

**VILLAGE OF HUNTLEY
VILLAGE BOARD
August 12, 2021
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, August 12, 2021 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Timothy Hoeft; Trustees: Ronda Goldman, Mary Holzkopf, Curt Kittel and Harry Leopold.

ABSENT: Trustees: Niko Kanakaris and JR Westberg

IN ATTENDANCE: Village Manager David Johnson, Deputy 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, Director of Finance Cathy Haley, Director of Human Resources Chrissy Hoover, and Village Attorney Betsy Gates-Alford.

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

SPECIAL PRESENTATION:

- a) Alexandria Johnson – Huntley High School Long Jump State Champion

Mayor Tim Hoeft congratulated Alexandria Johnson and read the following Certificate of Recognition:

*The Village of Huntley Board of Trustees
congratulates and acknowledges*

Alexandria Johnson
Long Jump State Champion

The Village Board is pleased to recognize and congratulate Alexandria Johnson of the Huntley High School Girls Track Team for winning the IHSA State Championship for the Long Jump. Your hard work and perseverance is a testament to your dedication and desire to accomplish this feat. The Village Board congratulates you on being a State Champion representing School District 158 and our great community. Job Well Done! Dated this 12th day of August, 2021.

Alexandria thanked the Village Board and her coaches, teammates and family.

- b) Illinois Association of Water Pollution Control Operators - Village of Huntley West Wastewater Treatment Plant of the Year

Mayor Hoeft read the following presentation:

The Village of Huntley was nominated by the IEPA and is the recipient of the Illinois Association of Water Pollution Control Operators Plant of the Year – 2020 Group 21 award for the West Wastewater Treatment Plant. Group 2 recognizes wastewater treatment plants between 1 and 7.5 MGD in size. A total of 4 plants were nominated in this group in 2020.

The Illinois Sewage Works association was founded in 1935. The organization was incorporated as the Illinois Association of Water Pollution Control Operators in 1972. The purpose of the Illinois Association of Water Pollution Control Operators is to bring together wastewater treatment professionals to educate, encourage the exchange of ideas, and exhibit the latest equipment and technologies.

This award has been sought after by our wastewater operator team for many years. Thanks to the hard work and dedication of Adrian, Steve and the entire wastewater utility team, the traveling trophy has found a new home for the next year – well done everyone!

Director of Public Works and Engineering Timothy Farrell stated on behalf of the utility operator team, thank you for publicly acknowledging this award. When we turn on the tap, we expect there to be fresh clean water and we expect it to go down the drain and away from our homes and business without giving any of it much thought. As such, utility operators are often unsung silent professionals. When in reality it takes a great amount of education and skill to manage a utility system and we are honored to work with the best here in Huntley. Thanks to the Village Board and leadership team for the support and congratulations to Adrian and the wastewater operator team.

PUBLIC COMMENTS:

Jim Uszler, 12481 Cold Springs, stated that he has concerns with the Regency development possibly going up at the end of the Sun City property noted concerns with traffic, etc.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the July 8, 2021 Village Board, and July 8, 2021 Liquor Commission

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

A MOTION was made to approve the July 8, 2021 Village Board, and July 8, 2021 Liquor Commission Minutes.

MOTION: Trustee Leopold

SECOND: Trustee Holzkopf

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- b) Consideration – Approval of the August 12, 2021 Bill List in the amount of \$675,037.81

Mayor Hoeft reported that \$420,320.64, or 62.3% is the sum of the purchases listed below:

- \$348,261.01, payment to JA Johnson Paving Co. for Pay#1(Final) for the 2021 Edge Mill & Overlay Program.
- \$50,000.00, payment to SMDMF LLC - 47 for the Compensation/Easement Agreement.
- \$5,214.13, payment to Patrick Engineering Inc. for Invoice 15 for Engineering Services for the Kreutzer Road Phase I Project.
- \$16,845.50, payment to Filippini Law Firm LLP for legal services, of which 70.5% will be paid by developers/applicants through escrow reimbursements.

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

A MOTION was made to approve the August 12, 2021 Bill List in the amount of \$675,037.81

MOTION: Trustee Kettle

SECOND: Trustee Leopold

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- c) Consideration – A Resolution Approving a Temporary Use Permit, Temporary Sign Request and Waiving of Fees; St. Mary Church / Parish Fall Fest on October 2, 2021

Village Manager David Johnson reported that the Village is in receipt of a request from St. Mary Church (Church) to hold a Parish Fall Fest on October 2, 2021 on their grounds located at 10307 Dundee Road.

The Fall Fest event will include games for the kids and families from 3:00 pm – 5:00 pm with hot dogs, hamburgers and miscellaneous salads being provided during family time. Following 5:00 pm mass, food trucks will be on-site for the remainder of the event. The event will offer beer and wine sold in a fenced in tent area by Knights of Columbus members who are all BASSET trained. Deacon Lincoln and a small group of parishioners who have a band will provide live entertainment. The intent of this event is to provide an outreach to the public and provide a chance to come visit the church and meet other parishioners. The event will end at 9:00 pm with the serving of alcohol to end at 8:30 pm.

The petitioner is also requesting 2 signs to announce the event measuring 72” x 36”. They are requesting one sign to be placed at Haligus and Main Street and other at Route 47 and Main Street. The signs will be in place from September 23rd and removed on Sunday October 3rd.

Financial Impact

It is being requested that any fees associated with the Fall Fest be waived. The Village Board has waived the fee in the past.

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

Trustee Leopold asked if the Liquor License would be held by the Church or the Knights. Village Manager Johnson reported the Church would hold the license.

There were no other comments or questions.

A MOTION was made to approve a Resolution Granting a Temporary Use Permit and the Waiving of Fees to St. Mary Church for a Parish Fall Fest Event to be held on October 2, 2021 subject to the following conditions of approval:

- 1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 2. A Temporary Sign Permit must be applied for and obtained from the Development Services Department.**
- 3. All documents applicable for Food Trucks must be completed and submitted no less than 2 weeks prior to the event.**
- 4. All conditions of approval regarding the serving and/or selling of alcohol must be met.**

MOTION: Trustee Goldman

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- d) Consideration – A Resolution Granting Exemptions from Provisions of the Sign Regulations to Allow Off-Premise Signs for the Huntley Area Lions Club

Village Manager David Johnson reported that the Huntley Area Lions Club is requesting an exemption from the Sign Ordinance to allow off-premise signs to promote three of their annual fundraising events. The request is to place four (4) 30” x 36” (7.5 square feet) double-sided signs, advertising three (3) annual fund-raising events (pancake breakfast, flower show, pasta dinner). They are also requesting that the approval cover the next five (5) years (2021-2025). Due to the pandemic, it is anticipated only one of the events (pancake breakfast) will be held in 2021. The other two events (flower show & pasta dinner) will likely continue in 2022.

