

**VILLAGE OF HUNTLEY
VILLAGE BOARD
January 14, 2021
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 14, 2021 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, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Manager of Human Resources Chrissy Hoover, David J. Johnson, and Village Attorney John Cowlin.

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

Mayor Sass read the following statement:

Any member of the public physically present tonight is to remain in the lobby's overflow seating area while waiting for his or her turn to comment during the Public Comment portion of the meeting.

Anyone who has signed up to speak will be able to do so, but will be required to view the proceedings from the lobby's overflow seating area. After commenting, speakers should return to the overflow seating area so the next speaker can address the Village Board. Seating in this area is limited to 10 people.

The Public could also make comments by submitting them today by 5:00 pm via e-mail. All comments received before 5:00 p.m. today will be read into the record. The public may also call in to listen to the meeting or to make public comments at the appropriate time during the meeting. To do so, members of the public were directed to sign up by 5:00 p.m. today by e-mail or by calling the Village Clerk's office.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the November 12, 2020 Village Board, December 10, 2020 Village Board, December 17, 2020 Liquor Commission, and December 17, 2020 Village Board Meeting Minutes

Mayor Sass reported that Trustee Kanakaris was not in attendance at the November 12, 2020 Village Board Meeting.

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 November 12, 2020 Village Board meeting minutes.

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

A MOTION was made to approve the December 10, 2020 Village Board, December 17, 2020 Liquor Commission, and December 17, 2020 Village Board Meeting Minutes.

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

b) Consideration – Approval of the January 14, 2021 Bill List in the amount of \$624,182.26

Mayor Sass reported that A motion by the Village Board to authorize payment of the January 14, 2021 Bill List in the amount of \$624,182.26:

- FY20 Budget expenditures total \$600,820.31.
- FY21 Budget expenditures total \$23,361.95.
- \$184,580.23, or 29.6% is the sum of development impact fees, rebates, and budgeted project expenditures.
- \$4,362.00, to other taxing bodies for development impact fees.
- \$25,850.00, to local businesses in the form of video gaming application fee rebates.
- \$120,427.66, payment to Alliance Contractors for the Brier Hill Culvert Replacement.
- \$13,943.00, payment to Municipal Well & Pump for the Well #8 Rehabilitation.
- \$19,997.57, payment to Safe Step LLC for the 2020 Sidewalk Cutting Program.

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

A MOTION was made to approve the January 14, 2021 Bill List in the amount of \$624,182.26.

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

- c) Consideration – An Ordinance Approving (i) a Final Planned Unit Development, including any necessary relief; and (ii) a Special Use Permit for a Memory Garden with Columbarium for Shepherd of the Prairie Church, 10805 Main Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Shepherd of the Prairie Lutheran Church recently presented plans to amend their Planned Unit Development to include a Memory Garden with columbarium vaults and niches, and an accessory storage building. Columbarium vaults are permanent structures for the placement of the ashes after someone has been cremated. Columbarium vaults require a Special Use permit as they are burial buildings and considered a cemetery per Section 156.068 (F)(3) of the Zoning Ordinance. The Memory Garden and Columbarium vaults have been approved as a religious cemetery by the State of Illinois under the Section 8 of the Illinois Cemetery Act (760 ILCS 100/1). The project is anticipated to be constructed in Spring 2021.

Staff Analysis

Site Plan & Landscaping – Memory Garden

The architectural plans and artist rendering for the Memory Garden indicate the addition of a 32' x 32' octagonal concrete pad and plans for one, 72-niche columbarium vault, and four, 24-niche vaults, and four benches. While the proposed maximum buildout of the 32'x32' pad provides for eight vaults with a total of 240 niches, the project will begin with the center 72-niche vault. The benches will likely be added in 2022, and the remaining seven vaults will be added when needed. The site plan also includes a new brick paver walkway, with a portion of the bricks being sold and engraved to memorialize those who have passed.

The Memory Garden will be surrounded with landscaping in order to offer a place of solitude to those visiting and paying their respects. There are currently five (5) mature Colorado Spruce trees in the location next to the columbarium site. One (1) of the existing spruce trees will be relocated from the southwest corner to the northeast corner of the Memory Garden. A new landscape bed will be added to the west side of the columbarium which includes three (3) Bailey Red Dogwoods, eleven (11) Purple Salvias, and two (2) 8' Colorado Spruce. Directly north of the Columbarium three (3) 8' Douglas Fir Pines will be planted.

