedl Annexation Agreement and the subsequent amendments to the agreement.

### *Site Plan*

The Popeyes site plan proposes a 2,454 square foot building with parking for 20 vehicles and includes cross access to the parking lot for O’Reilly Auto Parts. The building will be oriented towards Route 47 and the main entrance to the restaurant will be located on the south elevation of the building. Access to the site will be provided from the private access road at the rear of the site, in addition to the cross access with O’Reilly Auto Parts to the south. The site plan also includes parking stalls that are 10 feet in width and 19 feet in depth in accordance with Zoning Code requirements.

### *Building Elevations*

The proposed building elevations consist of three shades of brick (Aspen White, Stone Grey, and Flagstaff) and composite wood accent material surrounding the window on the west elevation. Canopies will be located over all storefront windows and over the drive-through pick-up area. Faux shutters will be located on the north and south elevations and gooseneck style light fixtures will be installed on all four elevations. The trash enclosure will be constructed of Stone Grey colored brick and will be connected to the rear of the building with a wrought iron gate.

### *Signage*

The proposed Popeyes sign plan includes five (5) wall signs. The proposed wall signage includes “Popeyes Louisiana Kitchen” signs on the west elevation, facing Route 47, and on the east elevation facing the access drive. The restaurant’s round logo will be located on both the north and south elevations. The south elevation also includes a wall sign stating “love that chicken”.

A ground sign is proposed along the access drive at the rear of the site; however, the design of the sign has not been provided as part of the conceptual review. The petitioner has been advised of the Village’s Commercial Design Guidelines for signage and the sign restrictions for the Huntley Crossings subdivision. There is no ground sign proposed along the Route 47 frontage of the property.

### *Required Relief*

The proposed plans require the following relief:

1. The Sign Ordinance allows one wall sign per tenant or one per street frontage on corner lots. The subject site is not a corner lot, therefore, only one (1) wall sign is allowed by right. Relief is required to allow four (4) additional wall signs. Such relief is consistent with relief approved for McDonald’s, Burger King, and Culver’s.

### Legal Analysis

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

1. Final Planned Unit Development, including relief for additional wall signage and any other relief as may be determined to be necessary.



## 2. Special Use Permit for a drive-through restaurant.

### 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 for the petitioner were in attendance to answer questions.

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

Trustee Piwko asked for confirmation that there was only one (1) drive-thru window. Director Nordman reported that the plans show one (1) drive-thru window.

Trustee Westberg noted the vehicle stacking on the east side of the plans and stated that there does not seem to be a lot of room to pass those waiting in line and suggested making the drive aisle wider. Trustee Westberg also stated that he does not like when people who park in the handicapped spaces have to then cross in front of moving vehicles.

Trustee Goldman stated that she is concerned with the width of the existing access road at the curve.

There were no other comments or questions.

***It was the consensus of the Village Board to The Village Board to Refer the Concept Plan for Popeyes Louisiana Kitchen on Outlot 3 of Huntley Crossings, Phase 2, Plat 1 to the Plan Commission to begin the Formal Development Review Process.***

- h) Consideration – Conceptual Review of a Proposed Site Plan and Building Elevations for a Hampton Inn & Suites, Huntley Corporate Park, Referral to the Plan Commission to begin the Formal Development Review Process, and Authorization to Continue Negotiations for a Business Development Agreement

Village Manager David Johnson reported that the contract purchaser appeared before the Village Board on September 26, 2019, for a concept review for a 93-room Hampton Inn & Suites on a site at Regency Square and authorization to enter into negotiations for a Business Development Agreement. The contract purchaser is no longer considering this location and has now identified a 2.7-acre site on the southwest corner of Jim Dhamer Drive and Rt. 47 in the Huntley Corporate Park. Mr. Patel has a contract on the site and a right of first refusal on the adjacent 2.7-acre parcel for the future addition of an

extended stay Home 2 Suites by Hilton with approximately the same number of rooms.

In response to the contract purchaser's request for financial assistance, the Village Board authorized staff to enter into negotiations for a Business Development Agreement. Additional discussions with the contract purchaser have taken place and he has modified the request and is no longer seeking any property tax abatements from the Village or other taxing bodies. The request is now limited to \$2 million of hotel/motel tax revenue, estimated to be generated in approximately 11 years if the rate is increased from the present 5% to 7.5%.