As the events are held in different locations, the proposed locations for posting the signs are different for each event. All signs will be posted a maximum of 10 days prior to the event, and will be removed the day after the event (or sooner).

Huntley Area Lions Club Pancake Breakfast

The event is held at the Cosman Center (in conjunction with Fall Fest), and typically occurs every September. The proposed sign locations are as follows for the years 2021-2025:

Prior to event and day of event:

- South side of Oak Creek Parkway, located approximately 100 feet east of Route 47.
- West side of Farm Hill Drive, south of Regency Square Parkway (in front of Kaye Eye Care) facing traffic heading into Sun City.
- East side of Route 47, 200 feet north of Mill Street.
- West side of Route 47, 200 feet south of Mill Street.

Huntley Area Lions Club Flower Show

The event is held at the Huntley High School Auditorium, and typically occurs every November. The proposed sign locations are as follows for the years 2022-2025:

Prior to event and day of event:

- North side of Oak Creek Parkway, located approximately 100 feet east of Route 47.
- West side of Farm Hill Road south of Regency Square Parkway facing traffic heading into Sun City.
- South side of Main Street, just east of Lincoln Street.
- North side of Main Street, just west of Donald Drive.

Huntley Area Lions Club Pasta Dinner

The event is held at the Huntley High School cafeteria, and typically occurs every May. Please note, the pasta dinner signs include four promotional locations (prior to event), and four directional signs (day of event). Only four signs will be up at one time. The proposed sign locations are as follows for the years 2022-2025:

Prior to event:

- South side of Oak Creek Parkway, located approximately 100 feet east of Route 47.
- West side of Farm Hill Drive, south of Regency Square Parkway (in front of Kaye Eye Care) facing traffic heading into Sun City.
- South side of Main Street, just east of Lincoln Street, in the swale area.
- East side of Hemmer Road, just south of Harmony. *This location is not in the Village and cannot be approved by the Village of Huntley.*

Day of event (signs placed at new locations, with directional arrows added):

- East side of Hemmer Road, just south of Harmony (for people exiting Sun City). *This location is not in the Village and cannot be approved by the Village of Huntley.*
- North side of Harmony Road, just east of the new East (secondary) entrance to Huntley High School with arrow into school. *This location is not in the Village and cannot be approved by the Village of Huntley.*
- Inside main student parking lot at first road to West toward school (not into the small parking lot) with arrow pointing to front entrance to school.
- Sign at the main High School lot with arrow into lot.

Financial Impact

Per Section 156.115 Permit Fees. (2) Special Exception Signs; Temporary sign permit fees for non-profit organizations shall be waived.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.125 (G) (1) pertaining to Off-Premise Signs.

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

A MOTION was made to approve a Resolution for Huntley Area Lions Club, Granting Exemptions from Provisions of the Sign Regulations to Allow Four (4) Off-Premise Signs for Five Years (2021-2025) with the following conditions of approval:

- 1. The petitioner shall obtain a sign permit from the Development Services Department prior to installing the signs.**
- 2. The signs shall be maintained in good condition at all times.**

MOTION: Trustee Leopold

SECOND: Trustee Holzkopf
AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold
NAYS: None
ABSENT: Trustees: Kanakaris and Westberg
The motion carried: 4-0-2

- e) Consideration – A Resolution Approving the Temporary Suspension of Enforcement of Certain Regulations Regarding Alcohol Consumption in Public Places in Connection with a Huntley Park District Special Event

Village Manager David Johnson reported that the Village has established various regulations regarding the sale, possession, and consumption of alcoholic liquors within the Village. Section 110.14(A) of the Village Code provides that “[n]o person shall openly drink or furnish to others any alcoholic liquor to drink upon any street, sidewalk, or other public place within the Village”.

Staff Analysis

The Village is in receipt of a request from the Huntley Park District to conduct an outdoor event on August 29, 2021 as a BYOB event for the participants. The event is a “Cup-In-Hand Kickball Tournament” (Special Event) and will be held at Tomaso Sports Park.

The Park District Staff has preliminary approval from the Park District Board to proceed with this request and planning the event. The Park District Board will meet on August 25, 2021 to officially consider for approval, allowing individuals over the age of 21 who attend the Special Event to bring beer for personal consumption within the Park during the Special Event.

Consumption of alcoholic beverages in public parks is currently prohibited under Section 110.14(A) of the Village Code. The Park District also generally prohibits consumption of alcoholic beverages at its public parks and facilities. The Park District is requesting the Village Board to consider directing the Village and its officers and employees to temporarily suspend strict enforcement of Section 110.14(A) of the Village Code with respect to the Special Event at the Park subject to the conditions below, but only to the extent that the Park District Board of Commissioners also determines to allow alcohol possession and consumption at the Park during such Special Event. This one-time enforcement suspension will not modify or suspend enforcement of any other provision of Chapter 110 of the Village Code or any other ordinances or regulations relating to the sale, possession, and consumption of alcoholic beverages within the Village. The following conditions are proposed in connection with the Park District’s request:

- (i) Possession or consumption of alcoholic liquor by any person under the age of 21 years is prohibited at the Special Event.
- (ii) Alcohol consumption at the Special Event shall be limited to beer only; consumption of wine and alcoholic spirits is prohibited.
- (iii) Attendees at the Special Event who are 21 years of age or older may bring their own beer (“BYOB”) to drink during the Special Event. Such attendees may possess open containers of, and consume, beer that they legally purchased at retail and brought to the Special Event in an original package. No person or entity shall be authorized to distribute, serve, peddle, sell, or offer for sale any alcoholic beverages at the Park or during the Special Event.

- (iv) The Park District shall provide an appropriate number of full-time or part-time staff to manage and oversee the Special Event.
- (v) No organized youth activities will occur on the baseball fields at the Park during the Special Event.
- (vi) The temporary enforcement moratorium shall be limited to the area of the Park in which the Special Event is conducted during the date and time of the Special Event, which is currently scheduled for August 29, 2021 from 1:00 pm to 5:00 pm. The Park District shall notify the Village Manager prior to the Special Event in the case of any changes to the Special Event date or hours. If requested by the Park District, the Village Manager may approve (1) a change in the Special Event date to September 12, 2021 in the case of a weather-related cancellation on August 29 and/or (2) minor adjustments to the hours of the Special Event.

Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sales in the Village, and 110.14(A) generally prohibits alcohol consumption in public places, such as parks. The Village Board may, in its discretion, decide not to strictly enforce Section 110.14(A) with respect to the Special Event as a one-time accommodation per the Park District's request. The Village Attorney has reviewed the request and prepared the Resolution for consideration.

Village Manager Johnson reported that Scott Crowe, the Recreation Director, was in attendance to answer questions.

