

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
MEETING MINUTES  
April 14, 2022**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, April 14, 2022 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, and JR Westberg.

**ABSENT:** Trustee Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Finance Cathy Haley, Director of Development Services Charles Nordman, Chief of Police Robert Porter, Management Assistant Barbara Read, Information Technology Manager Karl Schmidt and Village Attorney Betsy Gates-Alford.

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

**SPECIAL PRESENTATIONS:** None

**PUBLIC COMMENTS:** None.

**CONSENT AGENDA:**

All items listed under Consent Agenda are considered to be routine by the Village Board and may be approved and/or accepted by one motion with a Roll Call Vote. If further discussion is needed, any member of the Board may request that an item be moved off of the Consent Agenda to Items for Discussion and Consideration.

- a) Consideration – Approval of the February 24, 2022 Village Board, March 10, 2022 Village Board, and March 24, 2022 Village Board Meeting Minutes
- b) Consideration – Approval of the April 14, 2022 Bill List in the Amount of \$369,946.60
- c) Consideration – A Resolution to Enter into an Agency Communications Service Agreement between Southeast Emergency Communications (SEECOM) and the Village of Huntley for 911 Dispatch Services
- d) Consideration – A Resolution Waiving the Bid and Authorizing the Purchase of Lighting Materials from Steiner Electric for the 2022 LED Street Light Program in the Amount of \$330,470
- e) Consideration – An Ordinance Authorizing the Ceding of Private Activity Bonding Authority to the Upper Illinois River Valley Development Authority (UIRVDA)

- f) Consideration – A Resolution Amending the Village of Huntley Purchasing Manual Section III, “Service Contracts,” and Section IV “Bidding Procedures”

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

**A MOTION was made to approve the April 14, 2022 Consent Agenda.**

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

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

Mayor Hoeft reported that Staff will present the next three agenda items pertaining to 11117 S. Church Street, as one presentation, but there will be three separate motions requested once the discussion is complete.

- a) Consideration – A Resolution Approving and Authorizing Execution of a Property Purchase and Sale Agreement with Huntley Mill Associates, LLC for a Portion of the Property Located at 11117 S. Church Street

Deputy Village Manager Lisa Armour began the presentation and stated that the Village Board approved the Downtown Revitalization Plan in September, 2010 and has worked diligently to implement the plan. A fundamental component of the Downtown Plan is the redevelopment of properties. In 2017 the Village purchased the Catty property at 11117 South Church Street with the intent of revitalizing and redeveloping the property. The Downtown Plan identified the site as a future redevelopment site suited for multi-family residential. Per Village Board direction on July 8, 2021, the Village requested Letters of Interest (LOI) in the property from parties that had recently expressed interest in acquiring the property. The Village received three responses to the LOI. One respondent previously submitted a proposal to a similar request in late 2019, with two additional proposals also submitted. The Village Board identified True North Properties (“Developer”) as the preferred party to continue discussions with for the sale and redevelopment of the Catty property (the developer has established Huntley Mill Associates, LLC as the corporate entity for ownership of the property). The proposed use of the building is for 37 apartment units.

The Developer appeared before the Village Board on December 2, 2021, with a concept plan that included renovation and re-use of the existing building with 17 studio, 16 1-bedroom, and four 2-bedroom units for a total of 37 units, and the construction of five new three-flat rental unit buildings, for a total of 15 units. Based upon discussion with the Village Board, the developer eliminated the proposed new units and has presented a development application to renovate the existing building to accommodate up to 37 apartment units of studio, one-bedroom, and two-bedroom units.

The site is currently zoned “M”- Manufacturing. The site would be rezoned and developed as a planned unit development. Zoning approvals and other prerequisites for completing the sale of the property to the

Developer are detailed in a Redevelopment Agreement. The property to be conveyed does not include the parking lot to be constructed on the east side of the site. The parking lot will be built by the Village, which will retain ownership of the lot to accommodate public parking and parking for the apartments.

#### STAFF ANALYSIS

Per the terms and conditions of the PSA, the Village would agree to sell a portion of the property (the building footprint and approximate 5-10 feet perimeter, approximately 0.678 acres) to the Developer for \$100,000 subject to satisfaction of certain contingencies, including the following key items: (i) Village Board and Developer approval of a redevelopment agreement for the project; (ii) Village Board approval of the Developer's petition for required development approvals to accommodate the development as proposed; (iii) Developer having provided a performance bond or irrevocable letter of credit for 110% of the cost to complete the building shell; and (iv) Developer applying for a building permit to begin work on the project. The redevelopment agreement and development petition are addressed under separate agenda items. The redevelopment agreement also establishes obligations of both the Village and Developer for redevelopment of the property.

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "Strong Local Economy" as a strategic focus and the following goals: "Location of Choice for Residents," and "A Vibrant Downtown Gathering Place." The addition of housing units in the downtown would create diversity in available housing options.

#### FINANCIAL IMPACT

The Village will sell the property to the developer for \$100,000. No TIF assistance has been requested by the developer. The preliminary estimated private investment in the project is approximately \$5 million.

#### LEGAL ANALYSIS

The Village Attorney has reviewed the Purchase and Sale Agreement and prepared the resolution for Village Board consideration.

Deputy Village Manager Lisa Armour continued with the second petition for the property at 11117 S. Church Street.

- b) Consider– An Ordinance Authorizing the Approval and Execution of a Redevelopment Agreement between the Village of Huntley and Huntley Mill Associates LLC for the Redevelopment of the Property at 11117 S. Church Street

Deputy Village Manager Lisa Armour said the Village Board approved the Downtown Revitalization Plan in September, 2010 and has worked diligently to implement the plan. A fundamental component of the Downtown Plan is the redevelopment of properties. In 2017 the Village purchased the Catty property at 11117 South Church Street with the intent of revitalizing and redeveloping the property. The Downtown Plan identified the site as a future redevelopment site suited for multi-family residential. Per Village Board direction on July 8, 2021, the Village requested Letters of Interest (LOI) in the property from parties that had recently expressed interest in acquiring the property. The Village received three responses to the LOI. One respondent previously submitted a proposal to a similar request in late 2019, with two additional proposals also submitted. The Village Board identified True North Properties ("Developer") as the preferred party to continue discussions with for the sale and redevelopment of the Catty property (the developer has established Huntley Mill Associates, LLC as the corporate entity for ownership of the property). The

proposed use of the building is for 37 apartment units. The Village intends to sell a portion of the property that consists primarily of the building, excluding the proposed new public parking lot, to the Developer subject to a purchase and sale agreement, which is included as a separate agenda item for Village Board consideration.