Accessory Structure

The 24'x24' Menards Design-It Garage is proposed to be located along the south side of parking lot and will take up three parking spaces. The garage will be setback 23-feet from the south lot line which exceeds the 5-foot rear setback requirement for accessory structures and will also avoid the 20-foot municipal utility easement that runs along the south lot line. The proposed hardie board siding will match the material and color scheme of the church. The accessory structure will be utilized for storage of maintenance equipment and extra construction materials. No street vehicles will be parked inside the structure.

The church lot currently has 203 parking spaces, which exceeds the required 159 parking spaces for the 26,500 square foot building. The removal of the three parking spaces to install the accessory building will bring the total spaces to 200. When the project is complete, the site will still exceed the minimum number of required parking spaces by 41.

REQUIRED RELIEF

The following relief is required for the proposed plans:

1. The Special Use Standards for Cemeteries, Section 156.068(F)(2) of the Zoning Ordinance, requires any new cemetery to be located on a site containing at least 10 acres. The Shepherd of the Prairie Church site is 7.3 acres, therefore requiring relief.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on December 14, 2020. With no members of the public offering comments in favor or opposition to the request, the Plan Commission recommended approval of the petition by a vote of 7 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
4. Any trees removed as part of this project must be relocated or replaced with a similar size and variety of species immediately.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building permits are approved as part of this submittal.

Director Nordman reported that representatives from Shepherd of the Prairie Church were in attendance to answer questions.

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

Trustee Kanakaris asked for confirmation that there will only be columbarium and no gravesites; Director Nordman confirmed that it would only be columbarium.

Trustee Goldman asked if a columbarium could be moved, if necessary. Director Nordman stated that they could be relocated as they are placed on concrete slabs.

Mayor Sass reminded the Board that the request is an allowable use.

There were no other comments or questions.

A MOTION was made to approve an Ordinance for a Final Planned Unit Development, including any necessary relief; and a Special Use Permit for a Memory Garden with Columbarium for Shepherd of the Prairie Church, 10805 Main Street.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

d) Conceptual Review – Proposed Annexation and Development of Approximately 284 Acres Commonly Known as 41W368 Freeman Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Venture One Acquisitions (Venture One) has approached the Village to annex and develop property commonly known as the Stade Farm, 41W368 Freeman Road. The property is currently located in unincorporated Kane County and is approximately 282 acres with $\pm 2,780$ feet of frontage on Freeman Road. Venture One is a real estate private equity fund manager, developer and operating company specializing in the industrial property sector. Venture One is proposing to annex the entire 282-acre property and immediately develop the southern 152 acres with a building of approximately 629,186 square feet for a distribution center with an office component (approximately 44,186 square feet) and up to 1,000 jobs, for an investment of approximately \$100 million. The end user wants to be in the building by the second quarter of 2022, which will require Venture One to complete the entitlement process and begin site work by March of this year.

The entitlement process requires the annexation of the property and zoning it for industrial development. The developer is requesting that special use permits for warehouse/distribution are granted up front through the annexation and zoning process. With exception to Lot 1, a specific user would not be identified for the remaining property as part of the entitlement process. The developer is also requesting that a set of design criteria is established and memorialized through the Planned Unit Development approval process. The design criteria would establish bulk regulations (setbacks, building height, lot coverage, etc.) and design standards for building, landscaping and signage. With these criteria in place, the developer would be able to submit a building permit and site plan that would be reviewed by staff; there would be no site plan review by the Plan Commission and Village Board. If the building and site plan meet the approved criteria/standards, as determined by staff review, a permit would be issued after going through the building permit review process.

It is anticipated that the formal entitlement process will include the annexation of the property and approval of an annexation agreement by the Village Board in addition to the following:

- Amend the Zoning Ordinance to create a new ORI-1 zoning district. The ORI-1 district would have limited permitted uses, but it would allow all of the uses proposed by developer as special uses and incorporate basic bulk, setback, height, and other development standards. A Planned Unit Development (PUD) would also be allowed as a special use and could include approval of deviations from the general standards for the ORI-1 district and/or the general standards for PUDs under Section 156.070 of the Zoning Ordinance. This would be done by ordinance (the form of which would be an exhibit to the annexation agreement) immediately after the property is annexed.
- Amend the I-90/IL 47 Gateway Plan to identify the property for Light Industrial. It is currently shown as Business Park and Flex Space.
- Re-zone the property into the new ORI-1 district. This would be done by ordinance (the form of which would be an exhibit to the annexation agreement) immediately after the property is annexed.
- Approve a special use permit, PUD, and preliminary/final plat of subdivision for the property that:

- Divides the 282-acre property into Lots 1 and 2.
 - Authorizes all of the desired special uses for the entire property.
 - Grants preliminary and final PUD approval for Lot 1 based on the specific plans for immediate development.
 - Grants preliminary and final PUD approval for Lot 2 as a second phase of the development. This approval would allow Lot 2 to be developed for any of the approved uses in accordance with certain development and design standards and all other applicable codes and ordinances, but would not approve detailed plans. To undertake any future development on Lot 2 that is within the PUD parameters, the owner would just come in for administrative approvals (e.g. building permit, stormwater permit, access permit, etc.) and the detailed plans would be reviewed in that context.
 - This would be done by ordinance (the form of which would be an exhibit to the annexation agreement) immediately after the property is annexed.
- Any further subdivision of Lot 2 would require subdivision plat approval in accordance with the Subdivision Code, but the discretionary zoning approvals would be in place.

Prior to the annexation, all zoning actions must be considered at a public hearing before the Plan Commission and the Village Board must also hold a public hearing on the annexation agreement.

Site Plan

Venture One is proposing to immediately construct a ±629,186 square foot warehouse/distribution building on the southernmost lot, fronting Freeman Road, for a specific user that has yet to be named. The site will also include 1,046 parking spaces for employees to the south of the building and 720 semi-trailer parking spaces to the east and west of the building. The semi-trailer parking would be located within a secured fenced area. The existing wetlands and proposed stormwater detention will be located on the east side of the site where they will create a buffer of approximately 760 feet from the unincorporated residential to the east.

Access to the site would be provided from the existing signalized intersection on Freeman Road which will include a new roadway extending north onto the property. The new roadway will provide access to the subject site and future development further to the north. A second signalized intersection is also proposed, subject to meeting warrants, further to the east at Weber Drive and will serve as the primary access point for trucks entering the site. Trucks would leave the site utilizing the new roadway at the existing traffic signal on Freeman Road. Employee parking would be accessible using the new roadway. The petitioner will be submitting a traffic study with their development application to demonstrate warrants are met for the new signal and determine the Freeman Road improvements necessary to accommodate the proposed development of the site.

Building Elevations

The proposed building elevations primarily consist of precast concrete panels painted various shades of gray with blue accents on all elevations of the building. The south elevation, facing Freeman Road, includes the building's office space and main entrance for employees. The entrances will be accented with blue steel frame entry canopies and windows will run the length of the office space which extends the majority of the south elevation. The east, west and north building elevations will be lined with a total of 132 loading docks (52 on the east elevation, 32 on the north elevation, and 48 on the west elevation).

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.

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed annexation and development of the subject site. 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.

The Village Board is requested to review the proposed annexation and development plans and provide any questions, comments, or concerns for the petitioner to consider as they proceed in the formal review process.

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

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

Trustee Piwko asked if the office area was one level. Ryan Stoller, Principal of Venture One, reported that the office area was a single story. Trustee Piwko asked if the plan includes an internal sidewalk from the employee parking lot to the building entrance; Mr. Stoller said that there was. Trustee Piwko recommended that a sidewalk from the site to Freeman Road be added to the plan as there may be restaurants built in that area in the future.

Trustee Goldman asked when this will go to the Plan Commission. Director Nordman stated that this project is on a fast-track and will go before the Plan Commission in February and then the Village Board in March.

Trustee Westberg asked if there would be any impact to the Weber Road; Director Nordman stated that there will be no impact to the Weber-Stephens road/site. Trustee Westberg asked if they had any plans in the works for the north parcel. Mr. Stoller stated that there are no plans at this time but they have been considering dividing the north parcel into two (2) lots to accommodate two additional buildings.

There were no other comments or questions.

No action was taken on this item as it was a concept review.

- e) Consideration – Approval of Payout Request No. 2 to Municipal Well & Pump for the Well No. 8 Pump Rehabilitation Project in the amount of \$21,510.00

Director of Public Works and Engineering Timothy Farrell reported that 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. On

February 13, 2020, the Village Board approved a resolution awarding a contract to Municipal Well & Pump, the lowest responsible bidder, in the amount of \$127,213.00 to perform rehabilitation work on the Well No. 8 pumping equipment. The project was scheduled to start in March 2020 but was delayed due to the uncertainty of COVID-19.

Municipal Well & Pump has submitted the second payout request for the Well No. 8 Pump Rehabilitation project. Village staff has reviewed the request and all is in order for approval of the payout request No. 2.

Staff Analysis

Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$13,943.00	\$0.00	\$0.00	\$13,943.00
#2	\$35,453.00	\$0.00	\$13,943.00	\$21,510.00

Financial Impact

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

Legal Analysis

Partial waiver of lien and certified payrolls have been provided.