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

Trustee Leopold asked if the participants became disorderly would the Police have jurisdiction to handle such conduct; Chief Porter stated that they would have jurisdiction to handle.

Trustee Kittel asked if participants are allowed to bring their own beverages; Mr. Crowe stated that would be allowed and that Park District Staff will be on hand to watch that everyone was okay.

Trustee Goldman stated that she has no worries with an event such as this as the Park District is very responsible.

There were no other comments or questions.

A MOTION was made to approve a Resolution Approving the Temporary Suspension of Enforcement of Certain Regulations Regarding Alcohol consumption in Public Places in Connection with a Huntley Park District Special Event. The conditions referenced above are set forth in the proposed Resolution.

MOTION: Trustee Kittel

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- f) Consideration – An Ordinance Approving a Simplified Residential Zoning Variance for Rear Yard Building Setback Relief in the “RE-1” PUD, Residential Estate District, Planned Unit Development, 9404 Cummings Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is requesting ±11.5 feet of relief beyond the 40-foot rear building setback line to accommodate the construction of a ±16’ x 16’ three season room addition to the single-family residence located at 9404 Cummings Street. The property is zoned “RE-1” PUD, Residential Estate District, Planned Unit Development. The Talamore HOA has approved the three-season room addition. The neighbor to the rear (11911 Davis) has also voiced their approval of the project and a letter is included as an exhibit.

Staff Analysis

The proposed ±16’ x 16’ three-season room addition will encroach ±11.5-feet beyond the platted 40-foot rear building setback line.

With respect to hardship, the petitioner states their lot is unique as it is a corner lot with the rear yard facing the neighbor’s side yard. In Talamore, the side yards require a 10’ building setback. The petitioner states this addition would not affect their rear neighbor, as there would still be 28.5 feet to the rear lot line, and 38.5 feet between the two homes. In addition, the petitioner has stated that allergies and insects is the main reason why they need the room built, as it allow them to safely enjoy the view of their yard. If the variance is approved and the addition is constructed, the home will have a 28.5’ rear yard (east) setback.

The single story three-season room will be constructed with all new materials to match the existing residence, and the roof shingles will match the existing roof.

Zoning Board of Appeals

The Zoning Board of Appeals conducted a public hearing on August 9, 2021 and the petition was approved by a vote of 5-0.

Director Nordman reported that the petitioner was in attendance to answer questions.

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

A MOTION was made to approve an Ordinance for a Simplified Residential Zoning Variation for a three-season room addition encroaching into the Rear Yard Building Setback at 9404 Cummings Street.

MOTION: Trustee Leopold

SECOND: Trustee Holzkopf

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

g) Consideration - A Resolution Approving a Façade Improvement Assistance Program Grant for Patrick Michael Jewelers, 11715 E. Main Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Patrick Michael Jewelers, petitioner, and GN Enterprises Group LLC, owner, have submitted a Façade Improvement Assistance Program application requesting \$7,913.25 in assistance for improvements to 11715 E. Main Street (formerly Benico Insurance). The proposed improvements to the front elevation include the repair and replacement of the T 1-11 siding, new columns, black awnings over each of the four windows, gooseneck light fixtures to illuminate a new wall sign, decorative wall light fixtures adjacent to the building's entrance, and repainting the façade. The construction cost of the exterior work is estimated at \$15,826.50 and is broken down as follows:

Awnings	\$ 2,600.00
Electrical Work	\$ 2,700.00
Gooseneck Lights	\$ 1,216.50
Siding Replacement	\$ 5,425.00
Columns	\$ 1,835.00
Painting	<u>\$ 2,050.00</u>
TOTAL	\$15,826.50

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed exterior improvements are identified as eligible improvements under the guidelines of the program.

The Village Board shall evaluate the projects based on the value of the aesthetic improvements to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation (see photos with application)
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, and “*Continue Downtown Revitalization Efforts*” as a goal.

Financial Impact

The FY2021 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Tax Increment Financing (TIF) District No. 2 Fund.

The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. As a policy, the maximum aggregate amount of all grants approved for a property within any five (5) year period shall be limited to \$20,000. The estimated cost of the proposed improvements total \$15,826.50, which would allow for a maximum reimbursement of \$7,913.25.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

Director Nordman reported that the petitioner was in attendance to answer questions.

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

Trustee Kittel stated that he would support giving the petitioner the maximum of \$10,000 for the additional work. It was the consensus of the Village Board to support this request.

A MOTION was made to approve a Resolution Approving a Façade Improvement Assistance Program Grant for Patrick Michael Jewelers, 11715 E. Main Street up to the maximum \$10,000.

MOTION: Trustee Goldman

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- h) Consideration – An Ordinance Approving a Final Plat of Subdivision and Site Plan Review for the Construction of a New ±4,225 Square Foot Animal Hospital for Huntley Animal Care, 11310 and 11312 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Huntley Animal Care is proposing to construct a new veterinary clinic on the site of the former Wolschlager Chiropractic office at northeast corner Mill Street and Route 47. Huntley Animal Care is currently leasing office space at 11804 Route 47 and would relocate upon completion of the project.

The proposed site is currently comprised of three parcels (former Wolschlager building, parking lot, and vacant land). The petitioner is proposing to retain the existing building and build the new vet hospital to the north. Both buildings will have shared access from Mill Street. The parcels are zoned “B-2” Highway Service District, which allows a Veterinary Hospital as a permitted use.

Site Plan

The petitioner is proposing to resubdivide the property into two lots. The new 4,225 square foot animal hospital will be constructed on the northern parcel, and the existing 1,278 square foot office building will remain on the southern lot. Both buildings will front Route 47, and the sole access drive will be from Mill Street to the south.

The site plan includes twenty-seven (27) parking spaces, including two (2) required ADA stalls. The Zoning Code requires 5 spaces per 1,000 square feet of building area for a veterinarian clinic, and 4 spaces per 1,000 square feet of building area for the existing office structure, thereby requiring twenty-seven (27) parking spaces. The proposed 10’ x 19 parking stalls and 25’ drive aisle widths meet the Village Parking Requirements. Per the Huntley Fire Protection District comments, the petitioner has provided space for an ambulance to turn around in the parking lot.

Building Elevations

In accordance with the Commercial Design Guidelines, the new veterinary clinic fronts Route 47 and is constructed with Illinois Brick Co. red smooth brick, and Sioux City Brick ebonite (dark gray) smooth brick at the base and accent areas. In addition, the façade utilizes 3 courses of soldier, stone sills. The proposed roof is shown with slate gray asphalt shingles, and Revere soffit and gutters with a Grecian green metal clad finish. The front (west) elevation includes an arched metal clad finished entryway.