#### Staff Analysis

The site is zoned Office – Planned Development District (“O-PDD”) and a hotel is a permitted special use within this zoning district. The site will require at a minimum the following review and approvals from the Plan Commission and Village Board:

1. Special Use Permit
2. Site Plan Review, including any necessary relief
3. Plat of Subdivision

The contract purchaser has expressed interest in starting construction in 2020, with an opening in 2021.

#### 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 priority, and “secure a commitment for the construction of a hotel” as an objective.

#### Financial Impact

The estimated project cost is \$13 million. The request is now limited to \$2 million of hotel/motel tax revenue, estimated to be generated in approximately 11 years if the rate is increased from the present 5% to 7.5%. A rebate of hotel/motel tax revenue would not require any upfront contribution from the Village.

#### Legal Analysis

A formal Business Development Agreement would be presented for Village Board approval concurrently with the required development approval process.

Village Manager Johnson reported that Mr. Pramit Patel was in attendance and asked Mr. Patel if he wished to make a statement.

Mr. Patel reported that this location is closer to the expressway and has better visibility. He also reported bringing a Hampton Inn will be more competitive than having another Holiday Inn Express as there are two (2) within close proximity to Huntley.

Trustee Westberg asked when they anticipated breaking ground for the new hotel; Mr. Patel reported that they want to break ground on the new hotel this year. Mr. Patel reported that he owns a Hampton Hotel in DeKalb and would want to copy that model in Huntley. Mr. Patel stated that this is a family business for 35 years and that they would be the owner operators of the hotel.

Mayor Sass asked why he was now asking for fewer requests in the business development agreement; Mr. Patel stated that there was now more competition.

Trustee Goldman asked if he was also working with a nearby restaurant; Mr. Patel stated that he was not working with a local restaurant.

Mayor Sass distributed to the Village Board a list of items for consideration in selecting a preferred hotel developer and asked the Board to review it for discussion at a later time.

There were no other comments or questions. Discussion is to continue.

i) Discussion – Passenger Rail, Catty Site and Streetscape Improvement Projects Design Status Update

Village Manager David Johnson reported that on December 19, 2019, the Village Board authorized Christopher B. Burke Engineering, Ltd. (CBBEL) to proceed with design engineering of the Passenger Rail, Catty Site and Streetscape Improvements projects. Multiple meetings have occurred with Village staff, CBBEL and Landmark 11117, LLC to develop preliminary design concepts. Staff and CBBEL will provide a presentation to update the Village Board on the status of the design engineering and solicit input.

Staff Analysis

The passenger rail site improvements include the extension of the parking lot south of Main Street; the construction of a railway platform to serve either a stand-alone train station, or a station to be incorporated into a potentially redeveloped Catty building; site lighting; overhead utility relocations; landscape improvements such as trees, shrubs, perennials and mulch; and water main and storm sewer improvements. A drainage study will be performed to determine the capacity of the existing downstream storm sewer and to determine the most practical location for detention for the site. The parking lot improvements consist of the construction of approximately 72 parking stalls (66 + 6 ADA) along with a drop-off location for the train station. The parking lot will be served by entrances from both Main Street and South Church Street. The Main Street entrance will include a gateway element to highlight the station location.

The scope of the Catty site improvements include utility improvements to the existing building (storm, water, and sanitary), paving improvements with applicable ADA consideration, and plat preparation of the property for future sale. The redevelopment of the existing Deans employee parking lot south of Mill Street with up to 67 parking stalls is also included in this scope.

The South Church Street and Mill Street enhancements will include streetscape improvements on streets that border the Catty property. The limits of the roadway and parkway improvements will include South Church Street from the alley south of Main Street to Mill Street (600 ft.), and Mill Street from east of the railroad tracks to Church Street (250 ft.). The eastern parkway along Church Street is proposed to

remain a turf parkway in front of the existing residences. Angled parking for 28 parking spaces will be evaluated along Church and Mill Streets where the streets front the Catty building property. The project will also include watermain replacement and storm sewer improvements as determined by the Village within the street ROW. The sanitary sewers have previously been lined and should only require structure adjustments if necessary. The overhead utilities will also be relocated to underground conduit along these sections of Church and Mill Streets.

