

**VILLAGE BOARD MEETING MINUTES**  
**March 9, 2023**  
**VILLAGE OF HUNTLEY**

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**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, March 9, 2023 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, Niko Kanakaris, Curt Kittel, and JR Westberg.

**ABSENT:** Trustees Goldman and Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Chief of Police Robert Porter, Emergency Response and Preparedness Manager Patrick Ullrich, Senior Planner Scott Bernacki, Building Official Mark Fink, Economic Development, Marketing & Recruitment Specialist Melissa Stocker, Management Assistant Barbara Read, and Village Attorney Betsy Gates-Alford.

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

**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.

Mayor Hoeft stated that item e) would be removed from the Consent Agenda and considered for approval by a separate vote.

- a) Consideration – Approval of the February 23, 2023 Village Board Meeting Minutes
- b) Consideration – Approval of the March 9, 2023 Bill List in the Amount of \$750,391.10
- c) Consideration – Resolution Approving the Purchase of Laptop/Toughbook Computers from CDS Office Technologies in the amount of \$20,868.00
- d) Consideration – Ordinance Approving a Text Amendment to the Village of Huntley Zoning Ordinance, Article V, Section 156.045 “M” Manufacturing District to add “Photography Studio” as a Permitted Use

**A MOTION was made to approve the March 9, 2023 Consent Agenda.**

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

- e) Consideration – Ordinance Approving the Installation of Off-Premise Banners to Advertise Area Businesses on Athletic Field Fences within Tomaso Sports Park, 11950 Ackman Road

Mayor Hoeft asked if there were any questions or comments regarding approving the Installation of Off-Premise Banners to Advertise Area Businesses on Athletic Field Fences within Tomaso Sports Park, 11950 Ackman Road. There was none.

**A MOTION was made to approve an Ordinance Approving the Installation of Off-Premise Banners to Advertise Area Businesses on Athletic Field Fences within Tomaso Sports Park, 11950 Ackman Road.**

- MOTION:** Trustee Westberg
- SECOND:** Trustee Kanakaris
- AYES:** Trustees: Kanakaris, Kittel, Westberg, and Mayor Hoeft
- NAYS:** None
- ABSTAIN:** Trustee Holzkopf
- ABSENT:** Trustees Goldman and Leopold
- The motion carried: 4-0-1-2**

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Ordinance approving a Final Planned Unit Development, including necessary relief, for the Construction of a New Restaurant (Antigua Mexican Grill) Located at 10716 N IL Route 47 within the “B-3” Shopping Center Business District

Senior Planner Scott Bernacki said that Antigua Mexican Grill has submitted site and building plans for the construction of a new restaurant at 10716 Route 47 (former Tobacco Hut). The property is located on the east side of Route 47 directly south of Dairy Mart and north of Infinite Thermal Solutions (former Hoppy’s). The restaurant owner, Luis Rodriguez, purchased the property in late 2020. Antigua currently operates in Crystal Lake and Algonquin. The property is zoned “B-3” Shopping Center Business District, which allows a restaurant as a permitted use.

**STAFF ANALYSIS**

*Site Plan*

The plan proposes the demolition and reconstruction of the existing 873 square-foot building on the existing foundation and a 582 square-foot addition. The new 1,455 square-foot building is proposed to accommodate a full kitchen, food prep area, dish washing area, walk-in cooler, accessible restrooms, and seating for 16 patrons. The petitioner has stated that the restaurant is intended primarily for takeout and delivery orders and will be serviced by 3-5 employees.

The existing structure does not meet the 50’ required front yard setback for the B-3 district, however, as a result of the June 2010 Route 47 widening and right-of-way acquisition, the structure was granted relief to provide a front yard setback of 34.07’. The size of the lot was also granted legal nonconforming status to allow a lot area of 9,016 square feet, rather than the 50,000 square feet required in the “B-3” district. The existing structure is a legal nonconforming structure, however, the proposed demolition and construction of the new structure upon its existing foundation will require relief. The proposed new building will require relief from the Zoning Ordinance to provide a front yard setback of 34.07’. The proposed new building and addition come no closer than the existing reduced front setback for the original structure. The proposed

reconstruction and addition will otherwise meet the required 30' setback from the rear lot line (east) and the required 10' setback from the side lot line (south). It is noted that a structural engineer must confirm that the existing foundation can be reused to support the proposed construction in its existing location.