The petitioner will be seeking a façade improvement assistance grant for the existing building based on feedback received from the Village Board at the Conceptual Review on June 10, 2021. The new façade of the existing building will be faced with a Hardie-board siding in seafoam green, with the base faced with the dark gray brick to match the new veterinary hospital. The brick will be capped with a limestone sill. The roof will be redone with matching gray shingles and green soffit and gutters. The handicap ramp will be renovated with Fiberon composite decking boards, and a steel guardrail with a gray finish.

The trash enclosure is located between the two buildings. The plans for the trash enclosure meet the Commercial Development Guidelines as it matches the dark gray face brick of the new building and includes steel gates.

Landscaping

Landscape plans have been submitted which show a mix of landscaping elements along all lot lines and foundation plantings in the front and rear of both buildings. Tree species include four (4) Blue Colorado Spruce, five (5) Norway Spruce, two (2) Greenspire Little Leaf Lindens, one (1) Floribunda Crabapple, and one (1) Japanese Lilac Tree.

The south lot is adjacent to property that is zoned single family residential. The Landscape Ordinance requires a 10' landscape buffer strip for commercial property abutting a residential zone. The proposed site plan provides only a 5'-6" landscape buffer strip adjacent to the residential property, and will require relief if approved.

At the public hearing, the adjacent residential neighbors, Larry and Ty Barton, stated they had some concern over the four parking spaces next to their home and requested the petitioner to add a privacy fence and landscaping to the east of the spaces. The latest landscape submittal now includes a 6-foot cedar fence, three (3) Norway Spruce, and two (2) Colorado Spruce trees buffering the parking spaces adjacent to the residential lot.

Lighting

The lighting plan indicates the use of Lumark Prevail LED shoebox light fixtures to be mounted on square straight steel poles, and a building mounted McGraw Edison Impact Elite wall pack. The photometric plan shows the use of three light fixtures in the veterinary clinic lot, and two fixtures in the lot for the existing building. The submitted photometric plan meets the Code requirements for average foot-candles and maximum foot-candles at the lot lines. House side shields will be required.

Signage

The site plan delineates one monument sign along the Route 47 frontage. The sign face measures 4'-8" wide by 3'-8' tall, with red brick base and sides, and a limestone cap. The total height of the sign is 7' tall, which exceeds the 6-foot maximum recommended by the Commercial Design Guidelines.

Final Plat of Subdivision

A Plat of Subdivision and Cross Access Agreement for the Huntley Vet Subdivision has been submitted for the project. Upon recording, the documents will provide two lots (one for each building) and cross

access to allow both parcels to share the parking lot and the Mill Street access point. Both lots meet the minimum lot area and width requirements for the “B-2” District. In addition, the plat includes two 10-foot wide municipal utility easements adjacent to the Mill Street and Route 47 frontages.

Required Relief:

As proposed, the plans will require the following relief:

1. The “B-2” zoning district requires a 30’ front yard building setback. The new building is located 20’-7” to the lot line along Route 47. Relief is required to allow the 20’-7” front yard setback along Route 47.
2. The “B-2” zoning district requires a 10’ minimum side yard setback. The proposed lot line, north of the existing building, is located 7’-10³/₄” from the building. Relief is required to allow the 7’-10³/₄” side yard setback.
3. The “B-2” zoning district requires a minimum 10’ front yard parking setback. The proposed parking front yard setback along Route 47 is 4’-6” at the closest point. Relief is required to allow the 4’-6” front yard parking setback along Route 47.
4. The “B-2” zoning district requires a minimum 10’ parking setback for lots abutting a street. The parking setback adjacent to Mill Street is 5’-1¹/₂” at the closest point. Relief is required to allow the 5’-1¹/₂” parking setback along Mill Street.
5. Section 156.151 (G) (1) of the Landscape Ordinance requires a 10’ landscape buffer strip for commercial property abutting a residential zone. The east lot line of the southern lot is adjacent to residential property, requiring a 10’ landscape buffer. The proposed site plan provides a 5’-6” landscape buffer strip adjacent to the residential property. Relief is required to allow a 5’-6” landscape buffer strip adjacent to the residential.
6. The burial of overhead utilities is required in section 155.030 of the Subdivision Regulations. There are currently three (3) utility poles on the subject site (two on Route 47, and one on Mill Street). The petitioner is not proposing to bury the existing utility poles, thus requiring relief from the ordinance requirement.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner’s request for the Final Plat and Site Plan Review on July 12, 2021. The adjacent neighbor offered comments regarding the potential for additional noise from the parking spaces adjacent to his residential property. In response, the petitioner agreed to add a privacy fence and enhanced landscaping to the east of the four (4) parking spaces. The Plan Commission recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
4. Landscape plans must be approved by the Development Services Department.
5. The Photometric plans must be resubmitted and approved by the Development Services Department. *The plans have been resubmitted and now meet the code requirements.*
6. House side shields are required on the parking lot lighting.
7. All landscape beds are required to be mulched on an annual basis and dead plantings must be replaced immediately.
8. No building construction permits, plans, sign permits, or Certificates of Occupancy are approved as part of this submittal.

9. Steel gates are required on the trash enclosure. *The plans have been updated and now include the steel gates.*
10. The dog run fence material must be approved by the Development Services Department. *The petitioner stated at the Plan Commission meeting the dog run would utilize cedar fencing.*

The Plan Commission added the following condition:

11. A 6' tall cedar fence and an enhanced evergreen hedge must be installed adjacent to the residential lot along the east lot line. *This condition is now satisfied on the landscape plan.*

Financial Impact

The subject property is located in the Downtown TIF District and the estimated cost of the overall project is \$500,000.

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

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

Trustee Leopold stated that the existing building should be razed.

Trustee Holzkopf stated that there is mold inside the existing building. The petitioner's architect stated that the existing building will be rehabbed inside and the mold, if any, removed. Trustee Holzkopf stated that she was concerned with them asking for \$10,000 for the existing building without knowing what the interior looks like. The petitioner's architect stated they will have to upgrade the inside in order to rent it out.

Trustee Leopold stated that he heard there was a rodent or raccoon living in the attic; the petitioner's architect stated the he was unaware of that taking place.

Trustee Goldman stated that this agenda item is for the building of the new building and not the existing.

Trustee Leopold stated that two variations are being requested regarding the existing building so he said it is important.

Mayor Hoeft stated that he would like additional landscaping added east of the sign and along the existing homes behind.

Director Nordman addressed the concerns regarding the existing building by stating that it will be necessary before any work takes place inside the building that there will be inspections and permits required and again before any pre-occupancy.

There were no additional comments or questions.

A MOTION was made to approve an Ordinance for a Final Plat of Subdivision and a Site Plan Review for the construction of a new ±4,225 square foot animal hospital for Huntley Animal Care, 11310 and 11312 Route 47.

