

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
MEETING MINUTES  
June 23, 2022**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, June 23, 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: Mary Holzkopf, Curt Kittel, Harry Leopold and JR Westberg.

**ABSENT:** Trustees Ronda Goldman and Niko Kanakaris

**IN ATTENDANCE:**

Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Development Services Charles Nordman, Director of Finance Cathy Haley, Management Assistant Barbara Read, and Village Attorney Betsy Gates-Alford.

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

**SPECIAL PRESENTATIONS:**

- a. Recognition – Huntley High School’s Alex Johnson for winning IHSA State Championship in Class 3A Long Jump and Triple Jump

Mayor Hoeft presented Ms. Alex Johnson with a certificate and medal in honor of her winning back to back State Championships. Ms. Johnson thanked her family for the encouragement to be her best and the Village Board for recognizing her accomplishments.

- b. Recognition – Huntley High School Journalism Team for winning the IHSA State Championship

Mayor Hoeft presented the members of the High School Journalism Team for also winning back to back State Championships. Mr. Dennis Brown, Journalism Advisor, thanked the Village Board for recognizing his team and added how proud he was of everyone for bringing a championship team to the Village of Huntley.

**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 May 26, 2022 Village Board and May 26, 2022 Liquor Commission Meeting Minutes
- b) Consideration – Approval of the June 23, 2022 Bill List in the Amount of \$1,243,886.65
- c) Consideration – A Resolution Authorizing Lockbox and Remittance Processing Services for Utility Billing Payments to BMO Harris Bank N.A.

- d) Consideration – Approving a Bid Waiver and Purchase of a Second Columbarium for the Huntley Cemetery; 11503 Dean Street
  - i) A Resolution Waiving the Bid and Approving a Deposit of \$25,415 to Elgin Granite Works to Purchase a Second Columbarium for the Huntley Cemetery
  - ii) An Ordinance Approving an Amendment to the FY22 Budget in the amount of \$50,830 for the Purchase of Second Columbarium for the Huntley Cemetery

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 June 23, 2022 Consent Agenda.**

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

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration - A Resolution Approving the Site Plan, Landscaping, and Lighting for the Woodstock Street Parking Lot and First Street On-Street Parking Improvements

Director of Development Services Charles Nordman said the proposed Woodstock Street parking lot and 1<sup>st</sup> Street on-street parking improvements will provide 48 additional parking spaces in the downtown. The Woodstock Street parking lot will provide 40 spaces and eight spaces will be added on the north side of 1<sup>st</sup> Street. The new parking lot is proposed north of the former Fire Station site and will extend to the parcel to the east (11011 Woodstock Street), which fronts Woodstock Street. The parking area will provide 40 parking spaces and will be accessible from both Woodstock Street and Coral Street. The access to the lot from Coral Street is proposed to be one-way northbound so that westbound traffic on Coral Street has access to the parking lot. The Village will maintain ownership of the parking lot.

The proposed screening of the new parking lot is designed based on discussions with the neighboring homeowner to the north. The proposed screening includes an 8-foot-tall composite privacy fence that will run the full length of the adjoining north lot line. In addition to the fence, landscaping is proposed on the south side of the fence. The existing chain link fence along the west lot line will be removed and replaced with a row of Thin Man arborvitae.

The dumpster enclosure will be located at the northwest corner of the parking lot and will be constructed to match the existing enclosures within the downtown (behind Parkside, Sal's, and on the east side of the fire station building). The enclosure will provide sufficient space for the trash receptacles required for the restaurant and the apartment units that are currently under construction on the former Fire Station site.

The parking lot will be illuminated by four pole mounted fixtures. The Gardo EcoForm Gen-2 LED fixtures will be mounted along the north edge of the parking lot at a height of 17.5 feet and will include house side shields. The average light levels within the parking lot and maximum light levels at the lot lines meet Zoning Ordinance requirements for parking lot lighting.