#### Strategic Plan Priority

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

Village Manager Johnson introduced CBBEL’s Senior Landscape Architect, Doug Gotham, who reviewed a Power Point presentation of the proposed improvements which included the addition of approximately 160 parking spaces, gather space for the farmers market, water feature and other improvements.

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

Trustee Piwko asked where the restrooms would be located for people attending the farmers markets; Mr. Gotham stated that they could be included in the Amtrak portion of the building.

Trustee Piwko asked where the Village’s tents and equipment would be stored on site as they are currently in the garage at Church and 1<sup>st</sup> Street. Trustee Piwko suggested that more area be provided for the farmers market including a larger grassy area for events that take place during the market. Trustee Piwko noted that if the area proposed for the farmers market is not used, it would allow for additional parking. Trustee Piwko stated that he liked the north entrance to the lot and asked about the distance of the sign over the entrance. Mr. Gotham stated the Huntley Station sign is 15+ feet from the edge of Main Street.

Trustee Goldman asked if the plans would lessen the space for the Huntley Thunder event tent. Village Manager Johnson stated that it would but noted that the TTF event tent space would remain the same.

Trustee Westberg stated that he was happy to see additional parking and stated that there should be a structure for special events equipment.

Trustee Goldman stated that she like the unified look.

Village Manager Johnson stated that the plans will continue to be improved and will be brought back before the Village Board stating that the storm water aspects are challenging.

Mr. Gotham stated that they have already reached out to the utility companies.

***This item was for discussion purposes only.***

- j) Consideration – Resolution Approving Appointments to the Plan Commission and Zoning Board of Appeals

Village Manager David Johnson reported that the Village Board approved Ordinance (O) 2019-09.58 on September 26, 2019 amending the Zoning Code to provide for members of the Plan Commission to

serve concurrently as members of the Zoning Board of Appeals (ZBA), replacing the previous situation in which each body existed as separate advisory bodies.

Staff Analysis

Per the amendment, the terms of the seven members of the Plan Commission serving jointly on the Zoning Board of Appeals shall be the terms for which such member is appointed to the Plan Commission. Plan Commission and ZBA terms are as follows: one for one year; one for two years; one for three years; one for four years; one for five years; one for six years; and one for seven years. If a vacancy occurs, the new member’s term will be for the balance of the unexpired term and then subject to the regular reappointment schedule of five-year terms. With new appointments taking place in 2020, the terms are as outlined below:

MEMBER	APPOINTMENT DATE	TERM
One	February 13, 2020	2020-2021
Two	February 13, 2020	2020-2022
Three	February 13, 2020	2020-2023
Four	February 13, 2020	2020-2024
Five	February 13, 2020	2020-2025
Six	February 13, 2020	2020-2026
Seven	February 13, 2020	2020-2027

The Plan Commission members shall be re-appointed as Plan Commission members and also as ZBA members. When a matter requiring action by the ZBA is required, such as a residential zoning variation, the Plan Commission will convene as the ZBA to conduct any required public hearing and to address the petition as needed. The resignation or removal of any member serving concurrently on the Plan Commission and Zoning Board of Appeals shall be deemed a resignation or removal, as the case may be, from both such bodies.

The current members of the Plan Commission, appointment dates, and proposed terms as Plan Commission and ZBA members are as outlined below. Members may be re-appointed at the end of their terms to a new five-year term.

MEMBER	APPOINTMENT DATE	PROPOSED TERM
Tom Kibort	1999	2020-2021
Dawn Ellison	2000	2020-2022
Robert Chandler	2010	2020-2023
Lori Nichols	2011	2020-2024
Ron Hahn	2013	2020-2025
Terra DeBaltz	2014	2020-2026
Darcie Chandler	2015	2020-2027

Commissioner Kibort currently serves as the Chairperson and Commissioner Ellison serves at the Vice Chairperson of the Plan Commission. The Village President, with the advice and consent of the Board of Trustees, shall also appoint a Chairperson and Vice Chairperson, who shall serve concurrently as Chairperson and Vice Chairperson of the Plan Commission and Zoning Board of Appeals. Commissioners Kibort and Ellison have served in these roles since 2011.