The building's main entrance is located at the north side of the building with doors facing the parking area. Access to the site will be provided using the existing curb cut off Route 47. Deliveries and refuse services will utilize the driveway on the south side of the building while patrons will circulate north to the parking lot. The Zoning Ordinance requires one parking space be provided for every three seats in the restaurant. There are 16 seats proposed for the restaurant, thus requiring six parking spaces. The proposed parking lot provides twelve 10' X 19' parking spaces as per code. The parking lot is setback 4'-1½" from the front lot line along Route 47 and the 25-foot drive aisle runs parallel to Route 47, directly abutting the property line, with a zero setback proposed. The petitioner has requested relief from the Zoning Ordinance to accommodate a front parking setback and drive aisle setback closer than the 10 feet required.

The petitioner proposes to remove the existing rear fence and install a new 8' tall composite fence along the rear lot line. (A cedar fence is shown on the plans, but the petitioner has agreed to install a composite fence). The petitioner has requested relief from the Zoning Ordinance to allow a fence height of 8-foot tall to assist in screening the parking lot and raised building from the residential areas to the east. The building's garbage enclosure would be located behind the building at the southeast corner of the site. The petitioner has requested relief from the Zoning Ordinance to allow the garbage enclosure to be installed within the 30' rear yard and within the 10' side yard.

*Building Elevations*

The building elevations consist of a gray stone veneer wainscot at the base of the building and a red thin brick above. A pearl colored EIFS façade with a colorized cornice and trim work is proposed to cap the upper half of building. The petitioner has requested relief from the Commercial Design Guidelines and the Downtown Revitalization Plan, which prohibit the use of EIFS. Architectural details include a corbelled eave to separate the two materials with decorative French doors above. Faux aluminum railing and mock wooden doors with glass paneling are provided along the building's west and north elevations to complete the Mexican Villa style building. A condition has been added to ensure the windows installed on the faux French doors on the upper portion of the building are opaque so as to ensure proper screening of the rooftop mechanical equipment from adjacent view.

*Lighting*

The parking lot lighting plan indicates the use of Cree Edge Series LED light fixtures mounted on square poles at 15 feet in total height. Edge Series LED wall pack lighting will also be installed at 12 feet upon the building's south and east elevations. All lighting will be full cut off. A condition has been added to include the use of house side shields.

*Landscaping*

The proposed landscape plan includes the planting of one shade tree in each of the parking lot's three landscaped islands. A proposed hedge of dwarf Korean lilac lines the Route 47 frontage to serve as a buffer from the parking lot. In total, over 100 shrubs are proposed around the perimeter of the site and near the building's foundation. Perennials and groundcover will be planted in all other areas that are not either paved or sodded. A condition has been added for the landscape plans to be revised to show additional foundation plantings along the south elevation.

Plans show that a 2-foot landscaped separation is provided between the parking lot and the east property line. The petitioner has requested relief from the Zoning Ordinance to provide less than a 10-foot landscape buffer where a commercial property abuts a residential property. The landscape plan also shows the planting of nine arborvitae in the rear yard to assist in providing natural screening from the residential lots. A condition has been added to select an alternative evergreen species and relocate the plantings to the west side of the fence.

*Signage*

No signage has been proposed at this time. A condition has been added requiring the submittal of the proposed signage for review and approval the Development Services Department. Any future signage must conform to the Village’s Sign Ordinance.