FINANCIAL IMPACT

The FY22 Budget includes \$750,000 for the Woodstock Street Parking Lot and \$340,000 for the additional on-street parking including construction and engineering in the Downtown TIF Fund 440-00-00-8007. The budget includes funds for land acquisition in the amount of \$260,000. The Village Board previously provided authorization on March 10, 2022 to seek bids for the improvements.

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.

Director Nordman concluded his presentation and said he would be happy to answer any questions of the Village Board. Trustee Westberg asked that since the snow removal would be the responsibility of the Village, would the cost of the snow removal subcontractor be adjusted accordingly. Village Manager Johnson said yes. There were no further questions or comments.

**A MOTION was made to approve a Resolution Approving the Site Plan, landscaping, and Lighting for the Woodstock Street Parking Lot and 1<sup>st</sup> Street On-Street Parking Improvements.**

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

- b) Consideration - A Resolution Approving a Bid Award to Schroeder Asphalt Services, Inc. for the Woodstock Street Parking Lot and Additional Downtown On-Street Parking in the Amount of \$483,914.50

Mayor Hoefft stated that the construction of a new municipal parking lot on Woodstock Street adjacent to the Post Office was originally proposed as a 2020 project in the FY20 Budget but was deferred due to Covid concerns. This was in part to alleviate on-street parking concerns in and around the Post Office and in anticipation of new redevelopment opportunities. With the redevelopment of the former Fire Station One building at 11808 Coral Street, construction of a reconfigured parking lot that includes the parking area on the fire station lot and the property to the east at 11011 Woodstock Street was identified as a capital project in the FY22 Budget.

Christopher B. Burke Engineering, Ltd. (CBBEL) has prepared plans for the Woodstock Street Parking Lot and on-street parking on the north side of 1st Street. The number of spaces provided in the Woodstock Street lot are 38 parking stalls, two ADA stalls and one garage stall for a total of 41 stalls. Proposed improvements also include the following:

- Landscaping and fencing with an emphasis on buffering the neighboring properties to the north, west, and south along the footprint for the proposed freezer to service the restaurant; the Village’s landscape maintenance contractor, AB Sanchez Landscaping, will be performing the landscape work as a subcontractor on the project to ensure consistence in plantings and quality of work
- Parking lot lighting

- Dumpster enclosure to service the residential units and restaurant to the south
- Eight on-street parking spaces on the north side of 1st Street

STAFF ANALYSIS

On Thursday, June 9, 2022 five bids were received for the infrastructure improvements related to the Woodstock Street Parking Lot and additional on-street parking. The bid results are summarized in the bid tabulation summary and in the attached bid tab.

Bid Tabulation Summary:

<b>COMPANY</b>	<b>BID AMOUNT</b>
<i>Engineer's Estimate</i>	<i>\$542,293.00</i>
<b>Schroeder Asphalt Services Inc.</b>	<b>\$483,914.50</b>
Copenhaver Construction, Inc.	\$532,524.53
Alliance Contractors Inc.	\$568,710.25
Landmark Contractors, Inc.	\$583,248.63
Martam Construction, Inc.	\$798,756.00

The bid from Schroeder Asphalt Services, Inc. in the amount of \$483,914.50 was reviewed by staff and all is in order to award the infrastructure improvements related to the Woodstock Street Parking Lot and additional on-street parking Bid to Schroeder Asphalt Services, Inc. The bid is \$58,378.50 (10.8%) under the engineer's estimate of \$542,293.

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 \$750,000 for the Woodstock Street Parking Lot, including construction and engineering services, as well as land acquisition costs in the amount of \$260,000. In addition, \$340,000 was budgeted for the additional on-street parking on 1<sup>st</sup> Street. Funds are budgeted in the Downtown TIF Fund 440-00-00-8007.

There were no questions from the Village Board.