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

A MOTION was made to approve Payout Request No. 2 to Municipal Well & Pump in the amount of \$21,510.00 for the work completed under the Well No. 8 Rehabilitation project.

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

- f) Consideration – A Resolution Waiving the Formal Bidding Process and Approving the Purchase of Water Meters and Radio Transmitters from Core & Main in an Amount Not to Exceed \$150,000

Director of Public Works and Engineering Timothy Farrell reported that Village Board approval is requested for the purchase of up to \$150,000 in water meters and radio transmitters from Core & Main. The Village Board's approval of the request will allow for the sale of water meter and radio devices in new residential and commercial properties as well as the on-going replacement and maintenance of aging water meters and non-functioning radio devices. This will help ensure the accurate and efficient gathering of water meter readings and proper billing of water use consumption to the Village's customers. Due to the proprietary nature of the meter radio transmitters and mobile drive-by reading equipment, staff is requesting the Board waive competitive bidding.

Staff Analysis

Accurate reading and billing of water use is vital to ensure adequate funding to support operational and capital needs within the Water and Wastewater Divisions.

The Village uses a drive-by meter radio system to gather meter reads for the Village's bi-monthly billing of utilities. Replacement of the water meter and radio device typically occur every 15 to 20 years, at which time the accuracy of the water meter begins to decrease and the battery life of the radio transmitter has been exhausted. Once the battery stops functioning, the radio ceases to transmit and the drive-by reading equipment can no longer read the water meter. Accounts that have radio transmitting devices that no longer function require the water bill to be estimated until such time that the radio device can be replaced and an actual meter reading can be taken off the face of the water meter.

The meter radio transmitters and mobile drive-by reading equipment are specific to each meter company. The reading equipment from one manufacturer cannot read the meter radios from another manufacturer. For this reason, staff is requesting the Village Board waive competitive bidding and proceed with the purchase of the water meters and radio devices through Core & Main.

Financial Impact

The FY21 budget includes \$150,000 in the Water Capital Improvement and Equipment Fund line items 515-00-00-7110 (\$75,000) and 515-00-00-8123 (\$75,000) for the purchase of new Meters and MXU's. Meter sales revenue is budgeted at \$25,000 in line item 515-00-00-4640.

Because the warranty period for water meters and radio transmitters begins upon purchase and not installation, it is preferred not to keep an extraordinary amount of stock on hand. For that reason, staff is requesting authorization to expend up to the budgeted amount of \$150,000 for the purchase of water meters and radio transmitters with an understanding that these items would not be purchased as part of a single order, but would be purchased on an as-needed basis throughout the fiscal year. If the expenditure is approved, staff would not return to the Board for approval of the subsequent purchases (within the budgeted amount) in this fiscal year.

Legal Analysis

Given the proprietary, single-source nature of meter radio devices, waiver of competitive bidding is requested.

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 the Purchase of Water Meters and Radio Transmitters from Core & Main in an Amount Not to Exceed \$150,000.

MOTION: Trustee Goldman

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Consideration – A Resolution Approving the Purchase of Two (2) Dump Body and Equipment Packages for a 2022 International 5-Yard Single Axle Dump Truck from Bonnell Industries, Inc. through the Sourcewell Cooperative Purchasing Program in the amount of \$98,850 each

Director of Public Works and Engineering Timothy Farrell stated that the Public Works Staff is the heart of the department and the equipment is the backbone.

Director Farrell reported that the FY21 budget includes funding for the purchase of two new 5-yard dump trucks equipped with dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, 2-way radio, lights, tarp, cameras, and lettering. These vehicles will replace Vehicle 1602, a 1994 5-Yard Dump Truck and 1661, a 2006 F-450 Super Duty Dump Truck that have reached the end of their useful life. A resolution authorizing the disposal of the replaced vehicles as surplus is included later on the agenda for consideration.

Staff Analysis

Staff has received a proposal in the amount of \$98,850.00 each for the purchase and installation of two truck packages including the dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, cameras, tarp, and lights for a 2022 International single axle dump truck from Bonnell Industries, Inc. through the Sourcewell Purchasing Program. The single axle dump truck cab and chassis is provided by another vendor. It is proposed that the Village purchase the truck package equipment to outfit the chassis from Bonnell Industries, Inc., which the Village has been doing for more than 20 years, to maintain consistency with the heavy duty vehicles in the fleet. This is a multi-purpose vehicle that is used year round by Public Works for snowplowing, road repairs, and underground work.

