

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
November 18, 2021  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 18, 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, Niko Kanakaris, Curt Kittel, Harry Leopold, and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, Village Clerk Rita McMahon, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Finance Director Cathy Haley, Director of Human Resources Chrissy Hoover, and Village Attorney Betsy Gates-Alford.

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

**ADMINISTRATION OF THE OATH OF OFFICE:** Deputy Chief Amy Williams

Village Clerk Rita McMahon administered the Oath of Office.

Chief Porter shared D/C Williams professional background and introduced her family. Chief Porter congratulated D/C Williams and asked her to say a few words.

D/C Williams thanked the Mayor, Village Board and Staff as well as her fellow officers, family and friends. D/C Williams spoke about the Department and the community and her plans for the Department.

**SPECIAL PRESENTATION:** Recognition of Huntley Park District Executive Director Thom Palmer's Retirement

Mayor Hoeft presented Thom Palmer with the following Certificate of Recognition:

**CERTIFICATE OF RECOGNITION**

Presented to *Thom Palmer*

*Huntley Park District Executive Director*

The Village of Huntley Board of Trustees and Staff are proud to recognize Thom Palmer on his retirement after 23 years as Executive Director with the Huntley Park District. Thom was instrumental in overseeing property acquisition and developing the beautiful park system that exists today which benefits Huntley and neighboring community residents.

Thom continuously gave back to the Huntley community with his contributions to the Huntley Area Administrators Round Table, Huntley Rotary Club, Huntley Area Chamber of Commerce as well as his involvement with many other clubs and organizations.

Thank you Thom for everything you have done and given to the Huntley community over the past 23 years. Although we know you have plans on traveling to see your kids and grandchildren throughout the states, we look forward to still seeing you at Huntley events. Best of luck to you in your retirement. *Job Well Done!*

Mr. Palmer accepted the Certificate and gift from the Village and thanked the Village Board and Staff, Park District Board and Staff and his family.

**PUBLIC HEARING:** Maintenance Special Service Area for Cider Grove Unit 2

**A MOTION was made to open the Public Hearing.**

**MOTION:** Trustee Westberg

**SECOND:** Trustee Leopold

**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

**NAYS:** None

**ABSENT:** None

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

Director of Development Services Charles Nordman reported that pursuant to the recent approvals for Unit 2 of the Cider Grove subdivision the Village is authorized to establish a “back-up” maintenance special service area (SSA) upon the Cider Grove Unit Two Land, and the Unit Two Land owners have filed a petition with the Village formally requesting establishment of the SSA. On September 9, 2021, the Village Board adopted Ordinance (O)2021-09.40 (the “**Ordinance**”) proposing to establish the SSA. Among other things, the Ordinance set the date and time of the required public hearing.

The SSA would provide a means to fund certain “Special Services” for maintenance and repair of common subdivision improvements within Cider Grove Unit Two. As previously stated, these services will be the primary responsibility of the Cider Grove Unit Two homeowners’ association (HOA), and the SSA taxes will only be levied in the event that: (i) the HOA fails to perform the Special Services adequately or requests that the Village provide Special Services; (ii) the Village notifies the HOA of its intent to undertake the Special Services and/or agrees to undertake Special Services at the HOA’s request; (iii) the Village incurs costs in connection with provision of the Special Services; and (iv) the HOA fails to timely reimburse the Village for costs incurred by the Village in connection with the provision of Special Services.

#### Financial Impact

The proposed amount of the tax levy for the proposed SSA during its first year is zero dollars (\$0.00), as the Special Services are the primary obligation of the HOA to be established in connection with the development of Cider Grove Unit 2.

#### Legal Analysis

As required by Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 *et seq.*, notice of the hearing was published in the Northwest Herald on October 29, 2021, and notice was also mailed to those who paid the preceding year’s tax bill for the parcels of land lying within the proposed SSA.

Interested persons will have 60 days following the close of the public hearing to file an objection to the proposed SSA. If an objection petition signed by at least 51% of the land owners within the proposed SSA and 51% of the electors (if any) residing in the SSA is filed with the Village, then the SSA cannot be established. Should there be no valid objection petition filed, an ordinance to establish the SSA shall be presented for Village Board consideration. Currently, all land within the proposed SSA is owned by the developer, Forestar (USA) Real Estate Group, Inc., and no electors reside in the area.

Mayor Hoeft asked if there was anyone from the Public that wished to make a comment; there was no one from the Public that wished to comment.