*Village Board Concept Review*

The Village Board reviewed conceptual plans for Antigua on June 9, 2022 and provided the following comments:

1. It was preferred that a composite fence be installed along the rear of the property adjacent to the residential areas. *The petitioner has agreed to install a composite fence.*
2. Site beautification through landscaping enhancements were encouraged. *The petitioner has provided a landscape plan that includes perimeter and foundation plantings. A condition has been added to revise the landscape plans as follows:*
  - *Additional foundation landscaping shall be planted along the south elevation.*
  - *An alternative evergreen species shall be selected to replace the arborvitae proposed in the rear.*
  - *That the rear evergreens are planted on the west side of the fence.*
  - *Remove the two trees in the parking lot islands closest to Route 47 and replace with low-rise bushes to alleviate the concern of obstructed sight lines.*

*Plan Commission Recommendation*

The Plan Commission conducted a public hearing to consider the petitioner’s request on February 27, 2023, 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 plans and all applicable Village codes, ordinances, and Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. A complete sign package shall be submitted for review and approval the Development Services Department. Any future signage must conform to the Village’s Sign Ordinance.
4. The photometric plans shall be resubmitted and approved by the Development Services Department including the following revisions;
  - i. House side shields shall be installed on the light fixtures.
5. The landscaping plans shall be resubmitted and approved by the Development Services Department. including the following revisions;
  - i. Additional foundation landscaping shall be planted along the south elevation.

- ii An alternative evergreen species shall be selected to replace the arborvitae proposed in the rear.
  - iii. That the rear evergreens are planted on the west side of the fence.
6. All landscape beds are required to be mulched on an annual basis and dead plantings must be replaced immediately upon decline.
  7. All rooftop mechanical equipment shall be screened to the full height by the parapet wall. The windows installed upon the faux French doors shall be opaque to ensure proper screening from adjacent view.
  8. The fencing installed in the rear of the property shall be composite material approved by the Development Services Department
  9. No building plans, construction permits, sign permits, or Certificates of Occupancy are approved as part of this submittal.

*The Plan Commission added the following conditions:*

10. The landscaping plans shall be revised to include the removal of the two trees in the parking lot islands closest to Route 47 and replaced with low rise bushes to alleviate the concern of obstructed sight lines.

**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.”*

**FINANCIAL IMPACT**

The property is located within the Downtown TIF District and will generate incremental property tax revenue as the value of the property will increase due to the new construction.

Senior Planner Bernacki concluded the presentation and said the petitioner was in attendance to address any questions or concerns. Trustee Kanakaris thanked the petitioner, said the plans looked very good and welcomed him to Huntley. Trustee Holzkopf agreed and asked the petitioner to look into utilizing the Small Business Grant and Façade programs to help with the project. Village Manager Johnson said that staff has discussed the programs with the petitioner.

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

**A MOTION was made to approve a Resolution Approving an Ordinance Approving a Final Planned Unit Development, Including Necessary Relief, for the Construction of a New Restaurant (Antigua Mexican Grill) located at 10716 N IL Route 47.**

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

b) Discussion – The Cornell Redevelopment Update for the Property at 11117 S. Church Street

Village Manager David Johnson reported that the developer of The Cornell is in attendance and will provide an update on construction activity at the former Catty property located at 11117 S. Church Street.

**STAFF ANALYSIS**

The property at 11117 S. Church Street is being redeveloped for 37 multi-family units to be available for lease later this year.

**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.*” The addition of rental housing units in the downtown will provide another housing option for those seeking to live in Huntley.

Village Manager David Johnson asked Mr. Nick Ieremciuc to come forward to give an update on the Cornell project. Mr. Ieremciuc began his presentation showing how the building looked a year ago when they acquired the property. He showed the inside and around the building showing how bad and disheveled everything looked. Mr. Ieremciuc was proud to show the new pictures with the falling brick replaced and restored, roof elevations improvements; including the new black cornice, the new windows and the parking lot improvements with the curb poured. He also pointed out how much the painting of the exterior has improved the overall appearance. He added that the white wash paint on the exterior is flaking a little bit because of the chemicals used to initially clean the brick, but the plan is to make another pass with the white wash after the weather improves, to give a nice uniform, clean, white appearance for the building. Mr. Ieremciuc stated that 10 apartments are almost complete with painted drywall, granite countertops, and installed appliances. He said that they are waiting for the sprinkler contractor to close up the fire suppression. Mr. Ieremciuc said they are making good progress on finishing the remaining 28 apartments as well. He said they are on target to meet the completion deadline and will, most likely, start advertising the apartments in April so they could be all rented by summer. Mr. Ieremciuc said they have had a good relationship working with Village staff and appreciates how smooth the process has been in improving an old building.