MOTION: Trustee Goldman

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, and Kittel

NAYS: Trustee Leopold

ABSENT: Trustees: Kanakaris and Westberg
The motion carried: 3-1-2

- i) Consideration – A Resolution Approving a Façade Improvement Assistance Program Grant for Mandeep Sandhu/Huntley Animal Care, 11312 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Mandeep Sandhu (Huntley Animal Care), owner, has submitted a Façade Improvement Assistance Program application requesting \$10,000.00 in assistance for improvements to the existing structure located at 11312 Route 47 (formerly Wolschlager Chiropractic). The petitioner previously appeared before the Village Board on June 10, 2021 for conceptual review of a new 4,224 square foot animal hospital and a site plan that proposed to also keep the existing 1,278 square foot office building. The Village Board requested that the owner consider either demolishing or making façade improvements to the existing office building.

The proposed improvements include replacing the existing siding with Hardie-board siding in seafoam green, and installing dark gray brick at the base of the building to match the brick used on the new veterinary hospital that will be located to the north. The brick will be capped with a limestone sill. The roof will be redone with gray shingles and green soffit and gutters. The handicap ramp will be renovated with Fiberon composite decking boards, and a steel guardrail with a gray finish. The construction cost of the exterior work is estimated at \$44,634.00 and is broken down as follows:

Demolition of existing exterior ramp-railing and siding	\$ 2,500.00
New masonry base, labor and material (approximately 616 sq. ft. @ \$ 20/sq. ft.)	\$ 12,320.00
New siding upper, labor and material (approximately 924 sq. ft. @ \$ 11/sq. ft.)	\$ 10,164.00
New roof, labor and material (17 squares @ \$ 450.00/square)	\$ 7,650.00
New concrete ramp labor and material	\$ 7,500.00
Iron pipe railing	<u>\$ 4,500.00</u>
TOTAL	\$ 44,634.00

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed exterior improvements are identified as eligible improvements under the guidelines of the program.

The Village Board shall evaluate the projects based on the value of the aesthetic improvements to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation (see photos with application)
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “Promote New Business Development, Retention, and Expansion” as a Strategic Priority, and “Promote development and redevelopment opportunities within the Downtown Tax Increment Finance District” as an objective.

Financial Impact

The FY2021 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Tax Increment Financing (TIF) District No. 2 Fund.

The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. As a policy, the maximum aggregate amount of all grants approved for a property within any five (5) year period shall be limited to \$20,000. The estimated cost of the proposed improvements total \$44,634.00, which would allow for a maximum reimbursement of \$10,000.00 for this project.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

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

Trustee Holzkopf asked if the interior could remain the same if not rented; Director Nordman stated that potentially that could happen prior to a tenant.

Trustee Holzkopf stated that she would like a condition added that before the Village reimburses the petitioner for the façade improvements that all safety issues inside the building are addressed.

There were no additional comments or questions.

A motion of the Village Board to Approve a Resolution Approving a Façade Improvement Assistance Program Grant for Mandeep Sandhu/Huntley Animal Care, 11312 Route 47 with the condition that all safety issues are addressed in the interior of the building before reimbursement.

MOTION: Trustee Holzkopf
SECOND: Trustee Kittel
AYES: Trustees: Goldman, Holzkopf, and Kittel
NAYS: Trustee Leopold
ABSENT: Trustees: Kanakaris and Westberg
The motion carried: 3-1-2

- j) Consideration – An Ordinance Approving a Final Planned Unit Development and Final Plat of Subdivision for Phases 1 and 2 of Cider Grove Unit 2 and Lots 1, 2, 3, 4 and 6 of Cider Grove Unit 1

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that D.R. Horton has submitted a development application for Final Planned Unit Development (PUD) and Final Plat of Subdivision for Phases 1 and 2 of the Cider Grove Unit 2 subdivision. D.R. Horton received Preliminary PUD and Preliminary Plat of Subdivision approval from the Village Board for Unit 2 on June 10, 2021. At that same time, the Village Board also approved an amendment to the Annexation Agreement and a Development Agreement to allow D.R. Horton to develop the Unit 2 property with 180 single family lots in up to four (4) phases.

Development Summary

In accordance with the Development Agreement and preliminary approvals, D.R. Horton has submitted Final PUD plans and Final Plats of Subdivision for Phase 1 and 2. Phase 1 consists of the thirty-five (35) lots that are adjacent to the existing portions of the Cider Grove subdivision. These lots are 12,600

square feet in area, which is consistent with the approved Preliminary PUD and Preliminary Plat of Subdivision. Phase 2 consists of 41 lots, located directly east of the Phase 1 property, that have a minimum lot area of 8,451 square feet. The proposed plans submitted for Phase 2 are consistent with the approved Preliminary PUD and Preliminary Plat of Subdivision.

The requested approvals also include final plans for the 5.7-acre park site, which must be constructed by D.R. Horton within twelve (12) months after recordation of the Final Plat of Subdivision for Phase 1. D.R. Horton has provided a park landscape plan which has also been submitted to the Huntley Park District for approval by their Board of Commissioners. Consistent with the preliminary plans, the park plan includes the installation of pathways, playground equipment, benches, picnic shelter and other amenities.

Construction access to the Unit 2 property will be provided by a temporary roadway that will be constructed through property to the south of Cider Grove Unit 2. The roadway will serve as construction access for heavy construction vehicles, which are defined in the development agreement as trucks with C & D type license plates (8,001 lbs. and over) and/or trailers (3,000 lbs. and over). A copy of the executed license agreement for the temporary roadway is provided as an exhibit to this report.

Home Product

As presented with the Preliminary PUD, home sizes for the single-family product range from 1,970 to 3,020 square feet (the 1,970 square foot plan is a single-story ranch model that has a 3-car garage standard). The models listed below are the same models that were approved as part of the Preliminary PUD, with the exception of the Bellamy model which was eliminated at the request of the Village Board.

<u>Plan Name</u>	<u>Sq. Ft.</u>	<u>Description</u>
Fairfield (X453)	1,970	Single Story; 4 bedrooms; 2 bath
Pendleton (X426)	2,155	Two-story; 3 bedrooms; Loft; 2½ bath
Holcombe (X427)	2,356	Two-story; 4 bedrooms; 2½ bath
Bridgestone (X430)	2,550	Two-story; 4 bedrooms; Loft; 2½ bath
Henley (X429)	2,600	Two-story; 4 bedrooms; Loft; 2½ bath
Coventry (X451)	2,836	Two-story; 4 bedrooms; Loft; 2½ bath
Emerson (X450)	3,020	Two-story; 4 bedrooms; Loft; 2½ bath

Landscape Plan

The proposed landscape plan provides the required parkway trees in addition to landscaping on the outlots for stormwater management. Typical landscape packages are also provided for the single family lots; however, the landscape package has been modified from the plans that were approved as part of the Preliminary PUD. The petitioner shall be required to revise the typical landscape package to match those approved as part of the Preliminary PUD.