**A MOTION was made to Close the Public Hearing.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

**PUBLIC COMMENTS:**

Conrad Barda, 12521 Windy Prairie, asked if he could make his comment after Agenda Item E was presented; Mayor Hoeft stated he will call on him later.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the November 18, 2021 Bill List in the amount of \$1,086,465.45

Mayor Hoeft reported that \$192,222.00, or 17.7% is the sum of the purchase is \$192,222.00 payment to Bonnell Industries Inc. for the (2) 5-Yard Truck Packages for Vehicles #1681 & 1682.

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

**A MOTION was made to approve the November 18, 2021 Bill List in the amount of \$1,086,465.45.**

**MOTION: Trustee Goldman**

**SECOND: Trustee Kanakaris**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- b) Consideration – An Ordinance Approving a Simplified Residential Zoning Variance for Rear Yard Building Setback Relief in the “R-2” Single Family Residence District, 10011 Marvin Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is requesting ±13.8 feet of relief beyond the 40-foot rear building setback line to accommodate the construction of a 14’ x 12’ three-season room addition to the single-family residence located at 10011 Marvin Drive. The property is zoned “R-2” Single Family Residence District.

Staff Analysis

The proposed 14' x 12' three-season room addition will encroach ±13.8-feet beyond the 40-foot rear building setback line. The proposed single story three-season room will be constructed with roofing and siding materials to match the existing residence. If the variance is approved and the addition is constructed in the rear setback, the new rear yard setback would be reduced ±35% from the required 40' to ±26.2'.

Zoning Board of Appeals

The Zoning Board of Appeals reviewed the petitioner's request at a public hearing on November 8, 2021, with no members of the public speaking in opposition to the request, the Zoning Board of Appeals unanimously recommended approval of the request by a vote of 7 to 0 subject to the following condition:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.

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 10011 Marvin Drive.**

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

- c) Discussion - Village of Huntley Property Tax Levy Policy Direction for the 2021 Tax Levy for Taxes Payable in 2022

Director of Finance Cathy Haley reported that the Village Board must approve the annual property tax levy in sufficient time to file the approved property tax levy ordinance with the County Clerks by Tuesday December 28, 2021.

Staff Analysis

The Village's current financial policies state:

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

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

3. *Levy for general obligation (GO) bond principal and interest less abatements.*
4. *Levy to support General Fund operations including Police, Public Works & Engineering, Streets, Fleet & Underground Utilities, Building & Grounds, Development Services, Finance, Human Resources, Information Technology and Village Manager's Office. The annual increase for this component tie to additional dollars available for new growth.*
5. *Levy to fund additional personnel as determined by the Village Board.*

The following options abide by these financial policies and are based on the current Estimated Assessed Valuation (EAV) Reports from McHenry and Kane Counties. EAV represents 33.3% of total fair market value.

Financial Impact

McHenry County is estimating a 4.85% increase in valuation, of which \$11,685,043 (1.82%) is attributable to new construction. Kane County is estimating a small increase of 1.88%, of which \$1,481,399 (.44%) is attributable to new construction. Total combined increase in the EAV is 3.82%.

<b>2012</b>	\$711,860,053	-9.98%	<b>2017</b>	\$871,310,736	6.08%
<b>2013</b>	\$673,475,479	-5.39%	<b>2018</b>	\$903,893,405	3.74%
<b>2014</b>	\$678,590,982	0.76%	<b>2019</b>	\$950,676,740	5.18%
<b>2015</b>	\$727,796,554	7.25%	<b>2020</b>	\$981,005,463	3.19%
<b>2016</b>	\$821,394,208	12.86%	<b>2021</b>	\$1,018,493,759	3.82%

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

	<b>2020 Tax Levy Extensions</b>	<b>2022 Budgeted Dollars</b>	<b>Difference</b>
IMRF	\$250,000	\$333,059	(\$83,059)
Social Security	\$250,000	\$467,033	(\$217,033)
Liability Insurance	\$250,000	\$335,735	(\$85,735)
Police Pension	\$1,198,846	\$1,242,497	(\$43,651)

Costs for the Police Pension Fund and IMRF are based on calculations done by a third party actuary. This year's actuarial calculation costs for the Police Pension Fund obligation increased by \$43,651 in part due to a statutory requirement that the Village's pension fund be at least 90% funded by 2040.

OPTION #1 – Increase for Police Pension Fund Levy Requirement

Increasing the levy line for the Police Pension Fund Village obligation shows a total increase to the Village's levy of 0.91%. This dollar increase in conjunction with the overall increasing EAV shows the limited tax rate decreasing from .4892 to .4755 per \$100 of assessed valuation as shown in the chart below.