Mayor Hoeft asked if there were any questions of staff of Mr. Ieremciuc.

Trustee Westberg asked if there was a website available that would show the apartment layouts or rental costs. Mr. Ieremciuc said a website has not been established yet because they are not encouraging visitors at this time. He said it is still a construction site and there are always workers and trucks around on the site. He said he hopes to be able to establish a website soon. Trustee Holzkopf said the work done on the building is very impressive along with the time management to make sure everything is getting done on time. She thanked Mr. Ieremciuc for his efforts. Trustee Kanakaris agreed with Trustee Holzkopf in that the building looked great and thanked him for his hard work.

Mayor Hoeft suggested them to possibly have an open house for the building since it has been such a focal point of discussion for the last five years. He said he has been very impressed with the work that has been done on the building while maintaining the integrity of the building. Mayor Hoeft asked Building Official Mark Fink if he had anything to add about the progress of the building. Official Fink said there have been minimal concerns with the process and everyone is waiting for the sprinkler contractor to finish so the rest of the indoor work can keep going.

Mayor Hoeft asked if they were still waiting for the electric contractor. Mr. Ieremciuc said he did not have an update at this time. He said that he has kept in contact with the electrician and Building Official Fink and have discussed some temporary ideas to work around the delay to keep the progress going. Mayor Hoeft thanked him for his time and effort and looks forward to seeing the building completed.

**This item is presented for discussion purposes only. No action was requested.**

c) Discussion – Coral Street Firehouse Redevelopment Update for the Property at 11808 Coral Street

Village Manager David Johnson said the developer of the former Fire Station property at 11808 Coral Street is in attendance and will provide an update on construction activity.

**STAFF ANALYSIS**

The property located at 11808 Coral Street was the former site of the Huntley Fire Protection District Station One. The redevelopment of the site includes construction of a new building, with the first floor to serve as restaurant space leased by DC Cobbs and the upper three floors to include 18 apartment units. The restaurant is planned to open later this year. The apartments will also be available for occupancy this summer.

**2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies *“Strong Local Economy”* as a strategic focus and the following goals: *“Location of Choice for New and Expanding Businesses of all Sizes,”* and *“Location of Choice for Residents.”* The addition of a new restaurant will offer additional dining opportunities, with the addition of rental housing units in the downtown providing another housing option for those seeking to live in Huntley.

Village Manager Johnson said Mr. Billitteri and Mr. John Curtis were in attendance to give an overview of the progress of the building. Mr. Billitteri and Mr. Curtis gave a brief presentation of the status of their project. Mr. Billitteri said they are very encouraged by the interest received through the website created to showcase the project adding that six apartments have already been rented and some clients that have not signed yet, but are very interested. He said that tours of the apartments are happening often, so they have been very strict in keeping the site clean and safe for visitors and said their goal is to be completely rented to capacity by the end of June.

Mr. Curtis then gave an update regarding the apartment construction including that the masonry material being delivered within the next couple of weeks with the brickwork being completed hopefully by early May. He added that the second floor is almost ready for drywall, hoping that within six weeks the interior of the apartments should be complete. Mr. Curtis added that DC Cobbs has decided to use their company for the build out of the restaurant which started that day. He said the build out of restaurant should go fairly quick. Mr. Curtis said that working with staff has been a pleasure and looks forward to completing the project on schedule. Mr. Billitteri said if the Village Board was interested, he would gladly give everyone a tour.

Mayor Hoeft asked if anyone had any questions of staff or the petitioner.

Trustee Westberg asked for the website address and if it included pricing and floor layouts. Mr. Billitteri said it is [www.coralstreetfirehouse.com](http://www.coralstreetfirehouse.com) and it does include floor plans and layout. Trustees Holzkopf, Kanakaris, and Kittel all agreed that the building is looking good and they are excited to see it open.

Mayor Hoeft said he understands there is no guarantee but asked if they were anticipating being on schedule to open on time. Mr. Billitteri said nothing is 100% but they do feel comfortable that all the deadlines will be met on time. Village Manager Johnson added that it is because of the June deadline, that both downtown projects are being reviewed at this time. He said he wanted the Village Board to see where each project was in meeting the deadline and added that he is encouraged to see significant activity daily on both projects. Building Official Mark Fink agreed with Village Manager Johnson in observing work being done daily, seeing them move on to hanging the drywall and passing inspections or addressing the issues at hand.