Financial Impact

The FY21 Budget includes \$180,300 for each vehicle (\$126,300 in the Equipment Replacement Fund, 480-60-00-8131; \$27,000 in each of the Water Capital Fund, 515-00-00-8133 and Wastewater Capital Fund, 525-00-00-8134). The cost to purchase the dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, cameras, tarp, and lights is \$98,850. The cost to purchase the truck cab and chassis is \$79,497.00 and will be presented for Village Board approval under a separate resolution. An estimated additional \$1,850.00 will be requested through separate purchase orders for miscellaneous accessories such as lettering, radio, floor mats and sideboards bringing the total purchase price to \$180,197.00.

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

Trustee Leopold asked why they are listed as 2022 models. Director Farrell reported that it takes the better part of a year to construct them.

There were no other comments or questions.

A MOTION was made to approve a Resolution Approving the Purchase of a Dump Body and Equipment Package for two 2022 International 5-Yard Single Axle Dump body and equipment packages from Bonnell Industries, Inc. through the Sourcewell Cooperative Purchasing Program in the amount of \$98,850 each (\$197,700.00 total for two).

MOTION: Trustee Piwko

SECOND: Trustee Leopold

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

- h) Consideration – A Resolution Approving the Purchase of Two (2) 2022 International Single Axle Dump Truck Cab and Chassis from Rush Truck Centers through the State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program in the Amount of \$79,497.00 each

Director of Public Works and Engineering Timothy Farrell reported that the FY21 budget includes funding for the purchase of two new 5-yard dump trucks equipped with dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, 2-way radio, lights, tarp, cameras, and lettering. These vehicles will replace Vehicle 1602, a 1994 5-Yard Dump Truck and 1661, a 2006 F-450 Super Duty Dump Truck that have reached the end of their useful life. A resolution authorizing the disposal of the replaced vehicles as surplus is included later on the agenda for consideration.

Staff Analysis

Staff has received a proposal in the amount of \$79,497.00 each for the purchase of two 2022 International single axle dump truck cab and chassis from Rush Truck Centers through the State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program. The remaining set-up of the trucks including the dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, 2-way radio, lights, tarp, cameras, and lettering will be completed through other vendors. These are multi-purpose vehicles that are used year round by Public Works for snowplowing, road repairs, and underground work.

Financial Impact

The FY21 Budget includes \$180,300 for each vehicle (\$126,300 in the Equipment Replacement Fund, 480-60-00-8131; \$27,000 in each of the Water Capital Fund, 515-00-00-8133 and Wastewater Capital Fund, 525-00-00-8134). The cost to purchase each truck cab and chassis is \$79,497.00. The cost to purchase each dump body, hydraulics, controls, plow, spreader, chemical tank, GPS, cameras, tarp, and lights is \$98,850 and will be presented for Village Board approval under a separate resolution. An estimated additional \$1,850 will be requested through separate purchase orders for miscellaneous accessories such as lettering, radio, floor mats and sideboards bringing the total purchase price to \$180,197.00.

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 Purchase of two 2022 International Single Axle Dump Truck Cab and Chassis from Rush Truck Centers through the State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program in the amount of \$79,497.00 each (\$158,994.00 total for two).

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

- i) Consideration – A Resolution Approving the Purchase of a 2021 Ford F150 Pickup Truck from Roesch Ford through the Suburban Purchasing Cooperative Contract No. 187 in the Amount of \$31,276.00

Director of Public Works and Engineering Timothy Farrell reported that the FY21 budget includes funding for the purchase of a 2021 Ford F150 pickup truck and accessories. This vehicle will replace Vehicle 1612, a 2005 F150 pickup truck that has reached the end of its useful life. A resolution authorizing the disposal of the replaced vehicle as surplus is included later on the agenda for consideration.

Staff Analysis

Vehicle 1612 is a 2005 Ford F150 with approximately 125,000 miles. The vehicle is in poor condition with severe rust on most body panels (repair costs quoted at approximately \$4,500). The powertrain and steering assembly has become noisy indicative of pending issues. The transmission has been rebuilt twice, and has multiple misfires.

Staff received a proposal in the amount of \$31,276.00 for the purchase of a 2021 Ford F150 pickup truck and accessories from Roesch Ford through the Suburban Purchasing Cooperative (SPC) Contract No. 187. This is a multi-purpose vehicle used year round by the Assistant Director of Public Works.

Financial Impact

The FY21 Budget includes \$77,300 (\$54,100 in the Equipment Replacement Fund, 480-00-00-8131; \$11,600 in each of the Water Capital Fund, 515-00-00-8133 and Wastewater Capital Fund, 525-00-00-8134) for two (2) pickup trucks, an F150 and an F250. The cost to purchase the F150 pickup truck is \$31,276.00 and the F250 pickup truck fully equipped is approximately \$46,000.00 and will be presented to the Village Board under a separate resolution.