#### STAFF ANALYSIS

Per the authorization granted by the Village Board on September 9, 2021, the Village has negotiated a Redevelopment Agreement with the Developer to facilitate the redevelopment of the property at 11117 S. Church Street for the uses as described above.

Important project elements and key points of the Redevelopment Agreement are as follows:

- a) The renovation and conversion of the existing building to accommodate up to 37 apartment units (17 studio, 16 1-bedroom, and four 2-bedroom units)
- b) At closing, the Developer is required to establish a construction escrow account and deposit 100% of the estimated costs to complete the building shell portion of the project
- c) Developer will commence construction within 30 days after closing, with substantial completion by April 30, 2023
- d) If Developer fails to substantially complete the project by April 30, 2023, Developer will pay the Village liquidated damages in the amount of \$100 per day until such work is completed
- e) The Village will complete the adjacent public parking lots by April 30, 2023
- f) The developer shall furnish to the Village a performance bond in the amount of 110% of the estimated cost of completion of the building shell to ensure its completion in the event that the developer is unable to complete the construction
- g) The Village agrees to waive all building permit fees, water and sewer connection/tap-on fees, and impact and transition fees
- h) The Village will install a new sanitary sewer service line to the building
- i) Developer presentation of project construction progress reports on a monthly basis

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “Strong Local Economy” as a strategic focus and the following goals: “Location of Choice for Residents,” “Location of Choice for New and Expanding Businesses of all Sizes,” and “A Vibrant Downtown Gathering Place.” The addition of housing units in the downtown would create diversity in available housing options.

#### FINANCIAL IMPACT

Important financial issues addressed in the Redevelopment Agreement include:

- a) Total project cost of at least \$5,000,000
- b) Village sells the land to the developer for \$100,000
- c) The Developer will provide performance security in the Village’s favor in the amount of 110% of the estimated cost of completion of the building shell
- d) All building permit fees, water and sewer tap-on fees, and impact and transition fees waived
- e) The building is currently tax-exempt. Any new tax generated above the base EAV will generate revenue in the TIF Fund. The Village will retain 100% of any increment generated.

#### LEGAL ANALYSIS

The Redevelopment Agreement was prepared by the Village Attorney and all is in order for Village Board approval.

Deputy Village Manager Lisa Armour requested Director of Development Services Charles Nordman to make the third petition presentation for the Redevelopment of the 11117 S. Church Street property.

- c) Consideration – An Ordinance Approving (i) a Map Amendment to rezone 11117 S. Church Street from “M” Manufacturing to “R-5” Multiple Family Residential; (ii) a Special Use Permit for a Multiple Family Dwelling – 21 to 50 units; (iii) a Preliminary and Final Plat of Subdivision; and (iv) a Special Use Permit for a Preliminary and Final Planned Unit Development, including any necessary relief

Director of Development Services Charles Nordman reviewed a power point presentation and stated the Village Board approved the Downtown Revitalization Plan in September, 2010 and has worked diligently to implement the plan. A fundamental component of the Downtown Plan is the redevelopment of properties. In 2017 the Village purchased the Catty property at 11117 South Church Street with the intent of revitalizing and redeveloping the property. The Downtown Plan identified the site as a future redevelopment site suited for multi-family residential.

The Catty property is located in the Downtown TIF District. The Village Board previously approved a TIF Redevelopment Plan for the Downtown TIF District, and a fundamental component of that Plan is rehabilitation and redevelopment of qualified redevelopment project sites within the TIF. The Village Board has identified the Catty property (and the existing building, which has been vacant for several years) as a redevelopment priority under the TIF Redevelopment Plan. Since acquiring the property in 2017, the Village has undertaken environmental remediation and other site preparation work to prepare the Catty property and building for successful rehabilitation and redevelopment for new occupancy.

The requested development actions for consideration by the Village Board are to accommodate the proposed conversion of the existing building to 37 apartment units. The building is proposed to be named “The Cornell,” a historical reference to the building previously being used as a Cornell Brothers Milk Condensing Factory.

#### STAFF ANALYSIS

##### *Map Amendment*

The proposed map amendment will rezone the ±2.62-acre property from “M” Manufacturing to “R-5” Multiple Family Residence to accommodate the proposed reuse of the building for apartments. The Village’s Downtown Revitalization Plan identified the property for multi-family residential in order to increase the residential density in the core downtown. The proposed rezoning is consistent with the recommendations of the Downtown Revitalization Plan.

##### *Special Use for a Multiple Family Dwelling*

The “R-5” Multiple Family Residence District allows Multiple Family Dwelling containing 21 to 50 units as a special use. The conversion of the building to multi-family residential will create 37 apartment units within the building, therefore requiring approval of a special use by the Plan Commission and Village Board. The 37 proposed apartment units will consist of 17 studio, 16 1-bedroom, and four 2-bedroom units.

### *Preliminary and Final Plat of Subdivision*

The proposed plat of subdivision will resubdivide the existing parcel to create two lots. Lot 1, which will be sold to Huntley Mill Associates, LLC, (the developer, True North Properties, Inc., has established Huntley Mill Associates, LLC as the corporate entity for ownership of the property) is being created for the existing building and will primarily consist of the building's footprint and a small area of property surrounding it. The remaining property is identified as Lot 2 and will remain under the Village's ownership. Lot 2 will be utilized for expanded parking areas to accommodate the apartments and downtown businesses subject to a future Zoning Code text amendment to clarify that public parking is a permitted use in the "R-5" Zoning District.

The "R-5" Multiple Family Residence District requires a minimum lot area of 80,000 square feet for a Planned Unit Development (PUD) and 40,000 square feet for other uses. It also requires a minimum lot width of 275 feet for Lot 1 and 150 feet for Lot 2 based on the proposed use of the lots. The proposed PUD for Lot 1 (the lot created for the existing building) will have an area of  $\pm 29,529$  square feet and lot width of  $\pm 319.87$  feet. Lot 2 (to be utilized for parking areas) has an area of  $\pm 84,386$  square feet and lot width of  $\pm 329$  feet. As proposed, Lot 1 conforms to the minimum required lot width, but requires relief for a lot area of less than 80,000 square feet. Lot 1 also requires relief because it will not have direct street frontage as required by the Subdivision Ordinance. Lot 2 conforms to both the minimum required lot area and width to be utilized for a parking area.