Declaration for Cider Grove Unit 2 (CCRs)

As discussed during the review of the Preliminary PUD and Preliminary Plat, D.R. Horton is proposing to create a separate Homeowners Association (HOA) for the remaining phases of the Cider Grove Subdivision. This will allow the existing Cider Grove HOA to be turned over to the residents. A Cross Easement and Cost Sharing Agreement will be executed so that the remaining phases would participate in the costs to maintain the clubhouse, subdivision entrance and existing stormwater facilities. The new

homes would have use of the existing clubhouse facility. A draft of the declaration is provided as an exhibit to this report.

Model Home and Signage

A model home and temporary parking lot are proposed to be located on Hopkins Street with associated signage in accordance with the Preliminary PUD. The Coventry model (2,836 square feet) will be constructed on Lot 2 (10235 Hopkins Street) and a temporary parking lot will be constructed on Lot 1 (10245 Hopkins Street).

Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on July 26, 2021, and there were no public comments in support or opposition of the requested actions. The Plan Commission voted to recommend approval to the Village Board by a vote of 6-0, 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 Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through "retention" and design of multi stage outlet structures.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. The typical residence landscape package(s) shall be revised to match the three (3) that were approved as part of the Preliminary PUD (the Preliminary PUD plans included a shade tree on each lot and indicated that lots shall be fully sodded at the time a final certificate of occupancy is issued for each home).
6. Homes constructed on Lots 1,2,3,4 and 6 of Unit 1 are required to include the following features as standard on the rear building elevations:
 - a. 4/4x4" wood window surrounds and corner boards and 4/4x8" frieze boards
 - b. Window grills
 - c. Either shutters around the windows or a bay window at the first floor
7. All homes shall include 4/4x4" wood window surrounds and corner boards (*the elevations provided have been modified to address this condition*).
8. The Declaration for Cider Grove Unit 2 shall be subject to final review by the Village Attorney.

Financial Impact

The previously approved development agreement amended the impact and transition fees that the D.R. Horton will pay. The fees were modified to be consistent with the impact and transition fees that are currently paid for homes being constructed in the Talamore subdivision.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies "*diversify residential development options*" as a goal, and "*Pursue new residential development*" as an objective.

Legal Analysis

Legal counsel has prepared the ordinance for the final plat of subdivision and final planned unit development for Phase I and II and all is in order for Village Board action.

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

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

Trustee Goldman complimented the petitioner for being flexible and stated that she wished there were more ranch home options.

Trustee Leopold thanked the petitioner for working with the Village and the residents.

There were no other comments or questions.

A MOTION was made to approve an ordinance approving a Final Planned Unit Development and Final Plat of Subdivision for Phases 1 and 2 of Cider Grove Unit 2 and Lots 1, 2, 3, 4 and 6 of Cider Grove Unit 1.

MOTION: Trustee Leopold
SECOND: Trustee Kittel
AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold
NAYS: None
ABSENT: Trustees: Kanakaris and Westberg
The motion carried: 4-0-2

Mayor Hoeft thanked the petitioner for listening and cooperating with Staff and the residents.

- k) Consideration – A Resolution Approving the Year 2 Bid Extension to Visu-Sewer, Inc. for the 2021 Municipal Partnering Initiative (MPI) Sewer Televising and Lining Program

Director of Public Works and Engineering Timothy Farrell reported that sewer lining allows the Village to repair sewers more cost effectively with minimal disruption to surrounding neighborhoods and businesses. Sewer lining targets tree root intrusion and minor pipe imperfections that allow Inflow and Infiltration (I&I) of groundwater and stormwater that can enter the collection systems where they are forced to transport and treat more flow than designed to handle.

On May 7, 2020, the Village received bids from four contractors for the 2020 Municipal Partnering Initiative (MPI) Sewer Televising and Lining Program. The MPI is a municipality-based buying initiative where agencies join forces to procure a wide range of public services in an effort to tap economies of scale. The Village was the lead MPI agency for this project and prepared the necessary contract bid documents. The four participating agencies included the Village of Huntley, Village of Cary, Village of Algonquin, and the City of Woodstock. The Municipalities reserved the right to renew this contract for up to two additional one-year periods for 2021 and 2022.

The Year 2 (2021) bid tabulation summary using the Village of Huntley planned quantities are as follows:

<i>Engineers Estimate</i>	<i>\$79,449.00</i>
Visu-Sewer, Inc.	\$75,093.00
Insituform Technologies USA, LLC	\$79,923.90
Benchmark Construction CO, INC.	\$98,786.10
Hoerr Construction, Inc.	\$99,468.00

The 2021 Sewer Televising and Lining Program consists of televising 1,910 lineal feet of 18” sanitary sewer, 250 lineal feet of 8” sanitary sewer, and lining approximately 2,428 lineal feet of 8 inch sanitary sewer in the following areas:

- Wolf Drive (Televising & Lining 387 lf.)
- 4th Street (Televising & Lining 358 lf.)
- Union Special Plaza (Televising & Lining 415 lf.)
- Borden Street (Televising & Lining 156 lf.)
- Woodstock Street (Televising & Lining 745 lf.)
- Church Street (Televising & Lining 367 lf.)
- Kudlach Parcel (Televising 1910 lf.)
- 10716 N. Route 47 Parcel (Televising 250 lf.)

Staff Analysis

The unit pricing and project cost of \$75,093.00 has been reviewed by Public Works and Engineering Department Staff. Based on acceptable performance in 2020, all is in order for consideration to approve the Year 2 Bid Extension to Visu-Sewer, Inc.

Financial Impact

The FY21 Budget includes funding in the Wastewater Capital Improvement and Equipment Fund, 525-00-00-8005 for the 2021 Sewer Televising and Lining Program.

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

Trustee Leopold asked if the televising finds problems will they immediately replace or re-line; Director Farrell stated that this project is just televising to check the status.

There were no other comments or questions.

A MOTION was made to approve a Resolution Approving the Year 2 Bid Extension to Visu-Sewer, Inc. for the 2021 Sewer Televising and Lining Program.

MOTION: Trustee Leopold

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- l) Consideration – Approval of Payout Request No. 2 to Arrow Road Construction Company for the 2021 Street Improvement Program in the amount of \$592,257.81

Director of Public Works and Engineering Timothy Farrell reported that on March 11, 2021, the Village Board approved a Resolution Appropriating \$1,000,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2021 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Arrow Road Construction Company in the amount of \$1,641,889.27 for the resurfacing of the Covington Lakes and Coves of Covington Subdivisions comprising of approximately 90,000 square yards of roadway along approximately 4.6 centerline miles.