**A MOTION was made to approve a Resolution Approving a Bid Award to Schroeder Asphalt Services, Inc. for the Woodstock Street Parking Lot and Additional On-Street Parking in the Amount of \$483,914.50.**

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

- c) Consideration - A Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$54,000 for Woodstock Street Parking Lot and Additional Downtown On-Street Parking Construction Engineering Services

Mayor Hoeft said the FY22 Budget includes funding for the Woodstock Street Parking Lot and additional on-street parking construction engineering services.

STAFF ANALYSIS

A proposal was received from Christopher B. Burke Engineering, LTD, (CBBEL) for Construction Engineering services for the work that consists of the Woodstock Street Parking Lot and on-street parking on the north side of 1st Street. The number of spaces provided in the Woodstock Street lot are 38 parking stalls, two ADA stalls and one garage stall for a total of 41 stalls. Proposed improvements also include the following:

- Landscaping and fencing with an emphasis on buffering the neighboring properties to the north, west, and south along the footprint for the proposed freezer to service the restaurant
- Parking lot lighting
- Dumpster enclosure to service the residential units and restaurant to the south
- Eight on-street parking spaces on the north side of 1st Street

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 \$750,000 for the Woodstock Street Parking Lot, including construction and engineering services, as well as land acquisition costs in the amount of \$260,000. In addition, \$340,000 was budgeted for the additional on-street parking on 1st Street. Funds are budgeted in the Downtown TIF Fund 440-00-00-8007.

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

**A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$54,000 for the Woodstock Street Parking Lot and additional on-street parking Construction Engineering Services.**

**MOTION: Trustee Kittel**

**SECOND: Trustee Leopold**

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

**NAYS: None**

**ABSENT: Trustees Goldman and Kanakaris**

**The motion carried: 4-0-2**

d) Consideration – A Resolution Approving a Temporary Mobile Trailer for Northwestern Medicine, 18400 Haligus Road

Director of Development Services Charles Nordman stated that Northwestern Medicine has submitted a request that would remove the COVID testing tent that is currently underneath the north entrance of the Medical Office Building 1 and replace it with a trailer on the west side of the same building. Relocating the testing facility would allow them to reopen the main entrance to the building. Currently, patients are required to enter the building through the entrance on the south elevation.

The trailer is proposed to be located near a doorway on the west elevation of the building, allowing medical staff easy access between the trailer and the building. A portion of the parking lot on the west side of Medical Office Building 1, in addition to the western most row of parking in the north parking lot will be closed off to allow a circulation aisle for vehicles accessing the testing trailer. The parking lot to the south of the testing trailer would still be used for doctor's parking.

The proposed testing trailer would utilize a prefabricated metal container with an overhang to be constructed adjacent to it, thus allowing vehicles to pull under the overhang to receive their test. The petitioner has provided photographs of the facility constructed in Glenview as an example of the structure. The trailer would have electrical extended to it from the building, which will require a permit from the Development Services Department.

STAFF ANALYSIS

The proposed trailer serves as an extension of Northwestern's use of the medical campus, which is zoned "HC" Health Care. However, Section 156.085(A) requires all business to be conducted wholly within enclosed buildings. Northwestern is proposing to utilize a temporary mobile trailer rather than a building as required by the ordinance.

The proposed testing trailer is intended as a temporary structure; however, it is unknown how long it will need to be utilized. Should the Village Board approve the temporary structure, the conditions of approval are proposed as follows:

1. The Village Board's approval for the installation of the temporary trailer shall be valid for one year from the date of this ordinance.
2. The Petitioner shall obtain a building permit from the Development Services Department prior to the installation of the temporary trailer.

Director Nordman concluded his presentation and said Mr. Dylan DeGraw was in attendance to answer any questions of the Village Board. Mayor Hoeft asked if Mr. DeGraw had anything to add to Director Nordman's presentation. Mr. DeGraw said the testing area is still seeing approximately 50 patients per day, including doctor referrals and individuals requiring testing before a procedure, and that they are looking forward to having a trailer for the COVID testing so the parking lot area can be available again for day-to-day operations.