Financial Impact

None.

Legal Analysis

The appointment of the Plan Commission members to serve concurrently as Zoning Board of Appeals members is required as a result of the recent amendments to the Zoning Code.

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

**A MOTION was made to approve a Resolution Approving Appointments to the Plan Commission and Zoning Board of Appeals.**

- MOTION:** Trustee Westberg
- SECOND:** Trustee Goldman
- AYES:** Trustees: Goldman, Piwko, and Westberg  
Mayor Sass
- NAYS:** None
- ABSENT:** Trustees: Hoeft, Kanakaris, and Leopold
- The motion carried: 4-0-3**

- k) Consideration – A Resolution Approving the Bid Award to Municipal Well and Pump for the Well No. 8 Rehabilitation Project

Director of Public Works and Engineering Timothy Farrell reported that preventative maintenance is performed on each of the Village’s five (5) deep wells on a rotating basis to proactively service the submersible pumping equipment. Since 2011, the Village Board has entered into a general services agreement with Layne Christensen Company (Layne) for the maintenance and repair of Village wells and pumping equipment because Layne is the sole authorized, factory certified representative for the Byron Jackson (BJ) motor installed in all five (5) of the Village wells. However, other companies are qualified to remove the pumping equipment from the well and service all of the other components besides the BJ pump and motor.

On Thursday, January 30, 2020 the Village received bids from three (3) contractors for the Well No. 8 Rehabilitation project. Well No. 8 is located within the Southwind subdivision at the northeast corner of Bedford Dr. and Marvin Dr. The bid results are summarized as follows:

Company Name	Base Bid Amount
<i>Engineer’s Estimate</i>	<i>\$140,000.00</i>
Municipal Well and Pump	\$127,213.00
Layne Christensen Company	\$128,953.00
Cahoy Pump Services	\$150,232.00*

\*Corrected from as-read Base Bid

Staff Analysis

The bids have been reviewed by staff. The lowest responsive, responsible bidder for the Well No. 8 Rehabilitation project is Municipal Well and Pump in the Base Bid amount of \$127,213.00. All is in order to award the Bid to Municipal Well and Pump.

Layne will be tasked with inspecting and rehabilitating the existing BJ pump and motor as a sub-contractor to Municipal Well and Pump.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY20 Budget includes \$140,000 in the Water Capital Improvement and Equipment Replacement Fund, 515-00-00-8004, for this work.

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

**A MOTION was made to approve a Resolution Approving the Bid Award to Municipal Well and Pump for the Well No. 8 Rehabilitation Project.**

- MOTION:** Trustee Piwko
  - SECOND:** Trustee Westberg
  - AYES:** Trustees: Goldman, Piwko, and Westberg  
Mayor Sass
  - NAYS:** None
  - ABSENT:** Trustees: Hoeft, Kanakaris, and Leopold
- The motion carried: 4-0-3**

- l) Consideration – A Resolution Authorizing the Purchase of Lighting Materials from Steiner Electric in the amount of \$27,898.08 and KSA Lighting & Controls in the amount of \$53,125 for the 2020 LED Lighting Incentive Program

Director of Public Works and Engineering Timothy Farrell reported that the LED Lighting Incentive Program has allowed the Village to replace 476 High Pressure Sodium (HPS) fixtures to LED resulting in an incentive amount of \$85,850.00 to date paid to the Village by ComEd. The Village can also expect approximately \$12,050.00 of energy savings annually due to the reduced wattage of the LEDs.

The Village is looking to participate in the ComEd Energy Efficiency Program again in 2020 and continue the LED Lighting Incentive Program on Del Webb Blvd, at the Municipal Center parking lot, and in the Heritage and Huntley Meadows Subdivisions totaling 209 fixtures to be replaced. The total material cost for 2020 is \$81,023.08 and Public Works Staff will be performing the installation of the new LED fixtures to increase the cost savings as compared to contractor installation. The Village has been approved by ComEd, which serves as a Notice to Proceed and also reserving the incentive funds of \$5,409.60. Ordering of the materials will take place immediately with fixture replacement beginning in April.