Mayor Hoeft thanked Mr. Billitteri and Mr. Curtis for their presentation and hard work in keeping the project moving along. Mayor Hoeft asked if the Village Board had any further comments or questions. There were none.

**This item is presented for discussion purposes only. No action was requested.**

d) Discussion – The Retail Coach Update Regarding Retail Market Analysis and Recruitment Services

Marketing and Recruitment Specialist Melissa Stocker stated the Village Board approved Resolution (R)2022-04.42 on April 28, 2022, to engage the services of The Retail Coach to complete a retail market analysis and to provide retail recruitment services. The consultant has completed the analysis and prepared various marketing materials to utilize in the retail recruitment process. The Retail Coach has presented Huntley to developers and end users at events sponsored by the International Council of Shopping Centers (ICSC) and Retail Live and has made direct contact with others over the past year. An initial on-site visit was made in May, at which time staff provided the consultant with a tour of the Village and discussed development opportunities along the Route 47 corridor. Staff has participated in an additional eight on-line meetings in which the consultant provided a status update regarding contacts made and other outreach activities.

**STAFF ANALYSIS**

The Retail Coach staff is in attendance at the Village Board meeting to provide an update on recruitment activity. One of the unique services offered by The Retail Coach is a retail workshop for existing retail businesses to provide retail trade area findings, demographic and psychographic profiles, and specific retail sector opportunities. The workshop is designed to help existing business and entrepreneurs enhance their business opportunities. The workshop for local retail businesses will be held at the Village Hall on March 10<sup>th</sup> from 8:00 a.m. to 9:00 a.m.

**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.*” The retail market analysis and recruitment plan will assist in attracting new businesses and will also provide resources for existing businesses.



## **FINANCIAL IMPACT**

The first year of service was paid for from the FY22 Budget Economic Development Line Item 100-70-00-6387. The initial agreement with The Retail Coach was \$47,000, with options in years two and three to continue market analysis and recruitment services at an annual cost of \$30,000 per year.

Specialist Stocker said that Mr. Kyle Cofer, Project Director for The Retail Coach, is in attendance to provide an update on the recruitment plan and to answer any questions of the Village Board. Mr. Cofer thanked staff for their assistance and provided an update on the process of contacting businesses to encourage them to build their business in Huntley. He said the basis of what they do includes providing retail market analysis and data to retailers and restaurants so they are able to make quick and accurate decisions during site selection. Mr. Cofer provided information on the various businesses they have been in contact with throughout the past year and the feedback they have received. He added they have been in contact with hotel users, numerous restaurant and retail businesses. Mr. Cofer discussed the use of geofencing which outlines specific areas within the community to show the activity of consumers that visit that particular area throughout the year and where they are visiting. Mr. Cofer highlighted the Huntley Grove site location saying that because of the geofencing, they were able to see that an estimated 241,000 consumers visit that area making over 1.8 million visits. He said this information becomes a valuable marketing tool to show interested businesses. Mr. Cofer stated that some of the businesses they contacted are very choosy about their location and said that Huntley was not a good fit at this time, but they have also been in contact with some businesses and retailers that are showing an interest. Mr. Cofer concluded his presentation stating The Retail Coach will be in Las Vegas for the ICSC convention which is the largest retail show in the country. He said retailers and businesses that they have been in contact with will be at the convention to meet and engage with his company to review sites and hopefully ultimately decide on a location to building in Huntley. Mr. Cofer thanked the Village Board for their time and said he would be happy to address any questions or concerns.

Mayor Hoeft asked if anyone had any questions of Mr. Cofer. Trustee Westberg said he appreciated the efforts of The Retail Coach and asked if the geofencing referenced could somehow be added to the Huntley First website so when people looked for property, they could focus on each quadrant of the Village separately. Mr. Cofer said yes, it could be done and could be a helpful tool for developers and business to be able to use for reference. Trustee Westberg said he believes the market is strong in Huntley right now and is excited to see things continue to grow. Mr. Cofer agreed saying that when you see the residential growth happening, the commercial growth follows soon thereafter.