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

A MOTION was made to approve a Resolution Approving the Purchase of 2021 Ford F150 Pickup Truck from Roesch Ford through the Suburban Purchasing Cooperative (SPC) Contract No. 187 in the Amount of \$31,276.00.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- j) Consideration – A Resolution Approving the Purchase of a 2021 Ford F250 Super Duty Pickup Truck from Currie Motors Fleet through the Suburban Purchasing Cooperative Contract No. 178 in the Amount of \$36,164.00

Director of Public Works and Engineering Timothy Farrell reported that the FY21 budget includes funding for the purchase of a fully equipped 2021 Ford F250 Super Duty. This vehicle will replace Vehicle 1613, a 2007 F250 pickup truck that has reached the end of its useful life. A resolution authorizing the disposal of the replaced vehicle as surplus is included later on the agenda for consideration.

Staff Analysis

Vehicle 1613 is a 2007 Ford F250 with approximately 87,000 miles. The vehicle is in poor condition with substantial rust to the underbody and frame to the point where the bed is not secured adequately to the truck frame. The interior is severely worn due to the everyday hard work that is performed with this vehicle.

Staff has received a proposal in the amount of \$36,164.00 for the purchase of a 2021 Ford F250 Super Duty truck equipped with a plow from Currie Motors Fleet through the Suburban Purchasing Cooperative (SPC) Contract No. 178. An estimated additional \$9,836.00 will be requested through separate purchase orders for the remaining set-up of the truck including lift gate, light bar, toolbox, 2-way radio, floor mats and lettering. This is a multi-purpose vehicle used year round by Public Works for snowplowing, road repairs, and underground work.

Financial Impact

The FY21 Budget includes \$77,300 (\$54,100 in the Equipment Replacement Fund, 480-00-00-8131; \$11,600 in each of the Water Capital Fund, 515-00-00-8133 and Wastewater Capital Fund, 525-00-00-8134) for two pickup trucks, an F150 and an F250. The cost to purchase the F250 pickup truck fully equipped is approximately \$46,000.00 and the F150 pickup truck fully equipped is approximately \$31,300 and will be presented to the Village Board under a separate resolution.

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 Purchase of a 2021 Ford F250 Super Duty Pickup Truck from Currie Motors Fleet through the Suburban Purchasing Cooperative (SPC) Contract No. 178 in the Amount of \$36,164.00.

MOTION: Trustee Piwko

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- k) Consideration – A Resolution Authorizing the Purchase of a 2021 Ford Escape through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative for \$21,919.00 for the Police Department

Chief Robert Porter thanked the Village Board for their support of the Police Department.

Chief Porter reported that based on the condition of the vehicle, the FY21 Budget provides for the replacement of one police support services vehicle. The vehicle will be used to replace a vehicle in condition with multiple mechanical issues and will be used in the support services division as an unmarked investigations car. A resolution authorizing the disposal of the replaced vehicle as surplus is included later on the agenda for consideration.

Staff Analysis

The FY21 replacement plan will address the replacement of Squad #11, a 2009 Chevrolet Impala, with 131,130 miles used in the Support Services Division. The Village will purchase the Ford Escape through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative. The Ford

Escape is not available through the Illinois Department of Central Management Services (CMS) Procurement Program.

Financial Impact

Total cost for the vehicle is \$21,919.00. This is within the FY21 budget of \$30,000.00. Additional funds will be utilized to equip the vehicle with emergency equipment once the vehicle is delivered. Funds for this project will come from the Village's Drug Enforcement Fund: 420-00-00-8001.

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

A MOTION was made to approve a Resolution Authorizing the Purchase of a 2021 Ford Escape through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative for \$21,919.00 for the Police Department.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- 1) Consideration - A Resolution Authorizing the Purchase of Two 2021 Ford Interceptor SUV Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program for \$71,410.00 for the Police Department

Chief Robert Porter reported that based on current vehicle use and projected mileage of vehicles, the FY21 Budget provides for the replacement of two police patrol vehicles. These two vehicles will be used to replace vehicles with high mileage and will be used in the Police Patrol Division as fully marked squad cars. A resolution authorizing the disposal of the replaced vehicles as surplus is included later on the agenda for consideration.

Staff Analysis

The FY21 replacement plan will address the replacement of Squad #24, a 2016 Ford Interceptor SUV, with 156,494 miles, and Squad #25, a 2016 Ford Interceptor Sedan, with 124,812 miles. Both are used in the Patrol Division.