<b>2021 REQUESTED TAX LEVY - Police Pension Levy Requirement Increase</b>	<b>2020 Tax Levy Request</b>	<b>2021 Tax Levy Request</b>	<b>\$ Increase/ Decrease over prior year</b>	<b>% Increase/ Decrease over prior year</b>
Corporate	\$2,850,110	\$2,850,110	\$0	0.00%
IMRF	\$250,000	\$250,000	\$0	0.00%
Social Security	\$250,000	\$250,000	\$0	0.00%
Liability Insurance	\$250,000	\$250,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$1,198,846	\$1,242,497	\$43,651	3.64%
<b>TOTAL</b>	<b>\$4,798,956</b>	<b>\$4,842,607</b>	<b>\$43,651</b>	<b>0.91%</b>

<b>Levy Year</b>	<b>Limited Rate</b>	<b>EAV</b>	<b>Dollars</b>	<b>Increase</b>
2020	0.4892	\$981,005,463	\$4,798,956	
2021 est.	0.4755	\$1,018,493,759	\$4,842,607	\$43,651

The chart below shows the impact of option #1 on an individual homeowner with a home value of \$275,000 in 2020 and the estimated increase in value, not including the new construction value, of 2.48% for 2021. This increase is slightly less than the total of the new growth.

**PROPERTY TAX COMPUTATION CALCULATION (=EAV/100) X Tax Rate)  
COMPARISON BETWEEN 2020 AND 2021 - Increase for Police Pension Obligation**

<b>2020 Market Value</b>		<b>2020</b>	<b>2021</b>	<b>Difference</b>
\$ 275,000.00	Home EAV	\$91,667	\$93,940	
	\$/ \$100 EAV	\$916.67	939.40	
	Tax Rate	0.4892	0.4755	
	Tax Bill	\$448	\$447	<b>(\$1) - Annually</b>

**OPTION #2 – Capture All New Growth**

Increasing the levy lines for new growth allows the Village the opportunity to increase the property tax dollars without impacting existing residents. The increased dollars are spread amongst the new construction values. The total increase in the levy would be \$64,409 or 1.34% as shown in the chart below.

<b>2021 REQUESTED TAX LEVY - Increase for New Construction</b>	<b>2020 Tax Levy Request</b>	<b>2021 Tax Levy Request</b>	<b>\$ Increase/ Decrease over prior year</b>	<b>% Increase/ Decrease over prior year</b>
Corporate	\$2,850,110	\$2,870,868	\$20,758	0.73%
IMRF	\$250,000	\$250,000	\$0	0.00%
Social Security	\$250,000	\$250,000	\$0	0.00%
Liability Insurance	\$250,000	\$250,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$1,198,846	\$1,242,497	\$43,651	3.64%
<b>TOTAL</b>	<b>\$4,798,956</b>	<b>\$4,863,365</b>	<b>\$64,409</b>	<b>1.34%</b>

<b>Levy Year</b>	<b>Limited Rate</b>	<b>EAV</b>	<b>Dollars</b>	<b>Increase</b>
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2020	0.4892	\$981,005,463	\$4,798,956	
2021 est.	0.4775	\$1,018,493,759	\$4,863,365	\$64,409
New Construction Kane		\$1,481,399	\$7,247	
New Construction McHenry		\$11,685,043	\$57,162	\$64,409

The impact of option #2 on an individual homeowner with a home value of \$275,000 in 2020 and the estimated increase in value of 2.48% in 2021 is shown below. The overall potential dollar impact remains flat with the rate still dropping due to the overall increased EAV above new construction values.

**PROPERTY TAX COMPUTATION CALCULATION (=EAV/100) X Tax Rate)  
COMPARISON BETWEEN 2020 AND 2021 - Increase for New Construction Only**

2020 Market Value		2020	2021	Difference
\$ 275,000.00	Home EAV	\$91,667	\$93,940	
	\$/ \$100 EAV	\$916.67	939.40	
	Tax Rate	0.4892	0.4755	
	Tax Bill	\$448	\$449	<b>\$1 - Annually</b>

OPTION #3 –Holding the FY20 rate while capturing additional dollars

The Village is a home rule community and levies for dollars. However, in an attempt to hold the 2021 rate the same, the Village can still capture additional dollars based on the increasing overall EAV. This dollar increase equates to \$183,651 as shown in the chart on the next page. The additional dollar amount for the General Fund of \$140,000 would help cover the ongoing operational costs associated with the new staffing in the FY22 Budget. The additional staffing is primarily related to servicing new growth. These new personnel costs are more than \$250,000 annually in wages, which does not include the Village’s increased costs to FICA, Medicare or health insurance.