Trustee Kanakarlis said that he did not think Huntley is in high demand right now and asked what could be done to improve the appeal of Huntley to be similar to a Randall Road for example. Mr. Cofer said that even though Huntley's rooftops continue to grow, Randall Road have even more housetops for the market which enhances the appeal of that area. He said that when he sends certain Huntley sites to interested parties, the sites are appealing to the retailers but they also want to know for certain that there will be success if they build here. Mr. Cofer said that it is a process that can take some time but will be worth it once more retailers get established in Huntley. Trustee Kittel questioned if the lack of housetops to the west of Huntley played a role in businesses not showing interest or if it was possibly the lack of sites that are ready to go and approved for retail.

Mr. Cofer said the population issue has not been a big concern because the sites are being marketed as a trade area. He said that population discussion is not the highest priority in promoting a site because they

do not want to give the impression that Huntley is a heavily populated area that does not have a lot of retail or restaurants. Mr. Cofer said cell phone data is one component that is used to promote an area because it is very accurate and shows the activity taking place within a certain area.

Trustee Kittel questioned if the proximity to Randall Road could be prohibiting some of these retailers and restaurant businesses from coming to Huntley because they would be taking business away from their businesses on Randall Road. Mr. Cofer said that the concern of duplication does not seem to be a concern of the businesses. Trustee Westberg said he thought it was a positive that Huntley does not have a lot of vacant spaces throughout town which could be a deterrent to new businesses, but then questioned Mr. Cofer why certain major restaurants would decide to build across the street on Randall Road from Algonquin Commons that has so many empty retail stores. He asked why these stores would not even look at Huntley if provided the geofencing and other data showing the activity in Huntley. Mr. Cofer said that ultimately these businesses make the final decision to build wherever they feel is the best fit. He added that Randall Road has a reputation for being a prime business location which is certainly a factor in where these businesses chose to locate. He said the businesses know that if they build their business along that corridor, it most likely will be successful which is difficult to dispute.

Mayor Hoeft thanked Mr. Cofer for his time and said the Village Board appreciates his efforts. He said that it is understood that there are not many empty spaces in Huntley ready for lease, which could be a good thing because there are no buildings just sitting empty, but for the new business coming in, it is cumbersome because they have to consider buying the land and building the building which is a lot for a new business. Mr. Cofer thanked Mayor Hoeft and the Village Board for their input.

**This item is presented for discussion purposes only. No action was requested.**

- e) Security Upgrade to Village Buildings Via Replacement of CCTV Camera and Door Access Systems at the Police Department, Village Hall and Public Works:
  - i. Consideration – Resolution Approving a Sales Agreement with ADT Commercial LLC Through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the Replacement of CCTV Cameras and Door Access Control Systems in the Police Department and Village Hall in the amount of \$287,683.68.
  - ii. Consideration – Resolution Approving a Sales Agreement with ADT Commercial LLC Through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the Replacement of CCTV Cameras and Door Access Control System at Public Works in the amount of \$30,759.54.
  - iii. Consideration – Resolution Approving a Sales Agreement with ADT Commercial LLC for the Monthly Recurring Service Charges in the amount of \$2,589.17/Month (\$31,070.26/year)

Chief Porter said this is an exciting project that will enhance security for several departments in various Village facilities. He added that staff from the Police Department, Public Works, the Village Manager's Office including the IT Division have worked on this project extensively for quite some time and asked Patrick Ullrich, Emergency Response and Preparedness Manager, to review the scope of the project. Manager Ullrich stated that upgrades to security continue to be a priority for the Village. Across the Village and its departments, the aging Closed Circuit TV (CCTC) cameras, poor and inconsistent video quality, poor audio quality for interview rooms, significant issues with support, and difficulty in managing multiple systems prompted the Village to conduct an overall evaluation of its existing CCTV camera and door access control systems.

Consequently, in 2022, the Village entered into a contract with R. Grossman and Associates (RGA) to perform an evaluation of the Village's existing CCTV camera and door access control systems. The purpose was to identify the existing components of the various systems, evaluate their condition, review camera coverage for possible system upgrades and expansion, and provide budgetary cost estimates for the recommended work.