Financial Impact

The Village will purchase these vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program. Total cost for the two vehicles is \$71,410.00. This is within the budget of \$100,000. Additional funds will be utilized to equip the police vehicles with emergency equipment once the vehicles are delivered. Funds for this project will come from the Village's Equipment Replacement Fund line item: 480-50-00-8032.

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 Two 2021 Ford Interceptor SUV Vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program for \$71,410.00 for the Police Department.

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

m) Consideration – A Resolution Declaring Surplus Property and Granting Approval of the Sale and/or Disposal of Village-Owned Property

Mayor Sass reported that Seven (7) of the vehicles authorized in the FY21 budget for the Police and Public Works and Engineering Departments are being considered for purchase under a separate agenda item. Approval is also needed to declare the vehicles being replaced as surplus property and to dispose of the vehicles.

Staff Analysis

Staff is requesting approval to declare the seven vehicles below as surplus and to sell or dispose of the vehicles. These items have reached the end of their useful life with the Village.

Vehicle #	Vehicle Year	Item Description	VIN#
11	2009	Chevrolet Impala	2G1WC57M891274998
24	2016	Ford Interceptor SUV	1FM5K8ATXGGD30295
25	2016	Ford Interceptor SUV	1FM5KEAT0GGD32671
1602	1994	International 5-Yard	1HTSDPPR7RH564952
1612	2005	F150	1FTRX14W45NB80875
1613	2007	F250	1FTNF21537EA47935
1661	2006	F450	1FDXF47PX6EB20368

The vehicles will be sold in accordance with the Village vehicle replacement policy through an online auction company that specializes in the sale of public surplus items.

Financial Impact

Revenue generated from the sales will go into the Equipment Replacement Fund.

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

A MOTION was made to approve a Resolution Declaring Surplus Property and Granting Approval of the Sale and/or Disposal of Village-Owned Property.

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

n) Consideration – An Ordinance Amending the Village of Huntley Personnel Manual, Section 401: Holidays; Section 402: Vacation; Section 404 Sick Leave; Section 405: Sick Leave Incentive; Section 406: Funeral/Bereavement Leave; Section 502: Payroll

Human Resources Manager Chrissy Hoover reported that existing personnel policies are reviewed and revised on an ongoing basis to reflect changes in laws and regulations, and align best practices with other operational guidelines to assist employees in understanding their employment with the Village of Huntley. A summary of the proposed amendments is found below.

Staff Analysis

Holidays

Currently part-time employees are eligible to receive pro-rated holiday pay equivalent to half of their normally scheduled hours if the holiday falls on a scheduled workday. The policy is being amended to provide part-time employees with holiday pay equivalent to their normally scheduled hours. Additionally, language needs to be updated to clarify current holiday pay procedures for sworn officers not covered by a collective bargaining agreement.

Vacation

Current language in the Personnel Manual needs to be updated. The amendment limits the amount of accumulated vacation time an employee can carry over into the following year. Employees will continue to be able to have accumulated vacation time equal to their annual accrual rate at the end of the year, but will no longer have the option to request carryover beyond their annual accrual in-lieu of receiving payment for unused time. This change is necessary to ensure adequate staffing levels in order to meet the operational needs of the Village.

Sick Leave

The policy is being amended to clarify the definition of immediate family to include brother-in-law and sister-in-law, to match language in Section 406: Funeral/Bereavement Leave.

Sick Leave Incentive

The Village currently offers employees the choice between two sick leave incentive options. The first option allows an employee that does not utilize any sick time during the year to receive two additional personal days. The second option allows employees the opportunity to cash in unused sick leave from the previous year at 50% of their value. The first option has occasionally led to situations where employees come to work when they are experiencing illness so as to avoid losing the opportunity to receive additional personal days. In light of the current pandemic and the annual flu season, it is best not to encourage this behavior. The amendment eliminates the option to receive the additional personal days, converting all employees to the sick leave buy back option.

Funeral/Bereavement Leave

The policy is being amended to clarify the definition of immediate family to include brother-in-law and sister-in-law, and to provide an additional two days of bereavement leave in the event of death of an employee's spouse, child, stepchild, parent, or stepparent. This mirrors policy changes provided in the new MAP Collective Bargaining Agreement.

Payroll

Current language in the Personnel Manual requires revision to accurately reflect the current pay schedule.

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

A MOTION was made to approve an Ordinance Amending the Village of Huntley Personnel Manual, Section 401: Holidays; Section 402: Vacation; Section 404 Sick Leave; Section 405: Sick Leave Incentive; Section 406: Funeral/Bereavement Leave; and Section 502: Payroll.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- o) Consideration – Approval of the Annual Contribution Payment to the Intergovernmental Risk Management Agency (IRMA)

Interim Village Manager Lisa Armour reported that the Village approved moving liability insurance coverage over to the Intergovernmental Risk Management Agency (IRMA) at the March 12, 2020 Village Board meeting. Membership with IRMA began on May 1, 2020. IRMA’s coverage year runs from January – December annually. Beginning in 2021 this payment will be due on February 1st each year.