<i>2021 REQUESTED TAX LEVY - Holding the rate at the FY20 rate</i>	2020 Tax Levy Request	2021 Tax Levy Request	\$ Increase/ Decrease over prior year	% Increase/ Decrease over prior year
Corporate	\$2,850,110	\$2,990,110	\$140,000	4.91%
IMRF	\$250,000	\$250,000	\$0	0.00%
Social Security	\$250,000	\$250,000	\$0	0.00%
Liability Insurance	\$250,000	\$250,000	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$1,198,846	\$1,242,497	\$43,651	3.64%
<b>TOTAL</b>	<b>\$4,798,956</b>	<b>\$4,982,607</b>	<b>\$183,651</b>	<b>3.83%</b>

Levy Year	Limited Rate	EAV	Dollars	Increase
2020	0.4892	981,005,463	\$4,798,956	
2021 est.	0.4892	1,018,493,759	\$4,982,607	\$183,651

This increase would be a total increase to the Village’s levy of 3.83%. The chart below shows the impact of option #3 on an individual homeowner with a home value of \$275,000 in 2020 and the estimated increase in value of 2.48% for 2021. The increase in dollars for a resident would be attributed to the valuation of the home going up while holding the rate the same.

**PROPERTY TAX COMPUTATION CALCULATION (=EAV/100) X Tax Rate)  
COMPARISON BETWEEN 2020 AND 2021 - Holding Tax Rate at the 2020 Rate**

2020 Market Value		2020	2021	Difference
\$ 275,000.00	Home EAV	\$91,667	\$93,940	
	\$/ \$100 EAV	\$916.67	939.40	
	Tax Rate	0.4892	0.4755	
	Tax Bill	\$448	\$460	<b>\$12 - Annually</b>

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

The following schedule will be followed for the 2021 Tax Levy process:

- December 9, 2021 Public Hearing – 2022 Annual Budget, Village Board to approve:
- a.) 2022 Annual Budget
  - b.) 2021 Property Tax Levy Ordinance
  - c.) 2021 Special Service Area Levy Ordinances
  - d.) 2021 Abatement Ordinances

***Mayor Hoeft asked the Village Board for their preference of Options:***

***Trustee Goldman, Option 3; Trustee Holzkopf, Option 3; Trustee Kanakarlis, Option 3; Trustee Kittle, Option 3; Trustee Leopold, Option 3; Trustee Westberg, Option 2; and Mayor Hoeft, Option 3.***

- d) Consideration – A Resolution Approving a Six Month Construction Period Extension for the Completion of the Hampton Inn, 13000 Rt. 47

Deputy Village Manager Lisa Armour reported that the Village Board approved Ordinance (O)2020-07.48 on July 23, 2020, authorizing approval and execution of a Business Development Agreement between the Village of Huntley and Woodstock Hotel, Inc. to assist with the development of a Hampton Inn on 3.7 acres of the former Home Depot site at Huntley Crossings Phase I. The agreement was amended by Ordinance (O)2020-10.64 on October 8, 2020.

Staff Analysis

The terms of the agreement regarding completion date are as follows per Section 4, (c):

Owner shall, not later than December 31, 2021 (“Construction Period”): (i) complete the Project in substantial conformity with the Plans, obtain a final certificate of occupancy for the Hotel (the issuance of which shall not be unreasonably delayed by the Village), and open the Hotel to the public and commence regular operation of the Hotel; provided, however, that if the Owner is diligently pursuing construction, then the Construction Period may be extended by up to six months in the reasonable discretion of the Village Board. If construction or occupancy is delayed as a result of a Force Majeure Event, then the Construction Period shall be extended by the number of days during which the Force Majeure Event occurred.

Staff is in receipt of a letter from the Owner requesting the six month extension of time to complete construction and open the hotel for occupancy. Stated reasons include subcontractor and equipment provider supply chain issues.



Legal Analysis

Per the terms of the Business Development Agreement, the Village Board may extend the completion date of December 31, 2021 for a six month period (June 30, 2022).

Deputy Village Manager Armour reported that Henry Patel was in attendance to answer questions.

Mayor Hoeft asked Mr. Patel if he had anything he would like to add to the report or just take questions. Mr. Patel stated he would be happy to answer questions.

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

Trustee Goldman complimented Mr. Patel for enduring construction during the pandemic with supply chain issues, lack of workers and did not see any reason to not approve Mr. Patel's request up to 6-months. Trustee Goldman stated that she hopes the hotel is open by Easter and stated that she is proud that he is bringing this hotel to Huntley.