### *Preliminary and Final Planned Unit Development*

The Preliminary and Final Planned Unit Development is requested for the Lot 1 only, which consists of the existing building. The proposed plans for the Village's property (Lot 2) are preliminary and will be presented for site plan review by the Plan Commission and Village Board in the near future, along with the aforementioned text amendment for public parking. The parking improvements would be constructed concurrently with the renovation of the building.

### *Building Elevations*

The proposed elevations call for repairing the building where brickwork has deteriorated and also removing several small appendages that have been added to the building over the years. The overall structure of the building will remain the same; however, the Developer is proposing to whitewash it due to the multiple types of brick that have been used on the building over the years. The Developer has noted that there are at least four different types of brick on the building and finding matching brick of the same color to make the needed repairs will likely prove difficult. They have explained that whitewashing the building will give it a uniform appearance. Besides whitewashing the exterior of the building, the other noticeable changes will be the addition of a cornice treatment along the top of the building for a portion of the east elevation, and the north and south elevations and the addition of PTAC units (packaged terminal air conditioners) below many of the windows. The units will be covered by a decorative louver. The addition of the cornice treatment was at the request of the Village Board.

### *Site Plan, Parking, and Landscaping*

The preliminary site plan consists of improvements surrounding the building that will be completed by the Village to accommodate additional parking for the downtown and the proposed apartments. The site and landscape plans presented for Lot 2 are substantially complete but will require final Village approval during the site plan review process.

The new parking will be provided within an expansion of the existing Village parking lot located north of the building and within a new parking lot directly east of the building. Both lots will be Village-owned and available for use by the proposed apartment residents as well as downtown businesses and the public. The parking area to east of the building will provide parking for 52 vehicles and the north parking area will provide an additional 85 parking spaces (137 new spaces total). It is anticipated that apartment residents will be provided vehicle stickers that will allow them to park in the lots overnight.

The proposed landscape plan will provide an extension of the existing 8-foot-tall fence along the rear lot line of the Church Street homes, in addition to the installation of plantings that include Green Mountain Sugar Maples and Triumph Elm trees. The fence and landscaping would also extend across the rear and side of the AT&T building that fronts Church Street to screen that building from view of the subject property and the new parking lot. Additional landscaping on the site includes foundation plantings and parking lot landscaping. An undulating berm is proposed along Church Street to screen the parking lot from the homes to the east. The plan also creates a plaza area to the north of the building that will provide a patio for the building's residents and also a space for a future train depot and platform for the proposed passenger rail service.

The trash enclosure for the building will be located within the parking lot on the east side of the building so it is easily accessible to the residents. The enclosure will be constructed of the same materials used for the existing trash enclosures throughout the downtown (these enclosures are located behind Parkside and Village Inn and adjacent to Sal's Pizza)

#### *Required Relief*

The following relief is being requested as part of the Planned Unit Development. The requested relief is a result of the unique shape of Lot 1 being sized to accommodate the footprint of the existing building and a small area of property surrounding it. There are no proposed additions to the building.

1. The "R-5" Multiple Family Residence District requires a minimum lot area of 80,000 square feet for a Planned Unit Development (PUD). Lot 1 will require relief to have a lot area of  $\pm 30,425$  square feet.
2. The "R-5" district requires a minimum front yard setback of 30 feet. The proposed front yard setback is  $\pm 5.1$  feet. Staff notes there is approximately 125 feet from the building to the Church Street right-of-way.
3. The "R-5" district requires a minimum rear yard setback of 40 feet. The proposed rear yard setback is  $\pm 1$  foot.
4. The "R-5" district requires a minimum corner side setback of 30 feet. The proposed corner side yard setback is  $\pm 5.1$  feet. Staff notes there is approximately 21.9 feet existing between the building and the Mill Street right-of-way.
5. The "R-5" district requires a minimum side yard setback of 10 feet. The proposed side yard setback is  $\pm 5$  feet.
6. The "R-5" district allows a maximum floor area ratio (FAR) of 0.6 (60%). The proposed floor area is approximately 1.0 (100%).
7. The "R-5" district allows a maximum building coverage of 35%. The proposed building coverage is approximately 80%.
8. The "R-5" district allows a maximum impervious coverage of 60%. The proposed impervious coverage is approximately 82%.

9. The Zoning Ordinance requires 2.5 parking spaces per multi-family dwelling unit, requiring 93 parking spaces for the 37 apartments. The parking for the apartment units will be provided in the new Village parking lots adjacent to the building (on Lot 2), with no parking to the north provided on Lot 1.

#### *PLAN COMMISSION RECOMMENDATION*

The Plan Commission conducted a public hearing to consider the petitioner's request on March 14, 2022. Several residents attended the public hearing, but none provided testimony. Following review of the petition, the Plan Commission recommended approval by a vote of 5 to 0, subject to the following conditions:

1. All 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) standards, practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. No building permits, plans, or Certificates of Occupancy are approved as part of this submittal.

#### FINANCIAL IMPACT

The property is located in the Downtown Tax Increment Financing (TIF) District. Any new tax generated above the base EAV will generate revenue in the TIF Fund.

#### LEGAL ANALYSIS

A property sale agreement and redevelopment agreement are being considered as separate agenda items.

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "Strong Local Economy" as a strategic focus and the following goals: "Location of Choice for Residents," and "A Vibrant Downtown Gathering Place." The addition of housing units in the downtown would create diversity in available housing options.

Director of Development Services Charles Nordman said the petitioners, George Ieremciuc Nicholas Ieremciuc and their attorney, Joe Gottemoller, were in attendance and seated at the front table to answer any questions or concerns of the Village Board.

Mayor Hoeft asked the petitioners if they had anything to add before the Village Board made their comments. Mr. George Ieremciuc said that staff did a great job on the presentation and had nothing else to add other than they are excited to get started on the project.

Mayor Hoeft asked if there were any questions or comments. Trustee Kanakaris asked about the location of the dumpster. Director of Development Services Nordman said it provides the easiest access for the residents. Mayor Hoeft asked if the PTAC grate for the air conditioning could be on every window instead of a select few to make it look more uniform. Mr. Ieremciuc said they had already looked into having the grates by each window and will let staff know if it can be done. Mayor Hoeft thanked the petitioner for their help in making this project work and said he is looking forward to the project starting.

Mayor Hoeft asked for a motion approve a Resolution Approving and Authorizing Execution of a Property Purchase and Sale Agreement with Huntley Mill Associates LLC for a Portion of the Property Located at 11117 S. Church Street.