Arrow Road Construction Company has submitted the second payout request for the 2021 Street Improvement Program. The Village’s project engineer, CBEL, has reviewed the request and all is in order for consideration of the payout request No. 2.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$84,765.68	\$8,476.57 (10%)	\$0.00	\$76,289.11
#2	\$742,829.91	\$74,282.99 (10%)	\$76,289.11	\$592,257.81

Financial Impact

The FY21 Budget includes funding for the 2021 program in the amount of \$1,114,000.00 for engineering and partial construction costs from the Streets Improvements and Roads & Bridges Fund, 420-00-00-8001 and \$1,000,000.00 for partial construction costs from the MFT Fund, 460-00-00-8001. The full amount of the MFT appropriation will be used for construction. Any unexpended budget funds will remain in the Streets Improvements and Roads & Bridges Fund.

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

A MOTION was made to approve Payout Request No. 2 to Arrow Road Construction Company in the amount of \$592,257.81 for the work completed under the 2021 Street Improvement Program.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

- m) Consideration – Authorization to Increase the Sworn Police Officer Staffing Level by Two and Create a New Sergeant Position

Village Manager David Johnson reported that the Police Department is currently authorized for thirty-six (36) sworn officers and has not added a new sworn position since 2018. A strong candidate pool of lateral transfer applicants, and unexpected supervisory staffing circumstances are the primary reasons for the request to increase the number of sworn officers by two (2) to a total of thirty-eight (38) sworn officers.

Staff Analysis

Police/Patrol Officers

Recruitment for police officers is challenging, and the market for qualified candidates is highly competitive. The Village's recent lateral transfer application process generated a strong candidate pool of sworn officers from other agencies interested in transferring to Huntley. The requested increase in the number of sworn officers allows for the Village to be competitive and flexible in attracting lateral transfer candidates. In addition to already being certified, hiring officers with experience saves the time, which is typically 10 – 12 weeks, and expense (\$16,814 includes wages) of the Police Academy. The officers hired through the lateral transfer process are only required to complete the Villages sixteen (16) week field training program.

Sergeant/Supervisory Position

A newly promoted Patrol Sergeant, active within the Army Reserves, received notice that he will be deployed for 400 days starting in October of 2021. His deployment will leave the Patrol Division short staffed with only three (3) Patrol Sergeants, for four (4) Patrol Sergeant positions necessitating the promotion of a Patrol Officer to Sergeant. In addition, as the attached organizational chart shows, to ensure the department is not in this position again, staff is planning to propose promoting an additional Patrol Officer to Sergeant in FY22. Currently, when a Patrol Sergeant is unavailable for a shift, supervision is provided by an Officer In Charge (OIC). Utilization of an OIC is acceptable for intermittent shift coverage but is not meant to be a long-term solution to supervisory staffing needs.

Historically, the Village's staffing levels in all departments, including the Police Department, have been conservative and below comparable communities in the region. By example, the Village's authorized/budgeted number of full time equivalent (FTE) positions for FY21 is 99.5. The total number of current FTEs employed by the Village is 96.5. The Village's Management Team remains committed to providing the highest levels of service in the most cost efficient manner; however, the Village's population and business base continues to grow, which correlates to an increase in a demand for service in all departments.

Financial Impact

The addition of two (2) sworn officers within the Police Department will increase expenditures in FY21 by approximately \$30,000. Based on a review of the Village's current and future financial position in the General Fund, sufficient financial resources are available to cover the increase in personnel costs.

Mayor Hoeft stated that Sergeant Sanders will remain as a Sergeant when he returns from deployment.

Chief Porter also stated that Officer in Charge (OIC) will still be used as a temporary solution, when necessary.

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

A MOTION was made to authorize increasing the sworn police officer staffing level by two (2) and creating a new sergeant position.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

n) Policy Direction – Fiscal Year 2022 Budget Calendar

Village Manager David Johnson reported that to commence the FY22 budget process, Staff will present and review the proposed Budget Calendar.

Staff Analysis

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

FISCAL YEAR ENDING DECEMBER 31, 2022 BUDGET CALENDAR

August 12, 2021	FY22 Budget Calendar reviewed at Village Board Meeting
September 15 - September 22, 2021	Departmental Budget Review Meetings with Budget Team
October 12, 2021	Narratives due to VMO.
October 14, 2021 – Board Meeting	Review of Personnel Staffing, Pension and Insurance Summary; Review of Financial Management and Debt Management Policies (one time transfer history, outstanding debt balances, TIF information and debt per capita), Review of General Fund 5-year Forecast.
October 28, 2021 – Board Meeting	Review of Major Capital Revenue Sources and Preliminary Capital Department requests.
November 4 - November 11, 2021	Public Hearing Notice - 2021 Tax Levy (Notice must be published no more than 14 days and no less than 7 prior to the Hearing) <i>if subject to Truth in Taxation requirement</i>
October 25-November 12, 2021	Compilation of final Draft for Village Board including Transmittal Letter and 5-year CIP
November 15-17, 2021	Staff review and finalizations of proposed budget
November 18, 2021 – Board Meeting	2020 Tax Levy Discussion and Policy Direction
November 18, 2021 – Board Meeting	Distribute Proposed Budget to Mayor and Village Board
November 22, 2021	Place budget document on website and have a hard copy on display for citizen review
November 25, 2021	Publish notice of Public Hearing for FY22 budget
December 2, 2021- Board Meeting	Budget Workshop <i>if necessary</i>
December 9, 2021 - Board Meeting	Public Hearing - FY22 Proposed Budget Additional Village Board Discussion Village Board Consideration of FY22 Budget Village Board Consideration of 2021 Tax Levy (levy finances FY22 budget)
Week of December 20, 2021	File Property Tax Levy and Budget with both Counties
January 1, 2022	Start of Fiscal Year 2022

It was the consensus of the Village Board proceed with the FY22 budget calendar as proposed.

o) Transmittal of Second Quarter FY21 Financial and Investment Reports

Director of Finance reviewed the Village's Second Quarter FY2021 Financial and Investment Reports which were included in the Village Board packet.

General Fund Revenue Sources

General Fund Revenues are the taxes, fees and other charges that the Village assesses to provide services to its citizens. General Fund Revenues for the FY21 budget are composed of the following revenue percentages:

Budgeted Revenues FY21

Property Taxes 35.16

State Shared Revenue 51.10

Local Fees 5.03

Licenses & Permits 3.90

Fines & Fees 2.22

Charges for Service 0.55

Other Income 0.23

Other Financing Sources 1.82

The three largest sources of revenue for FY21 continue to be **property tax, sales tax, and income tax**. Both sales tax and income tax are part of the State shared revenues. Local fees include telecommunications tax, cable franchise tax and video gaming revenues. At the end of the second quarter for FY21, General Fund revenues appear to be trending in ahead of budgeted parameters at 59%. Revenue collections for the second quarter of FY20 were showing a 46% collection rate.