Trustee Westberg stated that he sees issues with lack of contractors and the commitment from them to get things done. Trustee Westberg said he hopes the hotel gets completed in the 6-months. Trustee Westberg stated that the hotel is looking good and to keep going.

Trustee Holzkopf stated that she is fine with the 6-month extension request but asked if Mr. Patel thought the 6-month extension will be enough to get it open. Mr. Patel stated that he hopes the extension is enough because the sooner it opens the better.

Trustee Kanakaris stated that he supports the extension request and thanked Mr. Patel for bringing an over \$10M investment to Huntley.

Trustee Leopold asked what the problems were in getting it completed. Mr. Patel stated it was getting building materials, installation, and fiber optics. Trustee Leopold asked if getting furniture is an issue as well. Mr. Patel stated there is also a delay in delivery of furniture. Mr. Patel invited the Board to come and see the progress that is made at the hotel. Trustee Leopold thanked Mr. Patel for bringing a hotel to Huntley and urged him to do whatever it takes to get it open by June 30<sup>th</sup>.

Trustee Kittel stated that he appreciates Mr. Patel's commitment to Huntley and would like to receive regular progress updates.

Mayor Hoeft stated that he will not be happy if Mr. Patel returns with a second extension request but he approves of this extension request as long as the Board receives monthly updates. Mayor Hoeft also stated that should Mr. Patel return with another extension request they will have to review the incentive package.

There were no additional comments or questions.

**A MOTION was made to approve a Resolution Approving a Six Month Construction Period Extension for the Completion of the Hampton Inn, 13000 Rt. 47.**

**MOTION:** Trustee Westberg

**SECOND:** Trustee Goldman

**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

**NAYS:** None

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

- e) Conceptual Review – Proposed Site Plan and Building Elevations for a Warehouse/Distribution Building on Approximately ±44.5 Acres Located Near the Northwest Corner of Route 47 and Jim Dhamer Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Venture One Real Estate (Venture One) has approached the Village about constructing a 729,600 square foot speculative warehouse/distribution building on ±44.5 acres near the northwest corner of Route 47 and Jim Dhamer Drive. The subject site was recently rezoned to “BP” Business Park on August 26, 2021 (Ordinance (O)2021-08.38). The “BP” zoning district allows warehousing, storage, and distribution as a Special Use. The developer would be requesting that a special use permit for warehouse/distribution be granted for the speculative use of the building.

The proposed plan to develop the site would require the following review and approval from the Plan Commission and Village Board:

1. Plat of Subdivision
2. Preliminary/Final Planned Unit Development
3. Special Use Permit for Warehousing, Storage and Distribution

The review process would include a Plan Commission public hearing, which requires notification of surrounding property owners. Village Staff is scheduled to meet with neighborhood representatives on Tuesday, November 16<sup>th</sup>.

#### *Site Plan*

Venture One is proposing to construct a ±729,600 square foot warehouse/distribution building along Jim Dhamer Drive. The site would include 544 parking spaces and 78 semi-trailer parking spaces located to the south of the building. There are no semi-trailer parking spaces located north of the building. Access to the site is currently proposed from four curb cuts on Jim Dhamer Drive, although the plan has yet to be reviewed by the Village’s traffic consultant and is subject to change.

Stormwater management is proposed along the east and north lot lines of the property, adjacent to the existing wetlands and Eakin Creek floodplain. The property would be separated from Sun City Neighborhood 32 by approximately 388 feet of “P” Parks and Open Space zoning. There would be approximately 655 feet of separation from Neighborhood 32 and the truck court, and approximately 795 feet between the Neighborhood 32 and the proposed building. The petitioner has proposed to screen the development from the north with a screen fence and landscaping, in addition to the existing vegetation within the Parks and Open Space zoned property. The petitioner has provided renderings and photos to depict the view of the building from Neighborhood 32.

#### *Building Elevations*

The proposed building elevations primarily consist of precast concrete panels with up to 124 truck docks divided between the north and south building elevations. Office spaces are proposed at the southeast and northwest corners of the building and would be accented with windows. The building would have an overall height of 45 feet, which conforms to the maximum allowed height in the “BP” zoning district. The design of the building would allow for more than one tenant.

### Strategic Plan Alignment

The 2022-2025 Strategic Plan identifies “*Strong Local Economy*” as a Strategic Focus, and “location of choice for new and expanding businesses of all sizes” as a goal. The Weber global distribution center located on Freeman Road would be a comparable building. The 2021 tax bill, prior to abatements by District 300 and the Village, was \$975,201, with the Village receiving \$60,740 annually (prior to abatement, which ended with the 2021 tax bill).

### Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed development plan. 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.

Director Nordman stated that the developer was in attendance to answer questions.

Mayor Hoeft asked resident Conrad Barda, 13521 Windy Prairie, if he would still like to make a Public Comment. Mr. Barda thanked the Village Board for allowing him to comment. Mr. Barda asked if trucks will be idling on the north side of the building as he is very concerned about the noise as his home is the closest. Regarding the vegetation, who will be maintaining it? Mr. Barda noted that the property is on a bluff and asked for as much vegetation as possible.

Mayor Hoeft invited Ryan Stoller and Mark Gardner from Venture One to the podium to make a comment and answer questions.

Mr. Stoller stated that they are excited about this opportunity and that they met with Staff to address items of concern. Mr. Stoller stated that they will not be removing any existing trees in the green space and they will supply additional trees. They will also build a screen wall along the entire north side of the property for sound mitigation and view. Mr. Stoller stated that they are trying to make the building attractive.

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

Trustee Goldman asked if there will be trucks 24/7. Mr. Stoller stated they do not have a specific user but generally this site would have a 2-shift operation and all of the trucks will come straight off of Route 47 to Dhamer Drive to the site.

Trustee Goldman asked if they are looking for one company or more for the site. Mr. Stoller stated that the design could be divided into two (2) users.

Trustee Westberg asked about the materials of the screen wall. Mr. Stoller stated that it will be a solid wood fence and that the building may also act as a sound barrier from I90 noise. Trustee Westberg asked about the height of the screen wall. Mr. Stoller stated that they usually are 8-10 feet tall. Trustee Westberg stated that he wants the fence to be 10 feet tall to block the lights. Trustee Westberg stated that he wants 5” caliper trees planted.

Trustee Goldman stated that the wetlands around the building are protected. Mr. Stoller stated that they will not be touched or encroached upon.

Trustee Westberg asked if this site was in School District 158; Director Nordman stated that it was in D158.

Trustee Westberg reiterated that he wants larger trees planted and a taller fence.

Trustee Holzkopf thanked Mr. Barda for his comments. Trustee Holzkopf asked about the truck stall procedure. Mr. Stoller reported that the trucks will come in and unload (inbound/outbound) and this typically is done in two (2) shifts. Trustee Holzkopf stated that she wants the height of the fencing to block the headlights and she wants a dense berm. Mr. Stoller stated that they will have a lot of evergreens planted.

Trustee Kanakaris asked about the on-site lighting. Mr. Stoller stated that the new lighting is very efficient. Trustee Kanakaris stated that he liked building lighting; Mr. Stoller stated that he also wants the building to look nice. Trustee Kanakaris stated that he does not want a wood fence but a Trex fence.

Trustee Leopold stated that this project fits right in with the Dhamer Drive area plans and he appreciates them working with the Village.

Trustee Kittel stated that he appreciates the plan for landscaping.

Mayor Hoeft asked what the investment numbers were for this project; Mr. Stoller stated +/- \$70M. Mayor Hoeft stated that he was okay with the Trex fencing but wants it at 10 feet in height on a 2-foot berm. Mr. Stoller stated that he is working on the civil engineering plan. Mayor Hoeft stated that he appreciates them working with the neighbors.

Trustee Kittel asked what percentage would be refrigerator trucks. Mr. Stoller stated that usually it would be a dry user and not refrigeration.

Resident Gary Gartrell asked to make a comment. Mr. Gartrell noted the north side of the building and asked if it would be inbound or outbound. Mr. Stoller stated that would be a user-specific use and couldn't answer that at this time. Mr. Gartrell stated that if the north side is inbound they would have a lot of noise with idling trucks.

Mr. Barda asked if this site could be a manufacturer; Mr. Stoller stated that it is planned for distribution but could possibly have light industrial.

There were no other comments or questions.

***No action was taken on this agenda item as it was conceptual review.***

- f) Discussion – Presentation by Applied Pavement Technology, Consultant for Chicago Metropolitan Agency for Planning (CMAP), on the Pavement Management Program

Director of Public Works and Engineering Timothy Farrell reported that the Chicago Metropolitan Agency for Planning (CMAP) has partnered with agencies throughout the Northeastern Illinois region to promote and support asset management at the local level through its pavement management program

(PMP). Pavement management is a form of asset management which seeks to optimize life-cycle costs of achieving and sustaining a desired target pavement condition. Prioritized investment guides CMAP's approach to addressing the region's infrastructure investments as a core focus of ON TO 2050, the region's comprehensive plan.