Trustee Westberg said he did not like the appearance of the trailer and asked if there were future plans for something permanent and more appealing. He also asked if the dead trees had been taken care of around the hospital property. Mr. DeGraw stated Northwestern is looking at more permanent options but something needs to be done in the meantime to reopen the north entrance of the medical building. He added that over 40 dead trees were replaced and the landscaping will continue to be monitored.

Trustee Leopold said he also did not like the appearance of the trailer and asked if it could be at least painted. Trustee Kittel stated that the trailer will be very visible and asked if siding or bead board could be added to make the trailer look better. Mr. DeGraw said the exhibits presented to the Board is a model of their trailer in Glenview and the plan is to paint the trailer to make it look better. Mr. DeGraw said Northwestern takes great pride in their campus so the trailer will be made to look visibly appealing. Trustee Holzkopf asked if the trailer presented is new or being brought in from another campus. Mr. DeGraw said the trailer is new. Mayor Hoeft agreed with the Village Board in asking for the trailer to be painted and to change the canopy material. Village Manager Johnson stated that updated exhibits would be provided to the Village Board to review with their feedback provided to Northwestern. Mayor Hoeft asked if the Village Board had any further comments or questions. There were none.

**A MOTION was made to approve a Resolution for Northwestern Medicine to Utilize a Temporary Mobile Trailer on the Property at 18400 Haligus Road.**

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

- e) Concept Review - Proposed Site Plan and Building Elevations for a New Logistics, Freight, and Trucking Operations Development, Lot 18 and 19 of Huntley Corporate Park Phase I

Director of Development Services Charles Nordman reviewed a presentation and said that Reiche Partners (Reiche) has submitted a conceptual site plan and building elevations for the proposed construction of a 45,840 square foot speculative “Logistics, Freight, and Trucking Operations” facility located on Lots 18 and 19 in the Huntley Corporate Park Phase I (directly south of FYH). Reiche has stated that the proposed building would be owned by AZE Inc., the trucking company’s third and last investment property in the Corporate Park. AZE Inc. is also the owner and one of the intended occupants of the 40,800 square foot Logistics, Freight, and Trucking Operation at 13800 George Bush Court and the owner of the speculative 177,270 square-foot Warehouse, Storage and Distribution facility at 13801 George Bush Court. Both buildings are currently under construction. The newest proposal is not anticipated to be delivered until 2023/2024.

The properties are zoned “BP” PDD Business Park - Planned Development District. In February of this year, the use of “Logistics, Freight, and Trucking Operations” was added to the Zoning Ordinance as requiring a special use permit in the “BP” District through the approval of Ordinance 2022-02.06.

STAFF ANALYSIS

*Site Plan*

Reiche is proposing the construction of a Logistics, Freight, and Trucking Operations Facility on Lots 18 and 19 of the Huntley Corporate Park Phase I. The subject property fronts to Interstate 90 and is located west of Henning Road and south of the cul-du-sac that concludes FYH Drive. Reiche proposes to consolidate the lots to form one ±10.97-acre site. The proposed lot conforms to the minimum lot area and width requirements for the “BP” District. The proposal calls for the construction of a 45,840 square foot multi-tenant building, which could be divided in up to four tenant spaces. No specific businesses have been identified at this time

and therefore, Reiche is requesting the special use permit for Logistics, Freight, and Trucking Operations as a speculative use. Detention is provided offsite.

### *Parking*

Access to the site is provided off FYH Drive through three curb cuts within the cul-du-sac. One passenger vehicle entrance will lead to the parking lot positioned north of the facility. Parking is provided for 100 - 10' X 19' passenger vehicles. Two truck entrances will lead to semi-trailer parking lots on both the east and west side of the facility. The number of semi-truck trailer parking stalls provided is 175. Trucks in need of repair will circulate to the rear truck court, facing the I-90 Tollway.

### *Elevations*

The building will utilize the same appearance and color scheme as the approved facility at 13800 George Bush Court. The proposed building elevations utilize precast panels and will include 14 overhead doors on the rear (south) elevation, which consist of 10 drive-in doors and four depressed truck docks. The front of the building will face north, towards FYH Drive, and will include the main entrances to each tenant space with windows running the length of the façade.