The following proposals were received for Heritage and Huntley Meadows Subdivisions and is based on unit pricing with adjusted fixture quantities of 84:

Steiner Electric	\$27,898.08
Crescent Electric Supply	\$31,080.00
Consolidated Electric	NO RESPONSE

The following proposal was received for Del Webb Blvd. and the Municipal Center and is a sole source

factory direct purchase through the Sternberg Agent (KSA Lighting & Controls):

KSA Lighting & Controls	\$53,125.00
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Staff Analysis

Material unit pricing and the pre-approval of incentive funds has been reviewed by Public Works and Engineering Department staff. All is in order to accept the proposals for the 2020 LED Lighting Incentive Program from Steiner Electric in the amount of \$27,898.08 and from KSA Lighting & Controls in the amount of \$53,125.00.

Financial Impact

The FY20 Budget includes \$114,000.00 in the Streets Improvement and Roads & Bridges Fund, line item 420-00-00-8000 for the LED Lighting Incentive Program.

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

**A MOTION was made to approve a Resolution Authorizing the Purchase of Lighting Materials from Steiner Electric and KSA Lighting & Controls for the 2020 LED Lighting Incentive Program.**

- MOTION: Trustee Goldman**
- SECOND: Trustee Westberg**
- AYES: Trustees: Goldman, Piwko, and Westberg**  
**Mayor Sass**
- NAYS: None**
- ABSENT: Trustees: Hoeft, Kanakaris, and Leopold**
- The motion carried: 4-0-3**

- m) Consideration – A Resolution Waiving the Formal Bidding Process and Approving an Agreement with Concentric Integration for SCADA Server Replacement Project in the Amount of \$99,530

Director of Public Works and Engineering Timothy Farrell reported that the East and West Wastewater Treatment Plants, fourteen Sanitary Lift Stations, five Water Treatment Plants and five Water Towers are connected via radio and/or internet connection to a central computer network server located at the West Wastewater Treatment Plant. The Village’s current water and sewer Supervisory Control and Data Acquisition (SCADA) server is running on Windows Server 2008. The Windows Server 2008 operating system lost Microsoft support in January 2020. This means Microsoft will no longer provide software updates or security fixes. Losing technical support would leave the water and sewer plants computer system vulnerable to security breaches.

Staff Analysis

After a qualification-based process, Concentric Integration was selected and has been performing the Village’s SCADA integration since 2006. Network security, system familiarity and quality of workmanship are considerations for waiver of competitive bidding for a specialized system such as SCADA. Concentric Integration has provided satisfactory performance as a sole vendor.

Concentric Integration will purchase, install, and configure new physical host server to replace existing



host server. Work will include replacing three existing computer workstations, running a Windows 7 operating system that is no longer supported by Microsoft, and all software upgrades to current versions. In addition, vendor will complete a technical evaluation of the Village's SCADA radio network and provide a memo with recommendations.

Financial Impact

The FY20 Budget includes funding of \$100,000 for this project in the Water Capital Improvement and Equipment Fund line item 515-00-00-6610.

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

**A MOTION was made to approve a Resolution Waiving the Formal Bidding Process and Approving an Agreement with Concentric Integration for SCADA Server Replacement Project in the Amount of \$99,530.**

**MOTION: Trustee Westberg**  
**SECOND: Trustee Piwko**  
**AYES: Trustees: Goldman, Piwko, and Westberg**  
**Mayor Sass**  
**NAYS: None**  
**ABSENT: Trustees: Hoeft, Kanakaris, and Leopold**  
**The motion carried: 4-0-3**

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass reported that the municipal offices will be closed on Monday, February 17, in observation of President's Day.

Mayor Sass reported that the next McCOG meeting will take place in Richmond.

**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 8:17 p.m.**

**MOTION: Trustee Piwko**  
**SECOND: Trustee Westberg**  
**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,  
02.13.20 VB Meeting

Barbara Read  
Recording Secretary