On June 2, 2022, RGA met with staff to discuss the status and performance of the Village's CCTV and door access control systems, review any operational issues the systems were having and gather information. RGA made recommendations for improvements to achieve better CCTV image quality and integrate systems across multiple sites to allow unified access control and centralized CCTV monitoring.

On August 17, 2022, RGA provided its electronic security site evaluation report to the Village. In the report, RGA states, "The overall issue at VOH is that there are three separate CCTV systems, three separate access control systems, and an integration platform (3xLogic). They are all owned by and supported by different companies, with many acquired since purchase. Access control cards must be enrolled or deleted in separate systems and reporting is limited because of the separate systems. CCTV cameras are monitored on separate platforms, and there is no integration between the CCTV and access control systems other than with the jail system. Given this assortment of manufacturers and disparate systems, it is not surprising that support is also a major issue. This is further complicated as product lines are changed and consolidated as a result of the various acquisitions."

Aside from the issues listed above, RGA also addressed the condition of the existing cameras in use at the Village. RGA said, "While newer IP cameras exhibited sufficient image quality, the images provided by the analog cameras are not sufficient for any modern security application." Therefore, RGA recommended replacing all of the existing analog cameras.

After reviewing RGA's report, staff met with representatives from ADT to discuss issues with the CCTV and access control systems, conducted site walks and obtained proposals for replacement/upgrade of the current CCTV and door access control systems.

ADT was responsive to staff's concerns and proposed a replacement plan. The plan would replace existing analog cameras and door access control software, improve video quality, improve interview camera and audio quality, add panic buttons, add license plate readers at the entry and exit to the municipal complex, add cameras in currently uncovered areas to provide adequate video coverage and allow the Village to operate through one system.

On February 18, 2022, The Interlocal Purchasing System (TIPS) received proposals for contract #220105 Technology Solutions Products and Services. TIPS is a National Purchasing Cooperative where public entities join forces to procure a wide range of public services in an effort to tap economies of scale. Through TIPS, ADT Commercial LLC won a national technology solutions products and services contract which is available to be utilized by any municipality that is a TIPS member. There is no fee for a municipality to join and many Illinois municipalities participate in the TIPS Cooperative. This will be the Village of Huntley's fourth year as a member of the TIPS Cooperative.

ADT submitted three separate proposals for upgrading security at the Police Department, Village Hall and Public Works.

The first proposal utilizes TIPS contract #220105 and is for the replacement of CCTV cameras and door access control systems at the Police Department and Village Hall in the amount of \$287,683.68.

The second proposal also utilizes TIPS contract #220105 and is for the replacement of CCTV cameras and door access control systems at Public Works in the amount of \$30,759.54.

The third and final proposal is for the monthly recurring service charge that covers the CCTV cameras and door access control systems at the Police Department, Village Hall and Public Works in the amount of \$2,589.17/month. Since the equipment is warrantied for the first twelve months and labor is warrantied for the first three months, ADT prorated the extended service agreement for the remaining nine months of the first year at a cost of \$5,681.00. The full amount of \$2,589.17/month would begin being billed in year two.

#### **STAFF ANALYSIS**

ADT's plan will significantly improve the Village's security by upgrading existing cameras, adding cameras to areas that are currently not covered, improving audio and cameras for police interview rooms, replacing the door access control systems, installing license plate readers and installing panic buttons. This proposal will also allow the Village to operate through one system, which will simplify operations and provide improved customer support.

#### **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies *"Healthy, Safe and Attractive Community"* as a strategic focus, as well as the following goal: *"A Safe Community."* The replacement of the existing camera system, addition of new cameras, license plate readers and panic buttons and replacement of the door access control system will enhance the feeling of safety for residents, visitors and workers as they conduct business with the Village.

#### **FINANCIAL IMPACT**

The FY23 Budget includes \$350,000 for the CCTV Security Cameras and Door Access Control Systems. The funding for this project is coming from the Capital Improvement Fund: 400-00-00-8000.

#### **LEGAL ANALYSIS**

The sales agreements were reviewed by the Village Attorney.