Property Tax Revenue - Every December, the Village levies property taxes to provide funding for General Village operations, employer portion of IMRF, Social Security and Police Pension obligations. The following graph indicates the amount levied, or budgeted for the General Fund, the amount actually received through FY20, and the amount received through June 30, 2021. As a home rule community, the Village levies for dollars and has received between 98% and 100% of dollars levied the last three years.

Sales Tax Revenue - Sales tax at a rate of 8% is collected on all retail sales within the Village. The sales tax is administered and collected by the Illinois Department of Revenue (IDOR). One percent of this sales tax is distributed to the municipality where the sale occurred. This tax is recorded in the Village's General Fund and is used for basic Village operations.

Sales tax has a lag of three months from the time the sale occurs and when the Village receives the money from the state. FY21 actual revenues are showing four months worth of collections for this June 30, 2021 report. These four months of revenue totals \$1,439,042 vs. \$1,005,873 for the same period last year. This is a 43% increase.

Income Tax Revenue - Income tax receipts are trending in well ahead of budgeted parameters at 75% vs. the expected 50% for this second quarter and trending ahead of FY20 receipts through June 30, 2021 by more than 40%. The impact of the pandemic along with the possible reduction from the State has not had a negative impact to date on this revenue stream. The chart below displays ending actual dollars through FY20 and six months of actual dollars for FY21.

Income Tax

Income tax receipts are trending in well ahead of budgeted parameters at 75% vs. the expected 50% for this second quarter and trending ahead of FY20 receipts through June 30, 2021 by more than 40%. The impact of the pandemic along with the possible reduction from the State has not had a negative impact to date on this revenue stream. The chart below displays ending actual dollars through FY20 and six months of actual dollars for FY21.

OTHER REVENUE SOURCES

Local Use Tax - Local Use Tax is trending ahead of budgeted parameters at 59%. At this second quarter, 50% is the expectation for revenue receipts compared to budgeted dollars. Original projections from the Illinois Municipal League (IML) indicated local use tax continuing to increase. New projections for this revenue source from IML based on the COVID-19 pandemic continue to show this revenue stream increasing over last year. The continued shift from brick-and-mortar to online shopping is supporting the growth of this tax revenue.

Telecommunications Tax - Telecommunications tax revenue, like sales tax revenue, has a lag of three months from the time the tax is remitted to the State and the revenue is received by the municipality. FY21 actual revenues are showing four months of collections for this June 30, 2021 report. Collected amounts equal \$111,008 and are below budgeted parameters, down more than 20% from the same period last year. This revenue is allocated between the General Fund, the Facilities and Grounds Maintenance Fund and the Downtown TIF Fund.

Video Gaming Revenue - Video gaming revenue is trending in slightly ahead of budgeted parameters for this second quarter of FY21 at 66%. This revenue is split between the General Fund and the Downtown TIF Fund. Displayed below are revenues through June 30, 2021. Due to the COVID19 pandemic, FY20 includes four months of zero receipts.

Police Fines and Fees

Police Fines & Fees - Police fines are trending in at 40% of budget through June 31, 2021. FY20 showed a slight drop in this revenue stream due to the county being closed down for adjudication processing during a portion of the year because of the pandemic. This has begun to tick back up during FY21, however this overall revenue stream continues to trend behind budgeted parameters.

Building Permit Revenue - Building permit dollars through June 30, 2021 are well ahead of budget at \$563,971 or 188% in this second quarter. At the current rate, revenues are expected to be the highest in the last 4 years.

Conclusion - At the end of the second quarter for FY21, General Fund revenues are trending in ahead of budgeted parameters. On June 30, 2021, revenue collection equaled 59% of the yearly budget.

Home Rule Sales Tax - Beginning July 1, 2020 the Village started collecting an additional 1% for the new home rule sales tax. This revenue is dedicated to capital projects and streets. The Village received \$891,272 for July - December sales in FY20. Like regular sales tax, home rule sales tax has a three month lag for collections. January through April have been collected so far in FY21 and total \$697,535. March was a record setting month, with just under \$200,000 collected. Revenues are up 17.4% per month on average compared to last year and the amount collected thus far is 188% of the budget.

Home Rule Sales Tax (1.0%) - Beginning July 1, 2020 the Village started collecting an additional 1% for the new home rule sales tax. This revenue is dedicated to capital projects and streets. The Village received \$891,272 for July - December sales in FY20. Like regular sales tax, home rule sales tax has a three month lag for collections. January through April have been collected so far in FY21 and total \$697,535. March was a record setting month, with just under \$200,000 collected. Revenues are up 17.4% per month on average compared to last year and the amount collected thus far is 188% of the budget.

SECTION 2: General Fund Expenditures

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

At the end of the second quarter for FY21, General Fund Expenditures are at 48% of budget. Overall, the General Fund is operating within the parameters of budgeted dollars.

SECTION 3: Water and Wastewater Revenues

Water and Wastewater Revenues - Water and Wastewater revenues come from charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the second quarter for FY21 water operating revenue is coming in slightly behind budgeted parameters at 44% in the Water Fund. Wastewater operating revenue is slightly ahead at 52%. This revenue stream is seasonal and shows an increase in the summer months when usage is higher, especially for irrigation use.

SECTION 4: Cash and Investments

The charts were included in the Village Board packet through June 30, 2021.

SECTION 5: Revenue and Expense Reports

Revenue and Expenditure Report - Overall revenues appear to be trending in ahead of budgeted dollars for the first six months in FY21. Revenue collections are at 59% and above the anticipated collection rate of 50%. Both Income Tax revenue and Sales Tax revenue are trending in ahead of budget parameters. Expenditures within the operational funds appear to be trending in line with budgeted dollars or slightly below. Some capital funds may appear to be trending ahead of budget due to equipment purchased or projects completed.

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

Trustee Goldman complimented Staff on the AA+ rating.

There were no other comments or questions.

It was the consensus of the Village Board to accept and place on file the following reports for the Village of Huntley: 1) FY21 Second Quarter Financial and Investment Report Review; and 2) FY21 Revenue and Expense Detail.

VILLAGE MANAGER'S REPORT:

Village Manager Johnson noted the Regency Square memo distributed to the Village Board with information regarding the public invite to meet with the petitioner.

Village Manager Johnson also noted the CDC recommendation information.

Trustee Leopold asked about the lack of trucks at Rush; Deputy Village Manager Lisa Armour reported that it may be issues receiving inventory.

VILLAGE PRESIDENT'S REPORT:

Mayor Hoeft noted the McCOG meeting on August 25.

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 8:21 p.m.

MOTION: Trustee Holzkopf

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kittel, and Leopold

NAYS: None

ABSENT: Trustees: Kanakaris and Westberg

The motion carried: 4-0-2

Respectfully submitted,

Barbara Read
Recording Secretary