### *Landscape and Lighting*

Landscape and lighting plans have not been submitted for conceptual review, but will be required with a formal application for the site plan review.

### *Signage*

No signage has been presented as part of the conceptual plans. A signage plan will be required with a formal application for the site plan review.

### *Required Relief*

The conceptual plans as proposed would require the following relief:

1. Section 156.063(E)(8) of the Zoning Ordinance requires 25% of open space be provided on the lot. Plans demonstrate that less than 25% open space has been provided. Relief may be requested to allow for a reduction in open space.

### REQUIRED APPROVALS

The new plans for the speculative trucking facility will require the following review and approvals from the Plan Commission and Village Board:

1. Final Plat of Consolidation
2. Site Plan Review, including any necessary relief
3. Special Use Permit for Logistics, Freight, and Trucking Operations. *Staff notes, a user has not been identified at this time. The Petitioner is requesting the special use for Logistics, Freight, and Trucking Operations as a speculative use.*

### 2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus, and the following goal: “*Location of Choice for New and Expanding Businesses of All Sizes*”.



### COURTESY REVIEW

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements that 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 concluded his presentation and said Mr. Adam Reiche, Vice President of Reiche Construction, and Mr. Mike DeSerto, broker from Entre Commercial Realty, were in attendance to address any questions or concerns of the Village Board.

Mayor Hoeft asked the petitioners if they had anything to add. Mr. DeSerto gave a brief background of the expansion of AZE and their decision to construct another building in Huntley. Mr. DeSerto and Mr. Reiche both thanked the Village Board for their support. The overall consensus of the Village Board was very positive. The Trustees thanked Mr. Reiche and Mr. DeSerto for their investment in the Village. Mayor Hoeft also thanked the petitioners for their investment in Huntley for the past 15 years and looks forward to seeing another quality building.

***No action was taken on the proposed plans for this agenda item as it was conceptual review only.***

#### f) Discussion – Mid-Year Review of FY22 Department Goals

Village Manager Johnson stated that the Village Board adopted a new Strategic Plan in 2021 for the years 2022-2025. The plan identified five areas of strategic focus, and three goals for each focus area. The individual goals for each department that were approved as part of the FY22 Budget were based on the Strategic Plan.

### STAFF ANALYSIS

A summary of the status of progress for each goal is provided for each department. Many goals are in progress and continue on an on-going basis. Others are specific in nature and have been completed. Notable accomplishments to date include approvals for the Catty and Fire Station redevelopment projects, livestreaming of Village Board meetings, and hiring of a full-time social worker.

### 2022-2025 STRATEGIC PLAN ALIGNMENT

The department goals are based upon the areas of strategic focus and goals identified in the 2022-2025 Strategic Plan.

Village Manager Johnson concluded a brief presentation outlining the goals for each department and offered to answer any questions of the Village Board. Trustee Westberg questioned if the GIS program was a benefit to staff. Village Manager Johnson said that staff utilizes the GIS program in almost every meeting with staff and developers to show utility locations, ownership, zoning of the property, etc. He complimented James Williams and Jason Irvin from Public Works on advancing the GIS program to the level it is today. Mayor Hoeft thanked Village Manager Johnson for his presentation.

***The information presented was for informational purposes only and no action was requested for this agenda item.***

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:** Mayor Hoeft announced the next Village Board meeting will be July 14<sup>th</sup>. He said the First Friday Night events begin July 1<sup>st</sup> and the weekly concerts downtown begin Tuesday July 5<sup>th</sup>. Mayor Hoeft added that fireworks will take place at the park on Monday July 4<sup>th</sup> and that Clarke will be spraying for mosquitos on Friday June 24<sup>th</sup>, weather permitting.

**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 7:52 p.m.

**MOTION:** Trustee Leopold

**SECOND:** Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan  
Village Clerk