**A MOTION was made to approve a Resolution Approving and Authorizing Execution of a Property Purchase and Sale Agreement with Huntley Mill Associates LLC for a Portion of the Property Located at 11117 S. Church Street.**

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

Mayor Hoeft asked for a motion approve an Ordinance Authorizing Approval and Execution of a Redevelopment Agreement between the Village of Huntley and Huntley Mill Associates LLC for the Redevelopment of the Property at 11117 S. Church Street

**A MOTION was made to approve an Ordinance Authorizing Approval and Execution of a Redevelopment Agreement between the Village of Huntley and Huntley Mill Associates LLC for the Redevelopment of the Property at 11117 S. Church Street**

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

Mayor Hoeft asked for a motion approve an Ordinance Approving (i) a Map Amendment to rezone 11117 S. Church Street from “M” Manufacturing to “R-5” Multiple Family Residential; (ii) a Special Use Permit for a Multiple Family Dwelling – 21 to 50 units; (iii) a Preliminary and Final Plat of Subdivision; and (iv) a Special Use Permit for a Preliminary and Final Planned Unit Development, including any necessary relief. Subject to and limited by the following conditions:

**A motion was made to approve an Ordinance Approving (i) a Map Amendment to rezone 11117 S. Church Street from “M” Manufacturing to “R-5” Multiple Family Residential; (ii) a Special Use Permit for a Multiple Family Dwelling – 21 to 50 units; (iii) a Preliminary and Final Plat of Subdivision; and (iv) a Special Use Permit for a Preliminary and Final Planned Unit Development, including any necessary relief. Subject to and limited by the following conditions:**

- 1. All 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) standards, practices and permit requirements.**
- 2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.**
- 3. No building permits, plans, or Certificates of Occupancy are approved as part of this submittal.**
- 4. Redevelopment Agreement. Pursuant to Sections 156.070(K) and 156.090 of the Zoning Code, the approvals set forth in this Ordinance are hereby conditioned upon Developer’s execution and recordation of, and compliance with, the Redevelopment Agreement during its term. Any violation by Developer, or its successors and assigns, of the Redevelopment Agreement shall be deemed a violation of this Ordinance and the Zoning Code. After expiration or termination of the Redevelopment Agreement, the development, use, and maintenance of the Property shall comply**

with the terms and conditions of this Ordinance and all other applicable Village codes and ordinances then in effect.

5. **No Authorization of Work.** This Ordinance does not authorize commencement of any work on the Property. No work of any kind shall be commenced pursuant to the approvals granted in this Ordinance except only after all approvals, permits (including without limitation building permits, stormwater permits, temporary use permits, and sign permits), and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law and the Redevelopment Agreement, and all conditions of this Ordinance precedent to such work have been fulfilled. No building construction permits, construction plans, sign permits, or certificates of occupancy are approved by this Ordinance.
6. **Use Limitations.** The use allowed on the Property shall be a multi-family apartment building with not more than 37 dwelling units as set forth in this Ordinance, and any use change on the Property shall be deemed a major modification to the PUD that requires approval by the Village Board following notice and public hearing consistent with Section 156.070 of the Zoning Code.
7. **Compliance with Plans.** The Proposed Development and all improvements on the Property shall be constructed, located, installed, and maintained in substantial conformity with the Plans and all other applicable Village Municipal Services (e.g. Engineering, Public Works, Planning, and Building) standards, practices, and permit requirements.
8. **Fire Protection.** The Proposed Development is required to meet all development requirements of the Huntley Fire Protection District.
9. **Security Requirements.** Prior to obtaining any permits for work on the Property or beginning any such work, Developer shall deliver to the Village performance bonds and other security as required by the Redevelopment Agreement. For any permits sought after the expiration or termination of the Redevelopment Agreement, Developer shall deliver such performance, payment, and other security as may be required by the Village's Subdivision Regulations or other Village codes and ordinances in effect at the time the permit application is made.
10. **Compliance with Laws.** Except as otherwise expressly provided in this Ordinance or the Redevelopment Agreement, the Village's Zoning Code, Subdivision Regulations, and all other applicable ordinances and regulations shall continue to apply to the Proposed Development and the Property, and the development and use of the Property shall comply with all applicable laws, regulations, and ordinances of all federal, state, and local governments and agencies having jurisdiction.
11. **Binding Effect/Successors and Assigns.** The rights and obligations set forth in this Ordinance shall run with the land and be binding on Applicant and any and all of their successors and assigns to all or any portion of the Property. To the extent that Developer assigns its right to acquire the Property to a third-party assignee or nominee (an "Assignee") prior to taking title thereto, then Developer shall cause such Assignee to execute and record, and Developer shall deliver to the Village, an acknowledgement agreement in acceptable form providing that the Assignee acknowledges, agrees to be bound by, and will succeed to all rights and obligations of Developer under this Ordinance and the Redevelopment Agreement.

**MOTION:** Trustee Kanakaris

**SECOND:** Trustee Westberg

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

**NAYS:** None

**ABSENT:** Trustee Leopold

The motion carried: 5-0-1

- d) Discussion – Authorization to Seek Bids for Infrastructure Improvements Related to the Parking Lot Expansion and Site Improvements for the Church Street Lot and The Cornell Development (former Catty property)

Village Manager David Johnson said the Catty property is located in the Downtown TIF District. The Village Board previously approved a TIF Redevelopment Plan for the Downtown TIF District, and a fundamental component of that Plan is rehabilitation and redevelopment of qualified redevelopment project sites within the TIF. The Village Board has identified the former Catty property (and the existing building, which has been vacant for several years) as a redevelopment priority under the TIF Redevelopment Plan. Since acquiring the property in 2017, the Village has undertaken environmental remediation and other site preparation work to prepare the Catty property and building for successful rehabilitation and redevelopment for new occupancy.

Per Village Board direction on September 9, 2021, Staff has been in discussions with Huntley Mill Associates LLC (the "Developer") and is in the process of finalizing a Purchase and Sale Agreement and Redevelopment Agreement for the property to accommodate the residential use of the property. The requested development actions for consideration are to accommodate the proposed conversion of the existing building into 37 apartment units. The building is proposed to be named "The Cornell" based on the building previously being used as a Cornell Brothers Milk Condensing Factory.