#### Staff Analysis

On February 22, 2018, the Village Board authorized submittal of an application for the CMAP Pavement Management Plan Call for Projects. The Village was notified and a Memorandum of Understanding between CMAP and the Village of Huntley was executed on February 12, 2021 for the Pavement Management Program – Round 4.

To assist local agencies with asset management implementation, CMAP engaged contractors to develop a customized pavement management system (PMS) tailored to each municipality. CMAP hired Applied Pavement Technology (APTech) to collect pavement condition data and implement the PAVER PMS for four local agencies including the Village of Huntley in Round 4. APTech worked closely with Village staff to define the road network in the PMS, collect pavement condition data, configure the PMS with treatment strategies and performance models, and perform budget scenario and work planning analyses. The deliverable is a PMP report that can be used as a basis for updating the 5-year street improvement capital program.

#### Financial Impact

Funding for the program is from federal transportation planning funds through CMAP. The Village is not responsible for any of the costs associated with the development of the PMP. The value of the PMP is estimated at \$65,000.

Todd Schmidt from Applied Pavement Technologies reviewed a Power Point presentation of their findings and recommendations.

Village Manager David Johnson reported that 75% of the new home rule sales tax revenue is put towards pavement management.

***Action was not required for this item as it was a presentation.***

- g) Consideration – Resolution Approving the Purchase of Road Rock Salt from Compass Minerals America, Inc. through the State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program

Director of Public Works and Engineering Timothy Farrell reported that the Village has received notification from the Department of Central Management Services (CMS) for participation in the 2021-2022 Bulk Rock Salt Joint Purchasing Contract, BidBuy CMS Contract #22-416CMS-BOSS4-P-30920.

#### Staff Analysis

The Village routinely purchases rock salt through the State of Illinois CMS Joint Purchasing Program. On an annual basis, CMS competitively bids rock salt purchases that secure more effective pricing than agencies individually purchasing rock salt on the open market due to economies of scale.

The FY22 bulk rock salt contract from the CMS joint bid is with Compass Minerals America, Inc. at a bid price of \$53.30 per ton. This represents an increase of \$6.49 (14%) from the unit price last season of \$46.81 per ton. The contract allows for the purchase of a range of 80% - 120% of the purchase

commitment quantity. The Village commitment would be 3,000 tons of rock salt. With a maximum purchase amount of 3,600 tons, the maximum total cost is approximately \$191,900.

#### Financial Impact

The FY22 budget will be presented to include funding in the General Fund, line item 100-60-61-7215 for snow and ice materials.

#### Legal Analysis

The State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program meets bid requirements.

Mayor Hoeft asked how much salt the Village currently has; Director Farrell reported about 1,500 tons.

Mayor Hoeft 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 Road Rock Salt from Compass Minerals America, Inc., through the State of Illinois Department of Central Management Services (CMS) Joint Purchasing Procurement Program.**

**MOTION: Trustee Kittel**

**SECOND: Trustee Kanakaris**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

h) Transmittal of Third Quarter for FY2021 Financial and Investment Reports for the Village of Huntley

Director of Finance Cathy Haley reviewed the following:

#### General Fund Revenues

- 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 third quarter for FY21, General Fund revenues exceed total fiscal year budgeted revenues by \$74,408. This can be primarily attributed to building permit revenue. At the end of September building permit revenue was at \$1,034,501 compared to the budgeted amount of \$300,000.
- 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 September 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 seven months worth of collections for this September 30, 2021 report. These seven months of revenue totals \$2,661,111 vs. \$1,996,005 for the same period last year. This is a 33% increase. Minus the sales tax rebate, total sales tax dollars and year-to-date FY21.

- Income Tax Revenue - Income tax receipts are trending in well ahead of budgeted parameters at 104% through September 30, and trending ahead of FY20 receipts by more than 40%. The impact of the pandemic along with the possible reduction from the State has not negatively impacted this revenue stream to date.

#### Other Revenue Sources

**Local Use Tax** - Local Use Tax is trending ahead of budgeted parameters at 82%. At this third quarter of FY21, 75% 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.

**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 seven months of collections for this September 30, 2021 report. Collected amounts equal \$193,786 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 third quarter of FY21 at 89%. This revenue is split between the General Fund and the Downtown TIF Fund. Displayed below are revenues through September 30, 2021. Due to the COVID19 pandemic, FY20 includes four months of zero receipts.

**Police Fines & Fees** - Police fines are trending in at 70% of budget through September 30, 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 September 30, 2021 are well ahead of budget at \$1,034,501 or 345% in this third quarter. At the current rate, revenues are expected to be the highest in the last six years.

**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 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 July have been collected so far in FY21 and total \$1,329,788.

**Conclusion** - At the end of the third quarter for FY21, General Fund revenues are trending in ahead of budget. On September 30, 2021, revenue collection equaled 101% of the annual budget.

#### General Fund Expenditures

General Fund Expenditures account for the daily 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 third quarter for FY21, General Fund Expenditures are at 74% of budget. Overall, the General Fund is operating within the parameters of budgeted dollars. The charts below display General Fund expenditures by department and category type.

Water and Wastewater Revenues

Water and Wastewater revenues are customer user based charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the third quarter for FY21 both water operating revenue and wastewater operating revenue are coming in ahead of budgeted parameters at 91% and 85% respectively. This revenue stream is seasonal and shows an increase in the summer months when usage is higher, especially for irrigation use.

Revenue and Expenditure Report

Overall revenues are coming in strong across all funds and expenditures are coming in within budget expectations. 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 Hoeft asked if the Village Board had any comments or questions.

Trustee Leopold stated that it was a good report with revenue streams in good shape.

***It was the consensus of the Village Board to accept and place on file the Third Quarter FY2021 Financial and Investment Reports for the Village of Huntley.***

- i) Consideration – A Resolution Approving a Task Order for January 1, 2022 through December 31, 2022 with Advanced Business Networks, Inc. (ABN) for Information Technology Support Services

Deputy Village Manager Lisa Armour reported that the Village employs one full-time staff person who serves as the Information Technology Manager. The Village supplements its information technology services through the use of an outside consultant. These services include software, hardware, network infrastructure, network security, telecommunications, and organization-wide information technology needs of the Village. Advanced Business Networks (ABN) of Mundelein has provided assistance to the Village in managing the computer network and associated technology needs for the past several years, including monitoring the system to prevent security breaches. ABN provides similar services to a number of other municipalities in Lake and McHenry Counties.

The Village’s IT inventory consists of the following:

Component	Number
Computers and Laptops	135
Servers	23
Police Cars / Mobile Laptops	15
WIFI Access Points	14
Cisco ASA Firewalls	3
Routers	7



Switches	9
Desk Phones	113
APC UPS Systems	7
Apple iPads	21
Apple iPhones	56
Printers, Copiers and Fax Machines	30

#### Staff Analysis

The Village Board approved a Master Contract with ABN that formalized the service arrangement between the Village and ABN with the initial contract that ran from January 1, 2020 through December 31, 2020. The contract automatically renews for additional one-year periods and coincides with the fiscal year of the Village upon the same terms and conditions as set forth in the contract, with exception of the billing arrangements identified in the annual Task Order, which is supplemental to the Master Contract. The Village has the option and the right, upon 14 days written notice to the other party, to terminate and revoke the contract at any time and for any reason. ABN has the option and right, upon 45 days written notice to the Village, to terminate and revoke the contract at any time for any reason. ABN has been an invaluable partner to the Village and wishes to extend the master contract for 2022.

#### Strategic Plan Alignment

The 2022-2025 Strategic Plan identifies *Forward Looking Community* as a strategic focus, and “innovation and implementation of technology to enhance service delivery” as a goal.

#### Financial Impact

ABN provides a 20% discount by purchasing blocks of pre-paid project hours over 300 hours and a discount for dedicated on-site personnel. The number of on-site days has been increased from three days (24 hours per week) to five days per week (40 hours per week) for 2022 to address the increasing technology service requirements for all departments. Project and special hours do not have an expiration date. These costs are spread across all departments and the total amount budgeted for in FY22 is \$50,400 for 350 project hours (to be purchased at a later date) and \$180,000 for on-site days billed monthly at \$15,000 per month. The task order is subject to the funding level as authorized by the FY22 budget.

#### Legal Analysis

The Village Attorney reviewed the master contract at the time of adoption in 2019.

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

Trustee Westberg asked when the last penetration test was performed; Deputy Village Manager Armour reported that it was done in 2020.

Trustee Westberg asked if the Village is PCI compliant; Deputy Village Manager Armour stated that it is compliant.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Approving a Task Order for January 1, 2022 through December 31, 2022 with Advanced Business Networks, Inc. (ABN) for Information Technology Support Services.**

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

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Hoeft reported that the next Village Board meeting is scheduled for December 2<sup>nd</sup>.

A reminder that the Park District is having a retirement party for Thom Palmer at Pinecrest on December 1<sup>st</sup>.

**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 8:55 p.m.

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

Respectfully submitted,

Barbara Read  
Recording Secretary