Chief Porter thanked Manager Ullrich for his review of the project and said staff and Mr. Mario Davis, Senior Account Manager for ADT, was in attendance should the Village Board have any questions or concerns. Trustee Westberg asked if the footage captures on the cameras would be subject to FOIA. Chief Porter said depending on the circumstances, it could be. He said if the footage is of an event that happened in the front parking lot, it could possibly be released; however, if the footage is from within the building or an emergency situation, it most likely would not be subject to FOIA. Village Attorney Gates-Alford said that any recording of the private areas, like the jail cells, within the facilities, would not be subject to FOIA because it would be considered part of the security system. She added that footage from a camera mounted to view the front parking lot, because that area is visible to the general public, could potentially be FOIAble.

Trustee Westberg questioned who would have access to the camera footage. Manager Ullrich stated that staff will have the ability to assign access levels to different user across the departments; however, only Police Department personnel would be able to view the Police Department footage.

Village Manager Johnson added that in 2006 cameras were installed in the Police Department side of the Municipal Complex, so some of the project is considered a replacement process for cameras that have started failing. He said additional cameras will be installed as well as upgrading the cameras used throughout the department as well.

Trustee Westberg asked if the system will be cloud based and if staff will be able to access the cameras off-site. Mr. Mario Davis, Senior Account Manager for ADT, said camera footage can be accessed off-site by having a log-in protocol to allow access. Mr. Davis added that the cameras and recording devices will be hosted on the servers at the Municipal Complex.

Trustee Kanakaris asked about the warranty for the cameras and other equipment. Mr. Davis explained the coverage of the equipment and the need for the service agreements to maintain coverage of parts and labor to keep the camera and system operational. Mayor Hoeft asked if the Village Board had further comments or questions. There were none.

**A MOTION was made to approve a:**

- i. Resolution Approving a Contract with ADT Commercial LLC Through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the Replacement of CCTV Cameras and Door Access Systems in the Police Department and Village Hall in the amount of \$287,683.68.**
- ii. Resolution Approving a Contract with ADT Commercial LLC Through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the Replacement of CCTV Cameras and Door Access System at Public Works in the amount of \$30,759.54.**
- iii. Resolution Approving a Contract with ADT Commercial LLC Through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the Monthly Recurring Service Charges in the amount of \$2,589.17/month (\$31,070.26/year).**

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

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** Village Manager Johnson stated that two documents were distributed to the Village Board. He said the first document is referred to as a Budget in Brief which is an executive summary of the approved FY2023 budget. The Budget in Brief was assembled by the new employee in the Finance Department along with Finance Director Cathy Haley and Deputy Village Manager Lisa Armour. The document condenses hundreds of pages that make up the FY2023 into a very readable format that is only a few pages long. Village Manager Johnson said the other document distributed are documents in preparation for the joint Plan Commission and Village Board meeting being held Monday evening at 6:30 in the Board Room to kick off the Comprehensive Plan update process.

**VILLAGE PRESIDENT’S REPORT:** Mayor Hoeft announced that the Farmers Market will be held Saturday in Fellowship Hall at the First Congregational Church from 9am to 1pm. He added that there will be a joint meeting between the Village Board and Plan Commission along with Houseal Lavigne, to discuss the process

of updating of the comprehensive Plan. Mayor Hoeft said that Houseal Lavigne and the Huntley Police Department will have booths at the upcoming Huntley Chamber Expo being held this Saturday, March 18<sup>th</sup> from 9am to 3pm at the Cosman Center at the Huntley Park District.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** Yes

Mayor Hoeft asked for a motion to go into Executive Session for Property Acquisition, Purchase, Sale or Lease of Real Estate and Pending, Probable or Imminent Litigation.

**A MOTION was made at 8:27 p.m. to Enter into Executive Session for discussion of Property Acquisition, Purchase, Sale or Lease of Real Estate and Pending, Probable or Imminent Litigation.**

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

**A MOTION was made at 8:58 p.m. to Exit Executive Session.**

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

**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 8:59 p.m.

**MOTION:** Trustee Kanakaris  
**SECOND:** Trustee Westberg  
The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon  
Village Clerk