#### STAFF ANALYSIS

Design engineering for infrastructure improvements will be ready to bid as early as this summer for start of construction this fall. Christopher B. Burke Engineering, Ltd. (CBBEL) has prepared the plans for the Church Street Parking Lot Expansion and Cornell Site Improvements. The number of new spaces provided in the Church Street and Cornell Parking Lots are 130 parking stalls and seven ADA stalls for a total of 137 new stalls. Proposed improvements also include the following:

- Landscaping and fencing with an emphasis on buffering the neighboring properties to the east
- Patio and landscape feature on north side of building
- Underground storm water detention to maximize development area
- Dry utility relocations; will report back to Village Board upon receiving information from ComEd
- Parking lot lighting
- Dumpster enclosure to service the residential units
- Reserved space for future train station and platform

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "Strong Local Economy" as a strategic focus and the following goal: "A *Vibrant Downtown Gathering Place.*" Additional parking in the downtown is important to attract new residential and commercial development.

#### FINANCIAL IMPACT

The FY22 Budget includes \$2,830,000 for the Church Street Parking Lot including construction and engineering in the Downtown TIF Fund 440-00-00-8007. In July 2020, the Village authorized \$1,500,000 in general obligation debt for infrastructure improvements in the downtown. Those bond proceeds are available for this project.

#### LEGAL ANALYSIS

None required.

Mayor Hoeft asked if there were any questions or comments. There were none.

**A MOTION was made to approve Authorization to Seek Bids for Infrastructure Improvements Related to the Parking Lot Expansion and Site Improvements for the Church Street Lot and The Cornell Development**

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

Mayor Hoeft said staff will make the presentation for M/I Homes, the Village Board will discuss their questions or concerns, and then the public hearing will be open for public input.

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is asking for approval of the following:

- e) Consideration – Proposed Development of ±82 Acres Commonly Known as 10902 Dundee Road, at the northwest corner of Haligus Road and Dundee Road Including:
  - i. Consideration – A Resolution Approving and Authorizing the Execution of a First Amendment to the Annexation Agreement Relating to ±82 acres commonly known as 10902 Dundee Road
  - ii. Consideration – A Resolution Approving and Authorizing the Execution of a Development Agreement for a Phased Residential Development
  - iii. Consideration – An Ordinance Approving (i) a Map Amendment to rezone the identified property from “RE-1 (PUD)” Residential Estate – Planned Unit Development District to “R-2” Single Family Residence District; (ii) a Special Use Permit for Preliminary Planned Unit Development; and (iii) the Preliminary Plat of Subdivision, including any necessary relief, for the 173 single-family home Fieldstone Subdivision

Director Nordman said that the Kudlach property was annexed into the Village on July 14, 2005 and originally consisted of approximately 139.4 acres on both sides of Dundee Road between Ruth Road and Haligus Road, including the ±82 acres on the north side of Dundee Road being considered for development by M/I Homes. The annexation agreement, which will expire in July 2025, allowed for the subject ±82 acres to be developed as a mixed use development that would accommodate commercial and business park zoning with multiple family residential being acceptable as a component of a mixed use development. The agreement specifically stated that “except as called for in the mixed use designation the property shall not be zoned or developed as residential.” In the 16 years following the annexation of the property there has been little to no interest in developing it as contemplated by the annexation agreement.

STAFF ANALYSIS

M/I Homes is proposing to develop the ±82 acres located directly south of the Village Municipal Complex with 173 single family homes. Access to the subdivision is proposed from L.J. Marak Drive to the north, with the main subdivision entrance being located along Huntley-Dundee Road on the south side of the property. A 30-foot landscape buffer is proposed between the single family lots that are adjacent to the Municipal Complex and Shepherd of the Prairie Church. A 35-foot landscape buffer is proposed along

Huntley-Dundee Road and Haligus Road. The existing overhead utility lines along the property's Huntley-Dundee frontage will be buried as required by the Subdivision Ordinance.

The proposed lots will have a minimum lot area of 8,400 square feet with an average lot size of 10,465 square feet. The existing wetland areas at the northeast corner of the property will be preserved and will include an area of approximately 4.6 acres dedicated for stormwater management. Additional areas for stormwater management would be located near the intersection of Ruth Road and Huntley-Dundee Road and adjacent to the subdivision's primary entrance along Huntley-Dundee Road.

The developer is proposing a park land donation and constructing the park to meet the required Park District donation requirements for the subdivision. The budget and plans for the public park and playground located on the ±3.45 acre Outlot F are preliminary and subject to approval by the Huntley Park District. The final park plans shall be required prior to Final Planned Unit Development approval. As proposed, the park site will be constructed by M/I Homes as part of the second phase of development. A security would be held by the Village to ensure construction of the park site.

Following approval of the Preliminary Plat of Subdivision and Preliminary Planned Unit Development, the petitioner is required to submit a development application for a Final Plat of Subdivision and Final Planned Unit Development approval from the Plan Commission and Village Board.

#### *Annexation Agreement Amendment and Development Agreement*

The subject ±82 acres of the Kudlach property was annexed by the Village in 2005 and is subject to an annexation agreement (Ordinance (O)2005-07.57) which provides for the property to be developed as a mixed use development that would accommodate commercial and business park zoning with multiple family residential being acceptable as a component of a mixed use development. The annexation agreement is set to expire on July 14, 2025. The proposed annexation agreement amendment would terminate the original agreement with respect to the subject ±82 acres and replace it with a development agreement. The development agreement will address development related matters and would be valid for a term of 20 years.

The proposed development agreement will establish the framework for developing the subject ±82 acres as a 173- lot single family residential subdivision with a minimum lot size of 8,400 square feet. The agreement would allow for the subdivision to be constructed in up to three phases and identifies on-site and off-site improvements required for the subdivision, which include the following:

- Widening of Huntley-Dundee Road, including a new eastbound left turn lane and westbound right turn lane at the entrance to the proposed development
- Resurfacing the entire paved surface of Huntley-Dundee Road from Ruth Road to Haligus Road
- Resurfacing the entire paved surface of the existing multi-use path along Ruth Road from Huntley-Dundee Road to Main Street
- Resurfacing the entire paved surface of L.J. Marak Drive from its current terminus to Main Street

#### *Map Amendment*

The petitioner proposes a Map Amendment to rezone the identified property from the existing "RE-1 (PUD)" Residential Estate – Planned Unit Development District to "R-2" Single Family Residence District. Neighboring single-family residential subdivisions sharing the same "R-2" zoning designation include Heritage of Huntley and Huntley Meadows. Although zoned "R-1 (PUD)", the single family portion of the Wing Pointe Subdivision also follows the minimum lot area, width and setback requirements for the "R-2"

zoning district. A statement of the need and justification for the proposed Map Amendment has been provided by the petitioner.

*Preliminary Plat of Subdivision*

The preliminary plat proposes a 173 single family lots which have been platted to conform to the “R-2” Single Family Residence District minimum lot area and width requirements. No lot has been proposed with a lot area less than the minimum 8,400 square feet and lot width less than the minimum 70 feet. The average lot size is 10,465 square, with the largest lot having an area of 19,078 square feet. All building setback lines have been established to comply with the “R-2” yard requirements as listed in the Zoning Ordinance. All dedicated residential street right of ways are planned at a compliant 66 feet wide. The subdivision has been planned without the need for relief from the “R-2” Single Family Residence District standards.

*Home Product*

The proposed single family homes include twelve different floor plans, including three ranch options. Each floor plan provides six options for elevations (with exception to the Austin plan which provides five options). Partial basements will be standard on all elevations. It was noted by the petitioner that the pricing on the homes will begin in the upper \$300,000’s to high \$400,000’s with “all-in” prices from the mid \$400,000’s to upper \$500,000’s with an average home cost of approximately \$500,000. The following is a summary of the single family plans:

*Single Family Floorplans*

<b>Plan</b>	<b>Base Sq. Ft.</b>	<b>Max. Sq. Ft.</b>	<b>Stories</b>	<b>Standards Bedrooms</b>	<b>Optional Bedrooms</b>
Maxwell	1,696	1,810	1	2	3
Austin	1,776	2,565	1	2	3
Briarwood	2,004	2,120	1	2	NA
Baldwin	2,281	2,407	2	3	4
Cahill	2,350	2,504	2	3	4
Dunbar	2,484	2,621	2	3	3
Aberdeen	2,540	2,716	2	3	NA
Eastman	2,738	2,872	2	4	NA
Essex	2,872	3,150	2	4	5
Fairbanks	2,986	3,150	2	4	5
Hudson	3,097	3,923	2	4	5
Lyndale	3,349	3,511	2	4	5

*Landscaping*

A 3-foot landscape “berm” is proposed on Outlot D and E that are adjacent to the Village’s Municipal Complex and the Shepherd of the Prairie Church. Outlots D and E would include the installation of a 6’ tall composite fence adjacent to the church and Municipal Complex (the plans indicate cedar fence, however, the petitioner has agreed to install a composite fence). The 30’ wide landscape buffer features 8’ tall evergreen and 3” caliper tree plantings. Outlot J, which is adjacent to Haligus Road, proposes a 3’ – 6’ landscape berm acting as a buffer from the roadway. Outlots B and J along Huntley-Dundee Road do not include a berm and offer a variety of shade trees, ornamental trees, and densely planted evergreens paired with deciduous planting beds. The existing wetland areas at the site’s northeast corner will remain

untouched and provide a natural mature screening at the northeast corner of the site. The three stormwater management basins are proposed to be native emergent plant bottoms using a wet meadow seed and blanket at the immediate perimeter of the basin. Low profile prairie seed and blanket will be used moving outward from these areas. The petitioner proposes to plant 415 parkway trees spaced every 40' in accordance with the Village's Landscape Ordinance.

### *Signage*

The proposal calls for the installation of two 6-foot tall by 19-foot wide entry structures installed on either side of the main entrance off Huntley-Dundee Road. The monument signs will be positioned at a 45-degree angle and constructed of natural stone veneer with a precast base and cap. The 20 square-foot etched letter sign faces will announce the name of the "Fieldstone" subdivision as visible to both the east and westbound traffic. The landscape near the sign offers a variety of both deciduous and evergreen plantings amongst the limestone outcropping and perennial beds.

### *Traffic*

The traffic study provided by the petitioner concluded that the estimated traffic generated by the proposed subdivision can be accommodated by the existing area roadway system and that the proposed access system provides efficient and flexible access. Proposed roadway improvements include the widening of Huntley-Dundee Road to accommodate an exclusive westbound right turn lane and an exclusive eastbound left turn lane. The improved access to the subdivision's main entrance provides uniformity along the corridor. The Village's traffic consultant reviewed the traffic study and concurred with its findings and recommendations.

### *Village Board Concept Review*

The Village Board reviewed the conceptual site plan and home elevations on September 23, 2021. At that time, the plan consisted of 150 single family lots and 62 townhomes. The proposed lot width on several of the lots were less than 70 feet, which is the minimum width allowed for the "R-2" Single Family zoning district. Comments from the Village Board included the following:

- Some board members expressed concern regarding the square footage of the ranch Maxwell plan (1,696 sq. ft.), which is the smallest plan proposed to be offered within the subdivision. *The proposed home plans still include the Maxwell plan as an option.*
- Several board members expressed concern regarding some lots having a width less than 70 feet. *The petitioner has since revised the site plan so that no lot is less than 70 feet in width.*
- Not all board members were in favor of the townhomes. *The petitioner has since revised the site plan to eliminate the townhomes.*
- It was requested that the developer investigate the feasibility of constructing a multi-use path on the west side of Haligus Road. *The petitioner is providing a 5' sidewalk from the intersection of Huntley-Dundee Road and Haligus Road up to Outlot I where it ties back into the internal subdivision sidewalk network.*

### *Plan Commission Concept Review*

The Plan Commission reviewed the conceptual site plan and home elevations on October 11, 2021. Comments from the Plan Commission included the following:

- Some commissioners discussed a desire to have an additional vehicular access point into the subdivision. *The petitioner's traffic study explains that because of the grade change and existing road curvature, a third access point would not be feasible along Haligus Road. The submitted traffic study has determined the two access points can sufficiently handle the anticipated traffic load.*

- Several commissioners requested that the developer utilize native plantings, bubblers, or a water feature when planning the stormwater management. *The basins are proposed as native planted bottom basins with no open water areas to support the requested bubblers or water features.*
- It was suggested that the rear façade elevations be improved for the homes located along Haligus and Huntley-Dundee Roads. *The petitioner has since amended the rear elevations for every home along the perimeter of the subdivision to accommodate the added condition of approval.*

#### *Plan Commission Recommendation*

The Plan Commission conducted a public hearing to consider the petitioner's request on February 14, 2022, and, with no members of the public offering testimony in favor or opposition to the request, unanimously recommended approval of the petition by a vote of 7 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted preliminary 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. The final park design shall be submitted as part of the application for final planned unit development/ final plat of subdivision.
5. The petitioner shall provide (i) 4/4x4" wood window surrounds and corner boards and 4/4x8" frieze boards; (ii) Window grills; and (iii) Either shutters around the windows or a bay window at the first floor on the rear elevations of homes along the perimeter of the subdivision. *The petitioner has provided an updated rear elevation to address this condition.*
6. Further investigation shall be provided to the feasibility of constructing a taller berm on Outlots D and E adjacent to the Village's Municipal Complex and Shepherd of the Prairie Church.
7. Further investigation shall be provided to the feasibility of constructing a berm on Outlots B and J adjacent to Huntley-Dundee Road.
8. No building construction permits, plans, sign permits, or Certificates of Occupancy are approved as part of this submittal.

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "*Strong Local Economy*" as a strategic focus and the following goal: "*Location of Choice for Residents.*" Additional housing choices will be available with another subdivision under development.

#### FINANCIAL IMPACT

The development agreement provides a development fee schedule, which includes school, library, and fire impact fees that are applicable to the subdivision. The proposed impact fees are the same as those imposed on DR Horton for Unit 2 of the Cider Grove subdivision.

#### LEGAL ANALYSIS

The Village Attorney has prepared the annexation agreement amendment, development agreement, and other associated documents and all is in order for Village Board action.

Director of Development Services Charles Nordman stated that Ms. Julie Workman, and Mr. Marc McLaughlin representing the petitioner are available to answer any questions or concerns.



Mayor Hoeft asked the petitioners if they had anything to add following the staff presentation. Ms. Workman complimented staff on the presentation and said they did not have anything additional to add.

Trustee Westberg said he is concerned with the 5' sidewalk going north across Huntley-Dundee Road on the west side of Haligus but then stopping abruptly making walkers have to cross Haligus to get to the sidewalk going north on the other side of the road. Village Manager Johnson stated that the existing crossing on the east side of Haligus is the protected crossing and crossing on the west side will not be promoted. A sidewalk cannot be constructed on the west side of Haligus north to Main because of the wetlands being a problem. The intent of the 5' sidewalk is to create a loop to return walkers into the subdivision.

Trustee Goldman questioned Chief Porter if he is concerned with the additional traffic on LJ Marak Drive with the squad cars exiting the Municipal Complex. Chief Porter said that it may be a small adjustment but it is similar to approaching an intersection. Trustee Holzkopf questioned if the park is being designed with accommodations for non-able body children. Mr. McLaughlin said the Huntley Park District is currently reviewing a plan but M/I Homes would not be against it.

Trustee Kanakaris asked if the freeze-board wrap on the windows are just for the homes along Huntley - Dundee Road or can they be put on all of the homes. Ms. Workman said it is planned for just homes along the perimeters. Mayor Hoeft asked if it could be an option for homeowners to add when choosing a home. Mr. McLaughlin said yes. Trustee Kanakaris also asked if there would be a fence along Huntley-Dundee Road. Village Manager Johnson said the only fencing will be on the north side of the development by the Municipal Complex and the Shepherd of the Prairie church. He added that homeowners will be able to construct their own fences.

Trustee Kittel said he did not have anything additional to add and wished them luck on the project. Trustee Goldman added that she wanted to compliment the petitioner on the quality of their homes. She said she had recently gone to see the homes being constructed on Willow Road and thought they were beautiful. The petitioner thanked the Village Board for their time and input and also looks forward to starting the project as soon as possible. Mayor Hoeft continued with the Public Hearing.

- f) Public Hearing – Annexation Agreement Amendment Relating to ±82 Acres Commonly Known as 10902 Dundee Road

Mayor Hoeft requested a motion to open the Public Hearing.

**A MOTION was made at 7:51 p.m. to Open the Public Hearing.**

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

Mayor Hoeft said no one had signed up for public comments. He asked if anyone was present wishing to be heard from the audience for this petition item. There were none.

Mayor Hoeft asked for a motion to close the public hearing.

**A MOTION was made at 7:51 p.m. to Close the Public Hearing.**

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

Mayor Hoeft announced that only one vote was necessary to approve all three petitions before the Village Board and asked for a motion to approve:

- i. Consideration – A Resolution Approving and Authorizing the Execution of a First Amendment to the Annexation Agreement Relating to ±82 acres commonly known as 10902 Dundee Road**
- ii. Consideration – A Resolution Approving and Authorizing the Execution of a Development Agreement for a Phased Residential Development**
- iii. Consideration – An Ordinance Approving (i) a Map Amendment to rezone the identified property from “RE-1 (PUD)” Residential Estate – Planned Unit Development District to “R-2” Single Family Residence District; (ii) a Special Use Permit for Preliminary Planned Unit Development; and (iii) the Preliminary Plat of Subdivision, including any necessary relief, for the 173 single-family home Fieldstone Subdivision**

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

- g) Consideration – An Ordinance Authorizing the Issuance of, and Providing Financing Guidelines for Bernardi Securities, Inc., in Connection with, the Issuance of Not to Exceed \$5,200,000 of General Obligation Bonds of the Village to Finance the Construction of New, and Enhancements of, Existing Water and Sewer Infrastructure Improvements**

Director of Finance Cathy Haley stated that on February 24, 2022, the Village Board authorized staff to execute an agreement with Bernardi Securities, Inc. for bond underwriting services for potential debt issuances to assist in the funding of the construction of a new deep potable water well (Well #12 and treatment facility).

To give direction and guidance to the Underwriter (Bernardi Securities, Inc.) for this new bond financing process, the bond parameters ordinance establishes the conditions under which the authorized Village officials can approve bond financing for such work.

#### STAFF ANALYSIS

Approving the bond parameters ordinance will allow the Underwriter flexibility to sell the bonds at a time when market conditions are most favorable to the Village. The bonds shall be issued and sold only within the terms and parameters as outlined in the bond ordinance. The authority to sell the bonds pursuant to the bond ordinance expires on October 14, 2022.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Forward Looking Community*” as a strategic focus and the following goal: “*Management of Infrastructure Assets for Today and Tomorrow.*”

FINANCIAL IMPACT

The Village budgeted \$7,970,000 over the next two fiscal years for the well and treatment facility. The contemplated debt issuance for the water and sewer infrastructure improvements is \$5.2 million (maximum amount). The difference between the cost of the project and the proposed debt issuance will be made up by use of available federal funds (\$3.7 million) provided through the American Rescue Plan Act. The parameters bond ordinance provides certain guidelines for the financing. The items for which these parameters would be relevant include, but are not limited to, the following:

Maximum par amount	\$5,200,000
Maximum annual principal	\$450,000
Maximum annual debt service (principal and interest)	\$550,000
Maximum interest rate	5.00%
Max maturity	December 1, 2051
Officials acting as Village delegates	Village President, Village Manager and Finance Director, acting together

The maximum annual principal is listed at \$450,000 in the event the Village wanted to shorten the length of the issue to 15 or 20 years. The actual estimated premium for this issue over 30 years should be closer to \$200,000 or less.

Finally, this issuance assumes a 9.5 year call date on the bonds (December 1, 2031) at par. Therefore, bond holders would be purchasing the bonds knowing that they wouldn’t be called (paid off) before this date. A 9 to 10-year call feature is the standard optional redemption period seen on similar bond issues. The Village’s 2020 bonds had the same call date length of 9 years.

LEGAL ANALYSIS

The ordinance was prepared by the Village’s bond counsel, Chapman and Cutler LLP.

Mayor Hoeft asked if there were any questions or comments. There were none.

**A MOTION was made to approve an Ordinance Authorizing the Issuance of, and Providing Financing Guidelines for Bernardi Securities, Inc., in Connection with, the Issuance of Not to Exceed \$5,200,000 of General Obligation Bonds of the Village to Finance the Construction of New, and Enhancements of Existing, Water and Sewer Infrastructure Improvements.**

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

h) Consideration – Authorization to Increase the Building/Code Enforcement Inspector Position from Part-time to Full-time and the Addition of a Full-time Planner

Village Manager David Johnson stated that the Development Services Department is currently authorized for nine full-time equivalent (FTE) positions across its Building and Code Enforcement, Engineering, and Planning and Zoning Divisions. Currently the Planning and Zoning Division includes a Senior Planner, and a Development Manager who will be retiring in May. A new part-time Building/Code Enforcement Inspector was authorized in the FY22 budget in the Building and Code Enforcement Division. In response to the Board's desire to enhance code enforcement activity and existing workload, the part-time inspector position is proposed to be a full-time position. The Village would continue to utilize the services of the current part-time inspector provided through an intergovernmental agreement with the Village of Algonquin who works approximately 10 hours per week. The full-time planner position is being proposed due to the increased level of development activity and interest in the Village.

STAFF ANALYSIS

The Village currently employs one full-time Building Inspector, and supplements code enforcement and building inspection services through the use of contractual services and intergovernmental partnerships. A full-time Building/Code Enforcement Inspector is necessary to increase enforcement activities to address property maintenance issues related to residential and commercial structures, landscaping, and private parking areas. This position would also assist with building inspections.

Historically, the Village's staffing levels in all departments, including Development Services, 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 FY22 is 105.5. The total number of current FTEs employed by the Village is 100.5. 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 demand for service in all departments.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "*Organizational Excellence*" as a strategic focus and "*Highest Level of Customer Service*" as a goal. Increasing staff levels within Development Services is necessary to maintain service levels as the Village continues to grow and see increased development activity.

FINANCIAL IMPACT

Increasing the vacant Building/Code Enforcement Inspector position to full-time, and the addition of a full-time Planner will have limited fiscal impact since the Development Manager position was budgeted for all of FY22. 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.

LEGAL ANALYSIS

None required.

Mayor Hoeft asked if there were any questions or comments. There were none.

**A MOTION was made to approve the increase of the Building/Code Enforcement Inspector Position from Part-Time to Full-Time and Adding the Position of Full-Time Planner.**

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

- i) Consideration – A Resolution Authorizing an Employee Lease Agreement with GOVTEMPSUSA, LLC (GovTemps) for a Temporary Project Manager Assignment to Assist with Updating the Village’s Comprehensive Land Use Plan

Deputy Village Manager Lisa Armour said that GovTemps is a professional temporary staffing agency specializing in professional government recruitment and temporary placements to assist local governments. The Village has previously utilized the services of GovTemps to fill the position of Chief Building Official, as well as to assist in the Development Services Department with planning activities.

#### STAFF ANALYSIS

One of the goals for FY22 was to begin the process of updating the Village’s Comprehensive Land Use Plan, which was last updated in 2005. Based on the level of development activity and workload of existing staff, it is proposed that the Village enter into an employee lease agreement with GovTemps to assist in managing the project. The assignment is proposed to be handled by Doug Pollock, the retired Village Administrator and Director of Community Development for the Village of Burr Ridge. Staff interviewed Mr. Pollock regarding his interest and experience in long-range planning. He would serve as project manager and a planning consultant would be hired to prepare the planning document.

#### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Forward Looking Community*” as a strategic focus and the following goal: “*Long-Range Planning.*” Specifically, the goal states that the “Village will review and update long-range plans, including the Comprehensive Land Use Plan...to guide future land use decisions...”

#### FINANCIAL IMPACT

The initial term of the contract is for a six month period beginning April 18 and running through October 21, 2022. Estimated hours per week are from 8 to 16, with payment to be made only for hours worked at a rate of \$112 per hour. The timeframe can be extended if necessary. The Village is not required to provide benefits (health insurance, vacation or pension) or pay for lost work time (sick pay). Unless either party provides two weeks advance written notice, the agreement will automatically be extended on a bi-weekly basis up to April 21, 2023.

#### LEGAL ANALYSIS

None required.

Mayor Hoeft asked if there were any questions or comments. There were none.

**A MOTION was made to approve a Resolution Authorizing an Employee Lease Agreement with GOVTEMPSUSA, LLC (GovTemps) for a Temporary Project Manager Assignment to Assist with Updating the Village’s Comprehensive Land Use Plan.**

**MOTION:** Trustee Westberg

**SECOND:** Trustee Goldman  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Leopold  
The motion carried: 5-0-1

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:** Mayor Hoeft announced Village offices will be closed Friday April 15<sup>th</sup> for the Spring Holiday. He added that Saturday April 23<sup>rd</sup> is Green & Clean Huntley Day and encouraged everyone to participate. Mayor Hoeft noted that the McCOG dinner will be held next Wednesday in McHenry, please let Barb Read know if you plan on attending. Mayor Hoeft thanked the staff on their hard work in preparing all the documents and agreements for the Fire Station, Catty, MI Homes and all the projects going on right now. Good job!

**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 8:04 p.m.

**MOTION:** Trustee Kanakaris

**SECOND:** Trustee Kittel

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon  
Village Clerk