Staff Analysis

IRMA is a member owned, self-governed risk pool. Some of the advantages the Village will experience having switched to IRMA are below:

- IRMA is a non-profit government entity with all surpluses returned to members.
- IRMA is an independent, member-owned risk pool. IRMA is not a “broker” pool, where a broker is paid a commission each year to find private insurance from a “for-profit” company. Members own the pool and control the coverage provided and can enhance coverage to meet the needs of municipalities.
- IRMA offers various grant opportunities associated with CALEA, ILEAP, APWA, Lexipol, BackSafe Training and Safety Equipment. In FY20 the Village applied for and received two grants from IRMA in the amount of \$2,500 each for COVID eligible expense reimbursements, and an additional \$1,188.64 for public safety equipment for a total of \$6,188.64.
- IRMA conducts annual property appraisals at no additional cost.
- IRMA is financially stable. IRMA members pay contributions to IRMA based on a uniform and transparent formula that avoids spikes in rates because IRMA utilizes a 5-year look-back at losses and there is also a cap on the amount included in the formula for large losses.
- IRMA offers six options for deductible credits.
- IRMA offers a variety of training programs tailored to individual municipality needs.
- IRMA has no specialized focus on municipalities with higher claims.
- IRMA utilizes an in-house claims department and employs several litigation attorneys.

Interim Village Manager Armour reported that due to the Village’s IRMA membership, the Village has received grants in an amount over \$6,500.

Financial Impact

Continuing to stay with the lowest deductible of \$2,500, the total cost for FY2021 will be as follows:

1. 2021 Member Premium = \$361,508
2. Membership Fee – paid over 5 years = \$ 39,505

The membership fee can be paid in one lump or over a five-year period. No interest is charged to the Village for paying this one-time fee over 5 years. Total cost for FY21 = \$401,013. The FY21 budget includes a total dollar amount in the Water Operating Fund, Wastewater Operating Fund and the Liability Insurance Fund of \$434,555.

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

A MOTION was made to approve a payment to IRMA in the amount of \$401,013 for the 2021 Contribution.

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

- p) Consideration – A Resolution Approving the Appointment of David Johnson as Village Manager and Authorizing the Execution of an Employment Agreement

Mayor Sass reported that per Village Code Title III: Administration – Government, Chapter 31: Officers and Employees, 31.12, the Village Manager shall be appointed to an indefinite term of office by a majority vote of the Village Board. A resolution appointing David Johnson to the position of Village Manager as of January 15, 2021 is presented for approval, as well as an employment agreement establishing the terms and conditions of employment.

Mayor Sass outlined some of the items in the employment contract that had changed and noted that Dave’s official first day would be January 15, 2021. Mayor Sass asked if the Village Board had any comments or questions.

Trustee Westberg thanked Lisa Armour and stated that she did an outstanding job as the Interim Village Manager.

A MOTION was made to approve a Resolution Approving the Appointment of David Johnson as Village Manager and Authorizing the Execution of an Employment Agreement.

MOTION: Trustee Hoeft

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

Dave Johnson thanked the Village Board.

Mayor Sass then thanked Assistant Village Manager Lisa Armour for being the Interim Village Manager during the past nine (9) months.

Mayor Sass presented Interim Village Manager with the following Certificate of Appreciation:

CERTIFICATE OF APPRECIATION

Presented to
Lisa Armour
Interim Village Manager

In grateful appreciation of your commitment to providing exceptional service to the Huntley community during your time as Interim Village Manager. You assumed the responsibility of the Village Manager's position without hesitation during unprecedented times and did an outstanding job. Your willingness to serve as Village Manager during these times shows your dedication and love for Huntley. We thank you for your tireless work and dedication. Thank you!

Interim Village Manager Armour stated that she appreciated all the support by the Village Board, Department Heads and Staff.

Mr. Johnson stated that he and Lisa have worked together for 17 years and knew that the Village was in good hands.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

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) Security Procedures

A MOTION was made to Enter into Executive Session at 7:58pm for the purpose of: a) Probable or Imminent Litigation and Pending Litigation.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Mayor Sass announced that due to social distancing requirements, the public is asked to leave the Board Room and that no action will be taken on items discussed in Executive Session.

A MOTION was made to Exit Executive Session at 8:24 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:25 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary